

Determined Admission Arrangements Notice 2021/22

In accordance with Regulation 17 of the School Admissions Regulations 2012, admission arrangements must be formally determined by the responsible admission authority.

The Governing Body of The St Marylebone CE School hereby formally determine the admission arrangements for the academic year of entry 2021/22. The School publicly consulted on our admissions arrangements in the academic year 2018/19. There are no changes to the admission arrangements from the previous year with the exception of statutory dates.

Closing date for receipt of performing arts place application form: **Friday 18th September 2020**

Music and choral 1st round aptitude test: **Thursday 24th September 2020 - 4:30pm.**

Dance and Drama Aptitude Test: **Saturday 3rd October 2020**

Music and Choral 2nd round Aptitude Test: **Saturday 3rd October 2020**

Outcome of performing arts applications: **Week beginning Monday 12th October 2020**

Closing date for Supplementary Information Form: **Saturday 31st October 2020**

Deadline for receipt by Local Authority of Secondary Transfer Form (also known as Common Application Form/eAdmissions form/ Pan London Local Education Authority Form): **Saturday 31st October 2020**

Assessment test: **Saturday 14th November 2020**

National Offer Day: **Monday 1st March 2021**

The St Marylebone CE School Application Schedule Year 7 Admission in September 2021

Performing Arts Place Open Days

Tuesday 23rd June 2020 at 8.35-10am – Music and Choral Places

Wednesday 24th June 2020 at 8.35-10am – Dance and Drama Places

These Open Days are only for pupils wishing to apply for a Performing Arts Place.

The Performing Arts Open Days are for information only and do not form part of the admissions process.

Pupils will not be tested or asked to perform at any of our open days.

Open Days / Evening

Friday 11th September 2020 - 8.35 - 10am

Tuesday 15th September 2020 - 8.35 - 10am

Wednesday 16th September 2020 - 5.00 - 7.00pm

Thursday 17th September 2020 - 8.35 - 10am

Friday 18th September 2020 - 8.35 - 10am

Final Date for Receipt by The School of Performing Arts Place Form

Friday 18th September 2020

Final Date for Receipt by The School of Supplementary Information Form

Saturday 31st October 2020

Final Date for Receipt of your Secondary Transfer Form *

(The eAdmissions form is at www.eadmissions.org.uk)

Saturday 31st October 2020

The St Marylebone CE School Assessment Day

Saturday 14th November 2020

Final Date for Receipt by The School of Clergy Forms

Friday 27th November 2020

Performing Arts Aptitude Tests

Music and Choral 1st round Aptitude Test: Thursday 24th September 2020 at 4.30pm

Music and Choral 2nd Round Aptitude Test: Saturday 3rd October 2020

Dance & Drama Aptitude Tests: Saturday 3rd October 2020

Admissions Declared

Monday 1st March 2021

*This may also be referred to as the "Common Application Form" or the "Pan London Local Education Authority Form".



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 2021

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

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 (December 2014).
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.

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.



The St Marylebone CE School
64 Marylebone High Street
London W1U 5BA
020 7935 4704

YEAR 7 SUPPLEMENTARY INFORMATION FORM

For Admission in September 2021

Please use BLOCK CAPITALS

First name of applicant			
Middle name of applicant			
Surname of applicant			
Names of parents/carers			
Date of birth of applicant			
Permanent <u>domestic</u> address of parents/carers*			
Borough of residence			
Email address			
Telephone number(s)	Day		Evening

**If the applicant does not live with both parents, please state the address of the parent/carer with whom the applicant lives permanently or for the greater part of the week. If access is equal, you should state the address of the parent or carer which you have nominated in connection with this application.*

For which type of place are you applying: (please tick *one* box)

- ☐ Church of England ☐ Open

Please indicate whether you also wish to apply for the following place:

- ☐ **Performing Arts** (online or paper application form must also be completed & returned to the School by 18th September 2020)

Please indicate where your daughter will take the assessment test

- ☐ The St Marylebone CE School (Saturday 14th November 2020)
☐ The Grey Coat Hospital (please check their website for dates and times)
☐ St Augustine's CE High School (please check their website for dates and times)

The completed form should be returned to the **Admissions Officer, The St Marylebone CE School, 64 Marylebone High Street, London W1U 5BA** with the following enclosures:

- ~ Completed Clergy form (only for applicants applying for a Church of England place)
~ Completed Performing Arts form (only for applicants applying for a Performing Arts place)

The closing date for receipt of this form (to the School) and your Secondary Transfer Form (to your Local Authority/Borough) is Saturday 31st October 2020

GDPR 2018: Many thanks for completing this form. As with all schools, we comply with the GDPR regulations 2018. Our [Privacy notice](#) is available on our website. Our DPO is John Pearson-Hicks (john.pearson-hicks@london.anglican.org). Your data will not be shared with other organisations



The St Marylebone CE School

64 Marylebone High Street

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YEAR 7 CHURCH OF ENGLAND CLERGY FORM

For Admission in September 2021

(To be completed for those applying for a Church of England place)

Section A should be completed by the parent/carer and the form should then be submitted to the Clergy for completion of Section B. **Please use BLOCK CAPITALS.**

SECTION A (to be completed by the parent/carer)

Name of applicant		
Permanent address		
Telephone number(s)	Day	Evening
Borough of residence		

SECTION B (To be completed by the Clergy)

The Governors, in association with the London Diocesan Board for Schools, would be most grateful if you could provide the following information so that we can allocate the Church of England places in line with the School's Admissions Policy. Please complete all the boxes as appropriate. **Attendance at primary school church only does not qualify.**

Name of Clergy:		Position (e.g. Rector / Vicar / Priest / Assistant Curate):	
Name of Parish Church:		I confirm that this Parish Church is in the Diocese of London:	Yes / No
Telephone number:			
Address:		If the Church is not a Parish Church of the Church of England, please state clearly its affiliation and status:	

	Yes	No
The applicant has attended a weekly service with her parent/carer on at least 26 occasions in each of the previous three years.		
The applicant has attended a weekly service with her parent/carer on at least 13 occasions in each of the previous three years.		
The applicant has attended services with her parent/carer in each of the previous three years but on fewer than 13 occasions per year.		

SIGNED: DATE:
(Signature of Clergy)

Completed forms should be returned to: the Admissions Officer, The St Marylebone Church of England School at 64 Marylebone High Street, London W1U 5BA, or emailed to admissions@stmaryleboneschool.com
Please complete and return to the school no later than **Friday 27th November 2020**

As with all schools, we comply with the GDPR regulations 2018. Our privacy notice is available on our website. Our DPO is John Pearson-Hicks (john.pearson-hicks@london.anglican.org). Your data will not be shared with other organisations.



The St Marylebone CE School

64 Marylebone High Street

London W1U 5BA

020 7935 4704

YEAR 7 APPLICATION FORM FOR PERFORMING ARTS PLACE

For Admission in September 2021

Please note that this form can also be completed online on the St Marylebone CE School website.

Please read the notes on the reverse of this form before completing your application.

Name of applicant	
Address	
Date of birth:	
Telephone number(s)	
Email address(es)	

Please indicate the specialism for which you are applying below:

*Please note that you should make only **ONE** choice.*

Specialism	Music Instrumental	Music Choral	Dance	Drama
Tick ONE box (✓)				

Performing Arts Places

Applicants should show an aptitude for their chosen Performing Art.

Expectations when a Performing Arts place is offered:

- Students are expected to take part in extra-curricular clubs within their chosen discipline; choristers will become members of Chapel Choir.
- Students are expected to be ambassadors for the Performing Arts.
- Students are expected to behave in an exemplary manner around school at all times.
- Students will be ambassadors for the school and help with extra-curricular school events such as leading school tours on open days, assisting with performing arts events and helping with the aptitude tests.

Signature of parent/carers:

This form must be completed and returned **no later than Friday 18th September 2020.**

All Performing Arts applicants MUST also complete a Supplementary Information Form which should be returned to the school no later than Saturday 31st October 2020.

Late applications cannot be considered.

Please see overleaf/....

Performing Arts Places – Additional Information

Music (Instrumental and Choral) Places

All candidates applying for a music/choral place who have submitted a Performing Arts form will be sent an email from the school inviting them to sit a multiple choice listening aptitude test in music on **Thursday 24th September 2020** at **4.30pm**. The test lasts for approximately one hour and involves a variety of questions on pitch, rhythm, melody, and identifying similarities or differences in a piece of music. This test is designed to test musical aptitude and potential and as such assumes no previous training, knowledge or experience of music or music theory.

Music Instrumental Places

The 24 music instrumental applicants with the highest scores in the multiple choice listening aptitude test will be sent an email from the school inviting them to attend a second assessment for further aural tests on **Saturday 3rd October 2020**. This assessment will last for approximately thirty minutes and will test musical aptitude and ability further, but still assume no previous musical knowledge or experience. There will also be an opportunity for the applicant to play a piece on her instrument if she chooses to do so, but it is not a requirement of the assessment process.

Music Choral Places

The 12 music choral applicants with the highest scores in the multiple choice listening aptitude test will be sent an email from the school inviting them to attend a second assessment for further aural tests on **Saturday 3rd October 2020**. This assessment will last for approximately thirty minutes and will test musical aptitude and ability further, but still assume no previous musical knowledge or experience. There will also be an opportunity for the applicant to perform a piece of her own choosing, if she wishes, but it is not a requirement of the assessment process.

Dance and Drama Places

All applicants applying for a dance or drama place who have submitted a Performing Arts form will be sent an email from the school inviting them to an aptitude test on **Saturday 3rd October 2020**.

Dance Aptitude Tests

There is no preparation required for the dance aptitude tests. The aptitude test will involve a warm-up and students will be taught a phrase which they then have to perform in small groups. No previous training or dance knowledge is required for the aptitude test. No costume or props are permitted.

Drama Aptitude Tests

All applicants have to write and prepare a monologue based on any mythological character of any gender. They will have one minute to perform this monologue in the aptitude test in front of the other applicants. Applicants should have learned the monologue and added physical and vocal expression. All applicants will be stopped after one minute. The test also involves creating a small group piece using unseen lines of text; no preparation is needed for this part of the test. The test is designed to test drama aptitude and potential, and as such assumes no previous training, knowledge or experience of Drama. No costume or props are permitted.

Results

All applicants will be notified in writing of the outcome of their Performing Arts aptitude test before the closing date for secondary school applications (**Saturday 31st October 2020**) to enable parents to make an informed choice whether or not to apply to The St Marylebone CE School before that deadline.

Successful Applicants

Successful applicants who wish to take up their place must still apply for a place at the School by (1) submitting their Secondary Transfer Form to their Local Authority AND (2) submitting a Supplementary Information Form to the School.

Unsuccessful Applicants

Applicants for Performing Arts Places who are not successful can still choose to apply for a Church of England or Open place at The St Marylebone CE School by following our standard admissions procedure.

KEY DATES FOR PERFORMING ARTS

The deadline for submission of this form is **Friday 18th September 2020**.

The 1st round aptitude test for all music and choral applicants will be held on **Thursday 24th September 2020**.

The aptitude tests for dance /drama places will be held on **Saturday 3rd October 2020**.

The 2nd round aptitude test for music and choral applicants will be held on **Saturday 3rd October 2020**.

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