

## St Mary Abbots Church of England Primary School

### Determined Admission Arrangements Notice 2025-26

In accordance with Regulation 17 of the School Admissions Regulations 2012, admission arrangements must be formally determined by the responsible admission authority.

The Governing Body of **St Mary Abbots Church of England Primary School** hereby formally determine the admission arrangements for the academic year of entry 2025-26. No changes were made to the admission arrangements from the previous year except for statutory dates.

In accordance with Regulation 21 of the Regulations and Section 88 of the SSFA 1998, any person or body who considered that any maintained school or Academy's arrangements are unlawful, or not compliant with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Objections should be sent to: OSA, Bishopsgate House, Feethams, Darlington, DL1 5QE or emailed to [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk). Objections must be submitted by 15 May 2024.

Further information can be located at:

<https://www.gov.uk/guidance/school-admissions-arrangements>

## ST MARY ABBOTS SCHOOL ADMISSIONS POLICY for entry from September 2025

If you would like your child to attend St Mary Abbots School then please see details of our admission arrangements below. For more information about the School please see the Headteacher's welcome on the School website home page: <https://sma.rbkc.sch.uk>

For your application to be considered you must complete the **Common Application Form** and return it to the Royal Borough of Kensington & Chelsea. Alternatively, you can apply online: <https://www.eadmissions.org.uk/eAdmissions/app> Further information is available on the RBKC website.

In addition, so that the governors can consider your application fully, all applicants for a Foundation Place should complete the School's **Supplementary Information Form** and should also ensure the **Clergy Form** is completed.

The Supplementary Information Form and Clergy Form must be returned to the school office by the date given below under 'Closing Date for Applications' which is 13 January 2025.

Where there are more applications than places available places are awarded at our school in accordance with Admissions Criteria below approved by the London Diocesan Board for Schools.

**IMPORTANT:** The school places high value and importance on the continuity of a child's attendance from Reception through to the end of Year 6, and also the continuity of any sibling link throughout that period.

The Governors strongly discourage families from taking children out of the school before the end of Year 6. We ask you to bear this in mind before making an application for a Reception place if your intention is to move the child into the private sector before the end of Year 6.

*In short by removing a child from the school early:*

- It denies a place in Reception for another child who might really thrive if given the chance of seven years at St Mary Abbots School
- It can be severely disruptive and upsetting for your child's classmates and for your child
- It has serious financial implications for the school - any empty place in the middle of term can reduce income for a whole year

The reception class has thirty places, and they are awarded to children in the following sequence:

## **1 LOOKED AFTER CHILDREN (or CHILDREN IN PUBLIC CARE)**

Over-riding priority will be given to looked after children and children who were previously looked after but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. This includes those children who appear (to the admission authority) to have been in state care outside of England and cease to be in state care as a result of being adopted.

## **2 SIBLINGS**

That is, children with any blood, half, step, adoptive and foster siblings who live at the same home address already attending the school and who will still attend the school on the date of the candidate's proposed admission.

## **3 OPEN PLACES**

The school welcomes applications from families who practise faiths other than Christianity or who proclaim no religious faith. Open Places are therefore available to those who do not qualify for a Foundation Place. After 'Looked After Children', Sibling Places, and places taken by those with an Education, Health and Care Plan (EHCP) naming this school have been awarded, and subject to the maximum class size of 30 children, we will offer as Open Places either two places or twenty percent of the places that remain, whichever is the lesser. In the event of over subscription, Open Places will be allocated by the Governors according to nearness of the candidate's home to the school\*.

Note: If, once Siblings, Open and Foundation Places have been awarded as described here, vacant places still remain, they will be treated as further Open Places and filled in order of the candidates' homes nearness to the school\*.

## **4 FOUNDATION PLACES**

Foundation Places are offered to children from families who can demonstrate sustained commitment to a Christian church – that is, one which is a member of Churches Together in England (CTIE) - within the criteria set out below. By 'sustained commitment' we mean participation in Sunday worship in a church at least twice a month for at least twenty-four months before the closing applications date for Reception admissions. Evidence for such commitment and involvement must be supported by a form, supplied by the school, filled in by your Priest or Minister.

We award Foundation Places in accordance with the following order of priority:

- (a) Of the total available places for Foundation Place applicants, seventy five percent will be awarded to the children of families who can demonstrate sustained commitment to St Mary Abbots Church.

- (b) Of the total available places for Foundation Place applicants, fifteen percent will be awarded to the children of families who can demonstrate sustained commitment to other Kensington Deanery\*\* Church of England Churches.
- (c) The remaining Foundation Places will be awarded to the children of families who can demonstrate sustained commitment to churches of other denominations being members of Churches Together in England (CTIE) located within the Kensington Deanery.
- (d) Foundation Places still remaining will be awarded to the families of children who can demonstrate sustained commitment to churches which are members of CTIE (including, for the avoidance of doubt, the Church of England) located outwith the Kensington Deanery.

In the event of over subscription in any of the aforesaid categories, Foundation Places will be allocated by the Governors according to nearness of the candidate's home to the school\*.

When a family has only moved into the area within the last two years, we will take into account evidence of their commitment to their previous CTIE church, as supported by a form filled in by the previous priest or minister as well as the form filled in by the priest or minister at their current church (i.e. there will be at least two clergy forms to submit for those who have moved to a qualifying church within the past 2 years).

If sustained commitment to church cannot be demonstrated in accordance with the criteria above, applications should be made for an Open Place unless the 'Looked After Children' or 'Siblings' criteria apply.

\* Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Where more than one child has the same distance measurement a decision will be made using random allocation.

\*\* Kensington Deanery. A map showing the area covered by the Church of England Kensington Deanery can be consulted at the School Office.

**PLEASE NOTE**

For your application to be considered you must complete the Common Application Form and return it to the Royal Borough of Kensington & Chelsea. In addition, so that the governors can consider your application fully, applicants for a foundation place should complete the School's Supplementary Information Form and should also ensure the Clergy Form is completed. The Supplementary Information form and any Clergy Form must be returned to the school office.

## **LOOKED AFTER CHILDREN**

Looked after children include children who were previously looked after, but ceased to be because, immediately after being looked after, they were adopted, or became subject to an adoption, child arrangements or special guardianship order. By a 'looked after child' we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)

## **OPEN PLACES**

Please note that the school strongly discourages prospective parents from applying for Open places if their application would otherwise qualify for consideration under one of the categories under Foundation Places. Open places are provided to enable entry into the school to those who do not practise a Christian faith.

## **CLOSING DATE FOR APPLICATIONS**

Applications for places in the Reception Class for September 2025 must be submitted by 13 January 2025. No priority is awarded to early applications.

## **CHILDREN WITH A 'SPECIAL EDUCATIONAL NEED'**

If your child has a statement of Special Educational Needs, or a statement pending, the procedure for admission is completely separate from the usual admissions criteria. Please contact the special needs officer in your home local authority for advice and guidance. Please note also that the Head Teacher has the right to consider whether the school is able satisfactorily to meet the needs of a pupil with a statement.

## **CASUAL ADMISSIONS (IN YEAR ADMISSIONS)**

Whenever, apart from the September Reception admissions, places become vacant in any of the school's classes they are known as 'Casual Admissions'. They are filled strictly in this order: Looked After Children and Special Educational Needs; Siblings; Foundation Places; Open Places – all according to the criteria above. Foundation status for casual admissions will be decided on the basis of the sustained commitment demonstrated by the family by the date that the vacancy arises.

Applications are made to the Royal Borough's Admission Team on the 'In-Year Common Application Form'. You will be notified of the outcome of your application by the Royal Borough on behalf of the governing body. If you want to apply for a Foundation Place you will also need to complete the schools Supplementary Information Form and Clergy Form so that governors can consider your application fully. If the school is full in the requested year group, children will be placed on the waiting list as described above.

## **SUMMER BORN CHILDREN ENTERING RECEPTION CLASSES**

When a reception class place is offered it is for a full-time place from the September following the child's fourth birthday. However, the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025-26, but no later than the term after the child's fifth birthday, when the child reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Where parents wish, a child may attend part-time until they reach compulsory school age.

## **ADMISSIONS OUT OF THE NORMAL AGE GROUP**

For children whose fifth birthday falls between 1 April 2025 and 31 August 2025, whose parents who do not wish them to start school in school year 2025-26, but to be admitted in September 2026 for school year 2026-27, should discuss this with the school at an early stage, and in any event by the date for admissions listed above. 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 be taken into consideration.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group. The school will determine all applications in accordance with the School Admissions Code 2014

## **2025 ADMISSIONS: APPEALS**

Note: this relates solely to appeals about entry to the Reception Class in September 2025.

If an application for a place in the Reception Class for entry in September 2025 has not been successful parents have the right to appeal.

Appeals must be made within 20 days of the date of the decision and are considered by an independent appeals panel. Additional evidence supporting the appeal must be submitted within 10 days of sending in the appeal notification.

Parents making an appeal will receive at least 10 school days' notice of their appeal hearing. A decision about the appeal will then be given within 5 days of the appeal hearing wherever possible.

Further information may be obtained from:

The Office Manager, St Mary Abbots Church of England Primary School, 2 Kensington Church Court, London W8 4SP.



# ST MARY ABBOTS CHURCH OF ENGLAND SCHOOL

## SUPPLEMENTARY INFORMATION FORM



**PLEASE NOTE: IF YOUR CHILD HAS AN EDUCATION, HEALTH & CARE (EHC) PLAN, OR AN EHC PLAN IS PENDING, THERE IS A COMPLETELY SEPARATE ADMISSIONS PROCEDURE. PLEASE CONTACT YOUR LOCAL EDUCATION AUTHORITY'S SPECIAL NEEDS OFFICER FOR ADVICE AND GUIDANCE**

Please note: If it is discovered that false information has been provided to obtain a place, any offer will be withdrawn. We reserve the right to carry out verification checks on the information provided.

Please use **BLOCK CAPITALS** throughout

CHILD'S SURNAME ..... CHILD'S DATE OF BIRTH .....

CHILD'S OTHER NAMES .....

NAME OF PARENT(S)/GUARDIAN(S) .....

HOME ADDRESS .....

..... POST CODE..... HOME TEL NO .....

MOBILE NO ..... EMAIL ADDRESS .....

UNDER OUR ADMISSIONS POLICY YOU HAVE TO **CHOOSE ONE** OF FOUR ADMISSIONS CATEGORIES FOR THIS CHILD:  
 (1) LOOKED AFTER CHILDREN/CHILDREN IN PUBLIC CARE PLACE (2) SIBLINGS (3) OPEN PLACES (4) FOUNDATION PLACES

THE ADMISSIONS POLICY EXPLAINS HOW PLACES ARE ALLOCATED UNDER THESE CATEGORIES AND SHOULD BE REFERRED TO FOR FULLER DETAILS.

**SIBLINGS**

Children with any blood, half, step, adoptive and foster siblings who live at the same home address already attending the school and who will still attend the school on the date of the candidate's proposed admission.

**OPEN PLACES**

Children from families who practise faiths other than Christianity or who proclaim no religious faith.

**FOUNDATION PLACES**

Children from families who can demonstrate sustained commitment to a Christian church - that is one which is a member of Churches Together in England. Please refer to SMA Admissions Policy.

**YOU MUST TICK ONE OF THESE BOXES:**

WE WISH THIS CHILD TO BE CONSIDERED FOR A:

- 1. LOOKED AFTER CHILDREN/CHILDREN IN PUBLIC CARE PLACE
- 2. SIBLINGS PLACE
- 3. OPEN PLACE
- 4. FOUNDATION PLACE

**IF YOU HAVE APPLIED FOR A SIBLINGS PLACE, PLEASE FILL IN THIS BOX:**

BROTHER(S) AND/OR SISTER(S) WHO WILL BE ATTENDING THE SCHOOL ON THE APPLIED-FOR DAY OF ENTRY:

FULL NAME ..... YEAR ..... FULL NAME ..... YEAR.....

Signed ..... Date.....



**ST MARY ABBOTS SCHOOL RECEPTION ENTRY - CLERGY FORM**



If it is discovered that false information has been provided to obtain a place, any offer will be withdrawn. We reserve the right to carry out verification checks on the information provided.

**IF YOU HAVE APPLIED FOR A FOUNDATION PLACE, you must fill in this section:**

Name of Child: ..... Child's Date of Birth .....

What is the name and address of church where you currently worship? .....

When did you start attending this church? .....

How frequently do you attend Sunday services in this church? .....

Name of the church's priest or minister .....

**(We require him/her to fill in the form below)**

**If within the last two years you used to worship regularly at another church, please also give the following details:**

Name and address of church you used to attend .....

When did you start attending this church? .....

How frequently did you attend Sunday services in this church?

Name and address of priest or minister .....

**(you must arrange for him/her to fill in the form below)**

Your signature ..... Date.....

**PRIEST'S/MINISTER'S REFERENCE**

**The family above has applied for a Foundation Place for their child/ren at St Mary Abbots Church of England School. Awarding such places depends on our receiving their Priest's/Minister's assurance that they do attend regularly and have done over a given period. The School's Admissions Criteria are available on the School's website. Please kindly fill in the form below:**

Your Church's Name & Address: .....

Your Church's Denomination .....

Is your church a member of Churches Together in England:  yes  no

When did this family start attending regularly (month/year) .....

**Since January 2023, how frequently on average has this family attended Sunday worship with you:**

**One Sunday a month [ ]; Two Sundays a month [ ]; Three Sundays a month [ ]; Four Sundays a month [ ]**

Name: ..... Position: .....

Your office & mobile phone numbers (i) ..... (ii) .....

Email .....

Your signature ..... Date .....

**PREVIOUS CHURCH'S PRIEST'S/MINISTER'S REFERENCE (where applicable)**

**The family above tell us that in the last two years they used to worship with you regularly before moving to their present church. To enable us to take into account their commitment with you. Please kindly fill in the form below:**

Your Church's Name & Address: .....

Your Church's Denomination.....

Is your church a member of Churches Together in England: [ ] **yes** [ ] **no**

When did this family start attending regularly (month/year).....

When did they move away (month/year).....

**During this period, how frequently *on average* did this family attend Sunday worship with you:**

**One Sunday a month [ ]; Two Sundays a month [ ]; Three Sundays a month [ ]; Four Sundays a month [ ]**

Name: ..... Position: .....

Your office & mobile phone numbers (i) ..... (ii) .....

Email .....

Your signature ..... Date.....