



## Guidance on The St Marylebone CE School Application Process

Please note that The St Marylebone CE School is its own admissions authority and you should therefore apply directly to the school (as described below) in addition to submitting an eAdmissions form (see [www.eadmissions.org.uk](http://www.eadmissions.org.uk)) to your own Local Authority - both by Sunday 31 October 2021. (The eAdmissions form may be referred to in other documents as a "Secondary Transfer Form", "Common Application Form" or the "Pan London Local Education Authority Application Form").

- 1. Open Days and Evenings:** you are strongly encouraged to visit The St Marylebone CE School ("the School") on an Open Day or evening before making an application.
- 2. Applying for transfer to secondary school:** you must submit an eAdmissions Form ([www.eadmissions.org.uk](http://www.eadmissions.org.uk)) to your Local Authority (naming St Marylebone as one of your preferred schools) by **Sunday 31 October 2021**. If you decide to apply to the School you should name us as one of your preferences on your eAdmissions form and, for example, if we are your first choice, you should name us as your first preference.
- 3. The Supplementary Information Form:** as stated above, in addition to submitting your eAdmissions form you must apply directly to the School by submitting a [Supplementary Information Form \("SIF"\)](#) to us by **Sunday 31 October 2021**. If you are applying for a Church of England place you must also submit a [Clergy Form](#) to the School.
- 4. Completing the SIF:** we strongly recommend that you submit the SIF online as you will then receive an immediate confirmation that you have applied here. Further instructions on completing the online version of the SIF are set out at the end of this document.
- 5. Admissions Policy for Year 7 starting in September 2022:** please read the [Admissions Policy 2022/23](#) thoroughly to enable you to understand how Church of England places and Open places are defined and allocated, and your chances of making a successful application to the School.
- 6. Church of England places:** in order to qualify to apply for a Church of England place you must live in the Diocese of London and have attended a Church of England place of worship for at least three years before the date of application to the School.
- 7. Clergy Forms:** if you apply for a Church of England place you should ensure that the School receives a completed [Clergy Form](#) by **Friday 26th November 2021**. This form is required in addition to the eAdmissions form and the SIF.
- 8. How to complete the Clergy Form:** you should complete Section A of the Clergy Form and then give this form to your clergyman/clergywoman sufficiently in advance of the deadline to enable them to consider and process your request. He or she should then complete Section B of the Form certifying Church attendance. It is your responsibility to ensure the Form is received by the School by the deadline.
- 9. Allocating Church of England places:** the order of priority in which places are allocated to applicants for Church of England places is set out in paragraph 2.1 on page 3 of our [Admissions Policy 2022/23](#), and the tie break clause on pages 3 and 4.
- 10. Open places:** any applicant who does not qualify to apply for a Church of England place should apply for an Open place. Girls who are resident in the Diocese of London are given priority for Open Places over applicants who live outside the Diocese.
- 11. Order of Priority in allocating Open places:** please see paragraph 2.2 on page 3 of our [Admissions Policy 2022/23](#), and the tie break clause on pages 3 and 4.
- 12. Girls with Statements of Special Educational Need ("SEN") or Education, Health and Care Plans ("EHCP"):** should apply for a place at the School to their Local Authority through the SEN Consultation Procedure, which is not covered in this document. Please contact your Local Authority for details.
- 13. Looked After Children and Previously Looked After Children** should apply using the standard procedure set out in this document. Provided that they provide the correct documentation to their Local Authority to confirm their LAC/previously LAC status these applicants will be given priority by the School for places in accordance with its statutory duty and its

[Admissions Policy 2022/23](#) (see paragraph 1 on page 2 of the policy, and paragraph 1 on page 3 of the policy.)

14. **Performing Arts places:** there are 16 Performing Arts places awarded each year to applicants who demonstrate an aptitude for the performing arts. There is a specialist open day for applicants who are interested in these places on the morning of **Tuesday 22 June (online from 8.35 am to 10am) (TBC)**.
15. **Performing Arts place applications:** if you wish your daughter to be considered for a Performing Arts place, please submit the [Performing Arts place application form](#) online to the School by **Friday 17<sup>th</sup> September 2021**. The aptitude tests are held on **Thursday 23<sup>rd</sup> September 2021** (Music & Choral round 1), **Saturday 2<sup>nd</sup> October** (Drama) and **Saturday 9<sup>th</sup> October 2021** (Dance and Music & Choral round 2). There are 16 Performing Arts places and usually over 500 applications for these places. It's important that applicants are aware of the odds, as every year many very talented girls are unsuccessful.
16. **Results of the aptitude tests:** will be communicated to parents/carers before the deadline for submitting your eAdmissions Form to your LA, so that you can make an informed decision as to whether or not to apply here.
17. **Successful applicants for Performing Arts places:** still need to apply for a secondary school place by submitting their eAdmissions form to their Local Authority, and by applying directly to the School on the [SIF](#).
18. **Unsuccessful applicants for Performing Arts places:** can still apply for Church of England places and Open places by submitting an eAdmissions form to their Local Authority and applying directly to the school on the [SIF](#), in accordance with the standard procedure described above.
19. **Where to find our forms:** you can find all our forms on the Admissions pages of our School website. Please contact the School if you do not have access to our website. You can phone us on telephone number 0207 935 4704 or visit the Reception at our main site.
20. **Assessment Day:** all applicants (except those applying under the SEN/EHCP Consultation Procedure who decide not to attend) should attend the **Assessment Day**, held at the School on **Saturday 27<sup>th</sup> November 2021**. The purpose of the assessment is to allocate each applicant to an ability band. The School is a comprehensive school and takes applicants of all abilities.
21. **Bandings:** with the results of the Assessment Day, applicants are divided equally into 4 ability bands called A, B, C and D. This means that there are 4 bands of Church of England places (A, B, C, D) each of which usually has 23 places and 4 bands of Open places (A, B, C, D) each of which usually has 15 places. (The numbers vary slightly each year according to how many SEN, EHCP, Looked After and Previously Looked After children and children of staff apply.)
22. **Oversubscription Criteria:** in recent years the School has always been oversubscribed, and therefore places are allocated by reference to the "tie break" clause which states that "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". For full wording please see pages 3 and 4 of the [Admissions Policy 2022/23](#).
23. **Registering for the Assessment Day:** Assessment Day is likely to be held at St Marylebone on the morning of Saturday 27<sup>th</sup> November 2021. The same tests are held at The Grey Coat Hospital and St Augustine's CE High School. If you are also applying for those schools, you only need to sit the test at one venue, as we share the results. (Please note that if you wish to sit the test at The Grey Coat Hospital School you must also name that school as one of your preferences on your eAdmissions form).
24. **What will happen on the Assessment Day:** applicants should come prepared for the tests with writing equipment (ie pencil, rubber and ruler). Anyone arriving late will not be admitted. If, in exceptional circumstances and at the discretion of the Head teacher, an applicant cannot attend, predicted SATs or other relevant evidence may be considered. It will be up to you to provide this evidence. Applicants will be asked to complete a non-verbal reasoning test.
25. **National Offer Day:** you will be advised by your LA of the result of your application on **Tuesday 1<sup>st</sup> March 2022**.

Throughout the admissions procedure, deadlines are **STRICTLY** observed. 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.

### **How to submit your SIF online**

You can find a link to the online form on our website within the Admissions section. You should complete the online form in one sitting, as it is not possible to save your work and come back to it. **If you think you have made an error do not resubmit the form.** Please instead contact the Admissions Officer on: [admissions@stmaryleboneschool.com](mailto:admissions@stmaryleboneschool.com).