



The St Marylebone Church of England School

64 Marylebone High Street
London W1U 5BA

YEAR 12 ADMISSIONS POLICY

**For entry to Year 12 in September 2026:
those born between 1 September 2009 and 31 August 2010**

1. GENERAL

1.1 The School applies this policy, like all its policies and procedures, in line with its Church of England ethos. The specific arrangements laid out here and the criteria for admission to The St Marylebone CE School Sixth Form ("the Sixth Form") are reviewed annually and should not be regarded as binding for future years.

1.2 The Sixth Form admits students of any gender into its Sixth Form. This includes internal applicants (students who have been studying at The St Marylebone CE School in KS4) and external applicants. The total number of places in Years 12 and 13 together is 330. The number of places available in Year 12 each year will accordingly depend on the number of pupils expected to be in Year 13 that year.

1.3 For educational and pastoral reasons, the School considers it best to give places in Year 12 to students in the age-appropriate year group, ie students whose academic year corresponds to their age. If a place in the Sixth Form is sought by an applicant who is "out of year", the case will be considered according to its circumstances, taking into account the available information from the student, the parent(s) / carer(s), the student's current school and any other professionals as appropriate. The School will also consider how admission of an out of year applicant may affect the education and provision for all other in-year applicants.

1.4 Under the arrangements of the Westminster Post 16 Partnership, students who are based at St. Marylebone might also be able to study one subject at one other centre; each such request to do this is considered by the schools involved.

1.5 Students with Education, Health and Care Plans (EHCP) apply through their local authority consultation process and are not required to follow this procedure.

1.6 The entry criteria for the Sixth Form in terms of GCSE grades are applied to all applicants. These are approved annually by the Governors and are published along with this policy when the window for applications is opened, at Open Evenings/Mornings. Places are offered to students who meet the grade entry criteria following results in August.

2. CATEGORIES OF PLACES

- 2.1 We consider applicants in four general categories. The grade entry criteria are applied to all applicants in all categories. Priority is given to looked-after and previously looked-after students. The four categories are:

i) Specialist Scholarships (up to 15 in total)

These are offered to internal and external applicants who demonstrate a specific aptitude for and commitment to one of our specialisms, with the expectation that these applicants will take the examination courses associated with this specialism. Applicants for these places are invited to an aptitude test if their applications demonstrate that they will meet the entry criteria and that their commitment to the specialist subject is substantial. There is further information about this on our website. If an applicant is unsuccessful in obtaining a scholarship place, their application will automatically be considered for other places according to any other category that may apply.

Scholarship applicants still have to meet the grade entry criteria in order to obtain a place

ii) Foundation (Church of England) Places

The School seeks to maintain a 60 / 40 balance of Foundation to Open places in the Sixth Form. Internal applicants who were originally admitted to the School on Church of England places will remain in this category. External applicants who wish 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.

Foundation applicants still have to meet the grade entry criteria in order to obtain a place.

iii) Open Places

Any student not falling within any of the previous categories will be considered for an Open place. Please note that this group may include members of any and every faith or no faith at all.

Open applicants still have to meet the grade entry criteria in order to obtain a place.

iv) 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.

Children of Staff applicants still have to meet the grade entry criteria in order to obtain a place.

3. GRADE ENTRY CRITERIA

- 3.1 Grade entry criteria for admission to the Sixth Form apply to all applicants. There are general entry criteria to the Sixth Form and subject-specific criteria for each course offered.

3.2 Full entry requirements for all courses are available on the St Marylebone website. Offers will be made conditionally on the applicant meeting the grade entry criteria.

3.3 Where a student is offered a conditional place and subsequently achieves the general entry criteria to the Sixth Form but does not meet the entry criteria for one or more of the courses they wish to study, the School will seek to offer them a place on another course(s) for which they have met the entry criteria. This is subject to there being a place on that course as priority on that course will be given to students who chose in the first instance and met the criteria for that course. Where a student has met the general entry criteria but does not meet the entry criteria for any three courses of study, the School cannot offer a place.

4. APPLICATION DEADLINES

4.1 Applications must be received before the closing date specified. This is published at Open Evenings, Open Mornings, on the School's website and on the application form. Late applications or applications not made in accordance with the applications procedure will not be considered until all applications made in time have been dealt with and any appeals have been heard.

4.2 Applicants are strongly encouraged to visit the school on an Open Evening/Morning before making an application so that they are informed sufficiently to feel that this is the appropriate sixth form for them.

5. TIMELINE

Autumn term

Open Evenings are held

From Open Evenings until the agreed January deadline Applications are submitted.

Spring term

Scholarship aptitude rounds are held.

Spring term

Conditional places are offered.

Summer term

Taster days are held.

August

GCSE results

Sixth Form enrolment

6. THE PROCEDURE

6.1 The School wishes to enrol students on courses on which they will be successful. Therefore, when places are oversubscribed they will be allocated on the grounds of each applicant's suitability for the specific courses for which they have applied. Suitability for courses is the first criteria applied.

6.2 To help applicants decide which courses are most suitable for them, St Marylebone offers Open Evenings at the School. The School's internal applicants receive advice and guidance as part of their Careers Education, Advice and Guidance (CEIAG) in Year 11.

6.3 The School considers all applications and offers places to applicants conditional on their meeting the grade entry criteria. This is done in this order:

- i) Conditional offers are made first to applicants who are looked-after and previously looked-after.
- ii) Conditional offers are then made to up to 15 Specialist Scholarship external applicants.
- iii) Conditional offers are then made to internal applicants.
- iv) Conditional offers are made to fill the remaining places to external candidates.

All four of these steps may include Children of Staff. In making conditional offers, the School aims to achieve the balance mentioned above between Foundation and Open places.

6.4 In offering conditional places **in the order above**, we apply over-subscription criteria as follows:

- i) Suitability for courses: conditional offers are made to students whose applications demonstrate their likely success on courses chosen. This is determined by the information given on the applicants' applications.
- ii) Where there are more suitable applicants for courses than the School has capacity to offer places, the School will offer places by balancing Foundation applicants with Open Applicants as far as possible in a 60/40 ratio.
- iii) Where there are still more applicants than places available when the Foundation / Open balance is applied, conditional offers are made based on the distance from the School the applicant lives at the date of application. For this purpose, the address of a candidate is the permanent domestic address of the parents. If the applicant does not live with both parents, it is the address of the parent or carer with whom they live 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 a straight line from the applicant's home address to the sixth form site (14 Blandford Street), according to postcodes. 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.

7. IN-YEAR ADMISSIONS

It is rare that places become available during KS5. If a place becomes available in the first term of Year 12, the School will consider approaching applicants on the reserve list who meet the entry criteria and whose subject choices can be accommodated by the School. After the first term of Year 12, students seeking places can complete the in-year application form and each application will be considered on its individual circumstances. However, for educational and pastoral reasons, the School does not consider it wise to offer sixth form places in-year. Such places will only be offered in exceptional circumstances of great need following consultation between the Director of Sixth Form, the Headteacher and the Chair of Governors.

8. APPEALS

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

9. RESERVE LIST

Where an application is unsuccessful, applicants may ask for their name to be placed on the reserve list. Applicants are listed on the reserve list in the order determined by the oversubscription criteria set out above.

10. WITHDRAWAL OF PLACES

The School reserves the right to make its own enquiries to verify any information supplied by applicants. If, following the offer of a place, the School finds out that a place has been offered based 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 School may withdraw the offer. In such a circumstance, the applicant has a right of appeal to an Independent Appeal Panel.