CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

COLPAI Proposed Admissions Policy for the academic year 2027-28

Responsibility:	Head Teacher
Updated:	September 2026
Approved by Board:	September 2026
Next Review Date:	September 2027

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Published Admissions Number (PAN)

Primary Academy Islington has an admission number of 60.

Primary Academy Islington will accordingly admit this number of pupils each year if there are sufficient applications. Where there are fewer applications than the published admission number for the relevant year group are received, places will be offered to all those who have applied.

Oversubscription criteria

A child with an Education, Health and Care Plan which names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. This is a separate process from the coordinated Admission Arrangements set out below.

In the event of there being more applications than places available, places will be allocated in the following order of priority:

1. Children in public care (Looked After Children) and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), including those who appear to have been in a state care outside of England [see note a]
2. Children with siblings who are already on roll at the City of London Primary Academy Islington and will still be on roll at their date of entry [see note b]
3. Children with exceptional medical, social or psychological needs, where it is agreed by the Academy Trust that these can best be addressed at the City of London Primary Academy Islington [see note c]
4. Children of staff employed at the Academy [see note d]
5. Children living nearest to the Academy as measured by a straight line from the child's home to the centre of the school grounds [see note e]

Notes

a) 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Also, children who were previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child. Siblings at the same address attending in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion. Siblings who attend the City of London Academy Islington (Secondary) will not be treated as a sibling.

c) Supporting evidence from a suitable professional to substantiate that the child has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, City of London Primary Academy Islington is the most suitable and the difficulties that would be caused if the child had to attend another school.

d) Children of staff who work at the Academy with at least two years' continuous employment, or where the academy reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skills shortage.

e) This evidence must be current and either from the child's registered general practitioner or any other suitably qualified professional that the child has been referred to and/or who is providing direct care / support / treatment to the child on an ongoing basis in their professional capacity

e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

f) Distance from the City of London Primary Academy Islington will be determined from the centre of the school grounds. Nearness to schools is measured on a computerised mapping system using a straight-line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington). If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes.

g) Tie break – Distance will be used as a tiebreaker for criteria 1, 2 and 3. If only one place is available and two or more children qualify for that place, the child who is offered the place will be determined by random allocation using Islington LA's computerised system.

h) Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the Academy will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.

Late Applications

All applications received by the London Borough of Islington after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request their child is placed on the waiting list.

Deferred Entry for Infants

Primary Academy Islington will provide for the admission of children in the Reception Year Group in the September following their fourth birthday. Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place part time, until the child reaches compulsory school age. Where entry is deferred, the child's school place will be held and not be offered to another child. Parents will not however be able to defer their child's entry into Reception beyond the academic year for which the original application was accepted.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December, and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy Trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head Teacher and any supporting evidence provided by the parent and will set out clearly the reasons for their decision.

The process for requesting such an admission is as follows:

- With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.
- Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Head teacher etc.

Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Primary Academy Islington will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group should be made as part of the normal applications round i.e. the academic year in which the child turns five. A fresh application should be made the following year if the request has been agreed. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If Primary Academy Islington agrees to a parent's request for their child to be admitted out of their normal age group, the Local Authority must process the application as part of the main admissions round.

Please see Late Application for applications made outside the scheduled admissions round.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Proof of Address

Islington LA, as part of the pan-London co-ordination group takes responsibility for verifying eligibility to apply for a school place.

Shared parental responsibility – If both parents live separately but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of the application and to provide supporting evidence in respect of both addresses, for example, a Residency Order from a court. Only one address can be used for school admission purposes and the final decision will rest with Islington LA.

Original copies of the following documentation will be required:
Council Tax bill and
One other proof of address such as bank statement, TV Licence or credit card statement.

Waiting Lists

Islington LA will continue to co-ordinate admissions beyond the offer date. The LA will hold the Academy's waiting list until 31 December. After this date, the Primary Academy Islington will maintain its own waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants may appeal online using the appeals form on the Islington website:
https://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place/appeal-schools-decision

Commissioning Arrangements (AP)

COLPAI is committed to providing education excellence for all pupils. As an inclusive school, staff endeavour to meet the needs of all pupils through high quality in-school provision, and where appropriate, through close partnership working and the specialist support of external agencies. Where a pupil's SEND are not best met in this way, the school will commission alternative provision in accordance with the school's Procurement policy and in consultation with and approval of the Board of Governors.

In-Year Admissions

Applications for in-year admissions are made directly to the school. If a place is available and there is no waiting list then the Governing Body will offer the place. If more applications are received than there are places available then applications will be ranked in accordance with the oversubscription criteria. Applicants will be offered the opportunity of being placed on a waiting list which will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the Governing Body will make an offer to the applicant who is at the top of the list.