



YEAR 12 ADMISSIONS POLICY 2012/13

For those born after 1 September 1993

The St Marylebone Church of England School is a voluntary aided school with specialisms in the Performing Arts, Mathematics and Computing. The governing body decides the order in which places at the school are to be offered and this document tells you how we do this.

GENERAL

The St. Marylebone Church of England School admits female and male students directly into KS5 (Years 12 and 13), the Sixth Form. Under the arrangements of the Westminster Post 16 Partnership, students who are based at St. Marylebone may also study one subject at one other centre. Applications are accepted from suitably aged external candidates who wish to join the school community. The total number of places in Years 12 and 13 together is 330. The number of places available in Year 12 for 2012/13 will accordingly depend on the number of pupils expected to stay on in year 13 that year. Candidates who are on the roll of the school when they apply (internal candidates) will have priority over candidates who are not on the roll of the school when they apply (external candidates), so the number of places in Year 12 available for external candidates will also depend on the number of pupils transferring from Year 11 in the school. There will be a minimum of 18 places for external candidates, but it is likely that more places than this will be available: last year 86 external candidates received places.

We offer places in three general categories after first admitting looked-after and previously looked-after students (students who are “looked-after” by a local authority under the provisions of the Children Act 1989) and students with statements of special educational needs naming the school. Those categories are:

1. **Specialist Scholarships** (up to 15 in total)
These are offered to internal and external candidates who can demonstrate a specific aptitude for and commitment to one of our specialisms and are offered without consideration of suitability for all courses applied for. Candidates who have demonstrated some aptitude will be invited for audition/interview. There is a separate sheet, setting out how we decide who is to be invited for audition/interview and how we assess aptitude for these scholarships. Those awarded scholarships must take the examination course associated with their specialism. If you wish to be considered under this category, you should download this information from the website. Candidates for these 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.
2. **Foundation (Church of England) Places** (60% of the remaining available places)
Internal candidates who were originally admitted to Church of England places will remain in this category. Any external candidate who wishes to be considered for a place under this category must be a communicating member of the Church of England or a member of a practising Church of England family.

External candidates must send a completed Clergy Form (available on the school's website) to the school by the published deadline.

3. **Open Places.**

Any student not falling within any of the previous categories will be considered for a place on an "open" basis. Please note that this group may include members of any and every faith.

Full entry requirements for all courses are available on the St Marylebone web pages. Offers will be made conditionally on the candidate achieving the appropriate GCSE grades.

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 the Open Evening before making an application so that you have enough knowledge of the school to feel confident that it is an appropriate one for you.

You are expected to benefit from the school's Christian and Church of England tradition.

THE PROCEDURE

Suitability of courses

We wish to enrol students on courses on which they will be successful. Therefore, when places are oversubscribed they will be allotted on the grounds of suitability for the specific courses applied for.

To help candidates decide which courses are most suitable for them all candidates who are predicted grades that match or exceed our subject requirements will be offered an advice and guidance meeting with a senior member of staff at the school before offers are made. To aid this process you will be asked to bring some written work with you to this meeting to discuss. Details of this are available on the website. This meeting does not form part of the admissions process but we encourage this so that you have enough knowledge of the school and courses available to feel confident that this is an appropriate choice for you.

Allocating places

Acceptance on individual courses will depend on numbers applying and the school's capacity for each course. Once a course is full a candidate's application may still be considered if it is likely that s/he may gain a place for that subject in the 6f partnership. However, such places can only be confirmed in the September that the course starts and candidates should secure alternative provision in case it proves impossible to offer a confirmed place.

We first allocate places to external and internal looked-after and previously looked-after students and students with statements of special educational needs naming the school.

We then offer up to 15 Specialist Scholarship places to external candidates.

Next, we offer places to internal candidates and finally any remaining places will be offered to external candidates. In doing so, we aim to achieve the balance mentioned above between Foundation and Open places.

In offering places within each category we apply criteria as follows:-

1. Places will be allotted unless one of the candidate's chosen subjects is full.
2. Priority amongst external candidates is given to candidates who have applied and are suitable for courses connected with our specialisms.
3. Further priority is given to candidates who can take all four subjects at the school. If not all places can be filled by suitable candidates taking four subjects at the school, those most likely to be able to gain a place in the 6f consortium for one of their subjects will be considered.
4. If two or more of a candidate's chosen courses are full they can not be considered for a place. Any available suitable alternative courses will be offered.

Where two or more candidates have equal qualification but not all can be accommodated on the available courses, 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. 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 nearest to the school. Distances are measured by the shortest walking route, 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 candidates living in flats using the same entrance, priority will be given to the candidates living closest to the ground floor, and then by ascending floor number.

CASUAL ADMISSIONS

It is rare that places become available during KS5. If they become available in the first term of Year 12 those who previously applied to the school where there are spaces available will be offered a place. After that places will only be offered in exceptional circumstances of great need in consultation between the Director of Post 16 Education and a member of the Governing body.

APPEALS

An Independent Admissions Appeals Panel will be established to hear appeals concerning non-admission to the School in accordance with the provisions of the School Admission Appeals Code. Appeals will normally be held in June.

WAITING LIST

Where an application is unsuccessful, candidates may ask for their name to be placed on the waiting list. Candidates will be placed on the waiting list in an order determined by the oversubscription criteria as set out above.

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.