



## The St Marylebone Church of England School

64 Marylebone High Street  
London W1U 5BA

### **YEAR 7 ADMISSIONS POLICY For Entry to Year 7 in September 2022**

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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. The School applies this policy, like all its policies and procedures, in line with its Church of England ethos.

#### **GENERAL**

The St Marylebone CE School (“the School”) admits 168 girls into Year 7 each year. To be considered for a place, you must complete the Common Application Form (CAF) or eAdmissions form for the local authority in which you live. Also, all applicants other than girls with Statements of Special Educational Need (SEN) or Education Health and Care Plans (EHCP), as defined below, should complete the School’s Supplementary Information Form (SIF). The School requires the SIF as it tells us what category of place girls are applying for and where they intend to take the banding test. We do not receive this information from the local authority in time enough to administer the banding test effectively.

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 or Evening 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 place for your daughter.

Parents and 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 girls who apply (“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 and one that welcomes members of all faiths and of no faith.

**Applicants with Statements of Special Educational Need (SEN) or Education, Health and Care Plans (EHCPs)** obtain a place through the Statement / EHCP process through their local authority and should not apply under this procedure. The number of such applicants either naming the School on their EHCP / Statement, or whose local authority has formally 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 applicants who do not have a Statement of SEN or an EHCP (see 1.2 under “Allocating places” below).

Since students with Statements of SEN or EHCPs consult for a secondary school place under a different procedure through their local authority, the rest of this policy does not apply to them

### Categories of places: definitions

1. **“Looked After and Previously Looked After Children”**: applicants 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 September 2021).
2. **“Performing Arts”** places: these are offered to applicants who demonstrate a specific aptitude for one of the performing arts (dance, drama, music or choral). To assess this, applicants will be invited to an aptitude test. We have 16 Performing Arts places to offer each year. Information about this process and how we assess aptitude is included in the Performing Arts application form. If an applicant wishes to be considered under this category, a Performing Arts form must be completed and returned to the School by the published deadline. Applicants 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 complete the rest of the application procedure and 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, an applicant 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 the three years before the date of application to the School and her parent(s) or carer(s) must also have attended the Church services during those three years. A year means a period of 12 consecutive months.

Applicants in this category must obtain and complete a Clergy Form and send it to the School by the published deadline.
5. **“Open”** places: any applicant not falling within any of the previous categories will be considered for a place on an “open” basis.

## THE PROCEDURE

### Banding

The School wishes to maintain a comprehensive, balanced intake, representative of the breadth of ability of those applying each year for places. To achieve this, we use a banding system. Each applicant 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 on the School’s website. If, in exceptional circumstances and at the discretion of the Headteacher, an applicant cannot attend, primary school assessment scores and or other relevant evidence may be considered. It will be up to the parent(s) / carer(s) to provide such evidence. Applicants who are Looked After or Previously Looked After are also requested to take the banding test, even though they have first priority, so that their ability is taken properly into account in balancing our intake. Applicants who are Looked After or Previously Looked After who do not sit the banding test will still be given priority for places at the School in accordance with our statutory duties and as described by paragraphs 1 and 2 below.

The purpose of the banding test is solely to place applicants in the right ability band. The test result does not determine who is offered or refused a place. Applicants are allocated to the four bands equally so that no band contains more or fewer applicants than another. The test scores determining the band to which an applicant is allocated will therefore differ each year according to the overall performance scores of all those applicants taking the test in that year.

Applicants selected for Performing Arts places also take part in the banding test arrangements. The offer of a Performing Arts place is not affected by the applicant's score in the banding test.

### Allocating places

We allocate places in this order to applicants:

1. 1.1 We identify and allocate places to the applicants who are Looked After or Previously Looked After. Our allocation of these places will comply with our statutory obligations regarding admissions of Looked After Children.
  - 1.2 We identify and allocate places to the applicants to whom Performing Arts places will be offered.
  - 1.3 We identify and allocate places to Children of Staff.
2. We then establish the band into which each applicant comes. We deduct the number of applicants to whom Performing Arts places have been offered from the total available number of places. We then designate 60% of the remaining places in each band, rounded up to the nearest whole number, as Church of England places and 40% as Open places. Looked After Children and Children of Staff are included in the bands.
- 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 applicants who are Looked After or Previously Looked After and girls who have Statements of SEN or EHCPs who qualify for Church of England places, we will give priority places in each band in the following order\*\*:
    - 2.1.1. to applicants who have attended a weekly\* service with their parent(s) / carer(s) 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 applicants who have attended a weekly service\* with their parent(s) / carer(s) 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 applicants who have attended a weekly\* service with their parent(s) / carer(s) 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 applicants 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 applicants who are Looked After or Previously Looked After and applicants with Statements of SEN or EHCPs who do not qualify for Church of England places, we will give places in each band in the following order:
    - 2.2.1. to applicants who are resident in the Diocese of London
    - 2.2.2. to any other applicants 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 of England place of worship as to how attendance at services is recorded, as every Church of England place of worship does this differently.

**\*\* Please note:** We understand that places of worship have been / were closed for certain periods due to the COVID-19 pandemic. As such, we are assessing the criteria for church attendance in any of the three years preceding application which were affected by the closure of the place of worship on a pro-rata basis.

### Tie break

If there are more applicants in any group or category than there are places available, the order in which places will be offered will be based on where the applicants live with **preference given to an applicant who lives the shortest distance from the School**. The address of an applicant is the permanent domestic address of the parent(s) / carer(s). Business addresses are not acceptable. If the applicant does not live with both parents, it is the address of the parent(s) or carer(s) with whom the applicant lives permanently or for the greater part of the week. If access is equal, then it is

the address of the parent(s) or carer(s) 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 applicant's home address to the main school gate for pupils at the School's mainsite address (64 Marylebone High Street) as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants 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**

Parent(s) / carer(s) of applicants have the right to appeal to an Independent Appeals Panel. They must notify the School within four weeks of the date of the letter telling them that they have not been successful in getting a place. The letter explains how they can appeal.

## **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.

## **OUT-OF-YEAR APPLICANTS**

The School considers it best that students are educated in the year group corresponding to their age, for academic and pastoral reasons. However, applicants whose age does not correspond to the year group into which they want to be admitted will be considered according to their individual circumstances, informed by the primary school Headteacher and teacher(s), any other professionals involved with the young person and the applicant's parent(s) / carer(s).

## **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, in accordance with locally agreed protocols, i.e. those who appear on the Local Authority's hard-to-place or Fair Access lists. 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 applicants' 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. The form to be completed for an in-year admission can be found in the Admissions section of the School's website and can be completed electronically or printed and posted to the School. If a place is available and there is no waiting list then the School 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 in accordance with the oversubscription criteria, with the following modifications: students (if any) on the hard-to-place or Fair Access list produced by the local authority are given priority immediately after Looked After or Previously Looked After applicants. If a place cannot be offered at this time then the applicant's parent(s) / carer(s) may ask for the reasons, will be informed of the right of appeal and 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 School can inform the parent(s)/carer(s) that the School is making an offer.