



The St Marylebone Church of England School

64 Marylebone High Street
London W1U 5BA

YEAR 7 ADMISSIONS POLICY 2017/18

The St Marylebone CE School is an academy and, as such, is its own admissions authority. 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 (CAF) for the local authority in which you live. Also, all applicants other than girls with Statements of Educational Need or EHC plans (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 on 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 / carers are expected to encourage their daughters to participate in, and benefit from, the school's Christian ethos and Church of England tradition.

ORDER OF MAKING OFFERS

We expect to have more applicants than we have places available, so we 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.

Girls with Statements of Special Educational Need (SEN) or Education, Health and Care (EHC) Plans obtain a place through the statementing process through their local authority and should not apply under this procedure. The number of such girls 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 girls who do not have Statements of SEN or EHC Plans (see 1.2 under "Allocating places" below).

After the allocation of Girls with Statements of Special Educational Need (SEN) or Education, Health and Care (EHC) Plans, the following definitions are applied In deciding the order of offers:

1. **“Looked After and Previously Looked After girls”**: girls 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. **“Performing Arts”** places: these are offered to girls who demonstrate a specific aptitude for one of the performing arts (dance, drama, music or choral). To assess this, girls will be invited to an aptitude test. Information about this process and how we assess aptitude is included in the Performing Arts application form. If a girl wishes to be considered under this category, a Performing Arts form must be completed and returned to the school by the published deadline. Girls who apply 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.
3. **“Children of Staff”**: these are **children of a member of staff** where the member of staff has been employed at the school for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **“Church of England”** places: to qualify under this category, a girl must:
 - live in the diocese of London (*most of [Greater London](#) north of the [River Thames](#) and west of the [River Lea](#)*), 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 services during those three years. A year means a period of 12 consecutive months.

You must obtain and complete a 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. Details of the banding assessment are available at the Open Days and via the school’s website. If, in exceptional circumstances and at the discretion of the Headteacher, a girl cannot attend, primary school assessment levels and or other relevant evidence may be considered. It will be up to parents / carers to provide such other evidence. Pupils who are Looked After or Previously Looked After are also required to take the banding test, even though they have first priority, so that their ability is taken properly into account in balancing our intake. The ability of girls with Statements of SEN or EHC Plans will be assessed from the Statement or EHC 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 also take part in the banding test arrangements and will be allocated to their appropriate band.

Allocating places

Having allocated places as per our statutory duty to girls with Statements of SEN or EHC Plans, we allocate the remaining places in this order:

- 1.0 1.1 We identify and allocate places to the girls who are Looked After or Previously Looked After. Our allocation of these places will comply with our statutory obligations regarding admissions of Children Looked After.
 - 1.2 We identify the girls to whom Performing Arts places will be offered.
 - 1.3 We identify and allocate places to Children of Staff.
- 2.0 We then establish the band into which each girl who has applied for a place comes. We deduct the number of girls who have Performing Arts places and who are Children of Staff 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 girls who are Looked After or Previously Looked After and girls who have Statements of SEN or EHC Plans who qualify for Church of England places, we will give priority places in each band in the following order:
 - 2.1.1. to girls who have attended a weekly* service with their parent or carer 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 girls who have attended a weekly service* with their parent or carer 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 girls who have attended a weekly* service with their parent or carer 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 girls who qualify for a Church of England place.
 - 2.2 In allocating the remaining Open places in each band (and any Church of England places not filled under 2.1 above), after deducting the number (if any) of places in each band allocated to girls who are Looked After or Previously Looked After and girls with Statements of SEN or EHC Plans who do not qualify for Church of England places, we will give places in each band in the following order:
 - 2.2.1 to girls who are resident in the Diocese of London
 - 2.2.2 to any other girls who have applied.

***Please note:** a weekly service is normally a Sunday service. In some places, this may also be a Saturday vigil service. Applicants are advised to check with their Church as to how attendance at services is recorded, as every Church does this differently.

Tie break

If there are more girls in any group or category than there are places available, the order in which places will be offered will be based on where the girls live with **preference given to a girl who lives the shortest distance from the school.** The address of a girl is the permanent domestic address of the parent(s). Business addresses are not acceptable. If the girl does not live with both parents, it is the address of the parent, guardian or carer with whom the girl 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 is

nominated in connection with this application. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the girl's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between girls living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

APPEALS

Parents / carers have the right to appeal to an Independent Appeals Panel. They must notify the school within four 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 girls 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 girl 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 girl 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 girls. 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 LA can inform the parent that the school is making an offer.