



## St Marylebone Church of England School

64 Marylebone High Street  
London W1U 5BA

# YEAR 7 ADMISSIONS POLICY 2012/13

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The St Marylebone Church of England School is a voluntary aided school and the governing body decides the order in which places at the school are to be offered, if there are more applications than places. This document tells you how we do this.

### GENERAL

We plan to admit 150 girls each year. To be considered for a place, you must complete the Common Application Form for the local authority where you live. Also, all applicants other than Statemented children (as defined below) must complete the school's Supplementary Information Form - "SIF".

You must apply before the closing date specified. Late applications or applications not made in accordance with the applications procedure will not be considered by the Admissions Committee until all applications made in time have been dealt with and any appeals have been heard.

You are strongly encouraged to visit the school on an Open Day before making an application. This visit does not form part of the admissions process and nothing that you say or do at that visit will be taken into account by us but we encourage this so that you have enough knowledge of the school to feel confident that it is an appropriate one for your daughter.

Parents are expected to encourage their daughters to participate in, and benefit from, the school's Christian and Church of England tradition.

### ORDER OF MAKING OFFERS

We expect to have more applicants than we have places available, so we have to have a way to decide the order in which offers will be made. Our arrangements reflect the fact that the school is a Church of England school but one that welcomes members of all faiths and of no faith.

In deciding the order of offers, we apply the following definitions:-

1. **"Looked After and Previously Looked After children"** – children who are or have previously been looked after by a local authority, within the meaning of paragraph 1.7 of the School Admissions Code published on 1 February 2012
2. **"Statemented children"**, namely girls with statements of special educational needs. Statemented children obtain a place through the statementing process and should not apply under this procedure. The number of girls with statements either naming the school, or whose local authority has advised the school before the Admissions Committee makes its

admissions decisions that it is proposing to name the school, will be taken into account in deciding how many places can be offered to non-statemented girls.

3. **"Performing Arts"** places. These are offered to applicants whose daughters can demonstrate a specific aptitude for one of the performing arts (dance, drama, music or choral). To assess this, girls who have demonstrated some aptitude will be invited for audition. There is a separate sheet, setting out how we decide who is to be invited for audition and how we assess aptitude for performing arts. If you wish your daughter to be considered under this category, please ask for the Performing Arts form and information sheet and send the completed form to the school by the published deadline. Applicants for Performing Arts places who are not offered a place under this category will automatically be considered for other places according to any other category that may apply provided they are assessed under the banding process described below and, if they wish to be considered for a Church of England place, they have completed a Clergy Form.
4. **"Church of England"** places. To qualify under this category, your daughter must
  - live in the diocese of London, and
  - have attended her Church of England place of worship over at least three years before the date of application to the school and her parent(s) must also have attended the Church service during those three years. A year means a period of 12 consecutive months.You must obtain a completed Clergy Form and send it to the school by the published deadline.
5. **"Open"** places. Any girl not falling within any of the previous categories will be considered for a place on an "open" basis.

## THE PROCEDURE

### Banding

We want a balanced intake which is representative of the ability of those applying each year for places. To achieve this, we operate "banding". Each girl must come to the school on the assessment day when tests will be taken. If in exceptional circumstances and at the discretion of the headteacher your daughter can not attend, predicted SATs or other relevant evidence may be considered. It will be up to you to provide such other evidence. Pupils who are Looked After or Previously Looked After are also required to take the test even though they have first priority so that their ability is taken properly into account in balancing our intake. The ability of Statemented children will be assessed from the statement data.

The purpose of these tests is solely to place girls in the right ability band. **The test result does not determine who is offered or refused a place.** There will be four ability bands, each consisting of 25% of those girls who have taken the test or sent in alternative objective evidence in any given year. This means that the band into which an individual girl is placed will depend on where that girl is placed in relation to the overall ability of those actually applying for places in the year in question.

Girls selected for performing arts places will take place in the banding arrangements and will then be allocated to their appropriate band.

### Allocating places

1.0 1.1 We identify and allocate places to the Pupils who are Looked After or Previously Looked After

- 1.2 We identify pupils and allocate places to Statemented children where the school is named on their Statement.
- 1.3 We identify the candidates to whom Performing Arts places will be offered.
- 2.0 We then establish which band each girl who has applied for a place comes into. We deduct the number of girls who have performing arts places from each of the bands. We then designate 60% of the remaining places in each band, rounded up to the nearest whole number, as Church of England places.
  - 2.1 In allocating the remaining Church of England places in each band after deducting the number (if any) of places in that band allocated to Pupils who are Looked After or Previously Looked After and Statemented children who qualify for Church of England places, we will give priority places in each band in the following order:
    - 2.1.1. to candidates who have attended a weekly service with their parent or guardian at St Marylebone Parish Church on at least 26 occasions in each of the three years preceding the date of application to the school
    - 2.1.2. to candidates who have attended a weekly service with their parent or guardian at any other Church of England church on at least 26 occasions in each of the three years preceding the date of application to the school
    - 2.1.3. to candidates who have attended a weekly service with their parent or guardian at any Church of England church on at least 13 occasions in each of the three years preceding the date of application to the school
    - 2.1.4 to any other candidates who qualify for a Church of England place
  - 2.2 In allocating those remaining Open places in each band after deducting the number (if any) of places in that band allocated to Pupils who are Looked After or Previously Looked After and Statemented children who do not qualify for Church of England places, we will give priority places in each band in the following order:
    - 2.2.1 to candidates who are resident in the Diocese of London
    - 2.2.2 to any other candidate

### **Tie break**

If there are more candidates in any group or category than there are places available, the order in which places will be offered will be based on where the candidates live. We offer to those living nearest the school at the date of application to it, as measured by the shortest walking route. The distance of the shortest walking route is measured, using the road network, from the centre of the child's home address to the nearest school entrance for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same entrance, priority will be given to the applicants living closest to the ground floor, and then by ascending floor number.

For this purpose, the address of a candidate is the permanent domestic address of the parents. Business addresses are not acceptable. If your child does not live with both parents, it is the address of the parent, guardian or carer with whom the child lives permanently or for the greater part of the week. If access is equal then it is the address of the parent, guardian or carer which you have nominated in connection with this application.

## **APPEALS**

Parents have the right to appeal to an Independent Appeals Panel. They must notify the school within two weeks of the refusal of a place and details of how to appeal will be given at the time of refusal.

## **WITHDRAWAL OF PLACES**

The admissions committee reserves the right to make its own enquiries to verify any information supplied by you. If subsequently we find that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the Admissions Committee may withdraw the offer. If that happens, you have a right of appeal to the Independent Appeal Panel.

## **ADMISSION OF VULNERABLE CHILDREN WHO ARE HARD TO PLACE OUTSIDE THE NORMAL ROUND OF ADMISSIONS**

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give consideration to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

## **WAITING LIST**

The school maintains a waiting list with girls' names in the order determined by the school's oversubscription criteria. This list will be maintained for one term after the normal point of admission.

## **IN-YEAR ADMISSIONS**

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 governors' 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 modifications: pupils (if any) on the Hard to Place pupils list produced by Westminster LA are given priority immediately after Looked After or Previously Looked After children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You 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 and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.