Determined Admission Arrangements Notice 2019/20

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 2019/20. There were 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: **Thursday 20th September 2018**

Music and choral 1st round aptitude test: **Thursday 27th September 2018 - 4:30pm.**

Dance and Drama Aptitude Test: **Saturday 6th October 2018.**

Music and Choral 2nd round Aptitude Test: **Saturday 6th October 2018.**

Outcome of performing arts applications: **Week beginning Monday 15th October 2018.**

Closing date for Supplementary Information Form: **Wednesday 31st October 2018**

Deadline for receipt by Local Authority of Secondary Transfer Form (also known as Common Application Form/eAdmissions form/ Pan London Local Education Authority Form) **Wednesday 31st October 2018**

Assessment test: **Saturday 10th November 2018**

National Offer Day: **Friday 1st March 2019**
The St Marylebone CE School
Application Schedule
Year 7 Admission in September 2019

Performing Arts Place Open Days
Tuesday 26th June 2018 at 8.45-10am – Music and Choral Places
Wednesday 27th June 2018 at 8.45-10am – Dance and Drama Places
These Open Days are ONLY for pupils wishing to apply for a Performing Arts Place.
Please email admissions@stmaryleboneschool.com to confirm your attendance
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
Tuesday 11th September 2018 - 8.45-10am
Wednesday 12th September 2018 - 5.00 - 7.00pm
Friday 14th September 2018 - 8.45 - 10am
Tuesday 18th September 2018 - 8.45 - 10am
Wednesday 19th September 2018 - 8.45 - 10am

Final Date for Receipt by The School of Performing Arts Place Forms
Thursday 20th September 2018

Final Date for Receipt by The School of Supplementary Information Forms
Wednesday 31st October 2018

Final Date for Receipt of your Secondary Transfer Form *
(The eAdmissions form is at www.eadmissions.org.uk)
Wednesday 31st October 2018

The St Marylebone CE School Assessment Day
Saturday 10th November 2018

Final Date for Receipt by The School of Clergy Forms
Friday 23rd November 2018

Performing Arts Aptitude Tests
Music and Choral 1st round Aptitude Test: Thursday 27th September 2018 at 4.30pm
Music and Choral 2nd Round Aptitude Test: Saturday 6th October 2018
Dance & Drama Aptitude Tests: Saturday 6th October 2018

Admissions Declared
Friday 1st March 2019

*This may also be referred to as the “Common Application Form” or the “Pan London Local Education Authority Form”.
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) 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, 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 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 / 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 and one that welcomes members of all faiths and of no faith.

**Girls with Statements of Special Educational Need (SEN) or Education, Health and Care Plans (EHCP)** obtain a place through the Statement / EHCP 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 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 girls who do not have a Statement of SEN or an EHCP (see 1.2 under “Allocating places” below).
After the allocation of Girls with Statements of SEN or EHCPs, 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. 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 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 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, 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.

   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 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, representative of the breadth of ability of those applying each year for places. To achieve this, we use a “banding” system. 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 on the School’s website. If, in exceptional circumstances and at the discretion of the Headteacher, a girl cannot attend, primary school assessment scores and or other relevant evidence may be considered. It will be up to parents / carers to provide such 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 EHCPs will be assessed from the Statement or EHCP 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 EHCPs, we allocate the remaining places in this order:

1.  
   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. 
   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 EHCPs 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 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 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 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 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, in accordance with locally agreed protocols, i.e. those who are “hard to place” and 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 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. 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 by the Governing Body in accordance with the oversubscription criteria, with the following modifications: pupils (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 girls. If a place cannot be offered at this time then the applicant’s parent / carer 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 that the school is making an offer.
CHURCH OF ENGLAND CLERGY FORM
For Admission in September 2019
(To be completed for those applying for a Church of England place)

Section A should be completed by the parent/guardian 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): | I confirm that this Parish Church is in the Diocese of London: | Yes / No |
| | | | |
| Name of Parish Church: | | | |
| Telephone number: | Address: | If the Church is not a Parish Church of the Church of England, please state clearly its affiliation and status: | | |

The Applicant has attended a weekly service with her parent/carer on at least 26 occasions in each of the previous three years.

Yes | No

The Applicant has attended a weekly service with her parent/carer on at least 13 occasions in each of the previous three years.

Yes | No

The Applicant has attended services with her parent/carer in each of the previous three years but on fewer than 13 occasions per year.

Yes | No

SIGNED: …………………………………………...……………………………………...………………………………………...………………………………………. DATE: …………………………………………...………………………………………...………………………………………. (Signature of Clergy)

Completed forms should be returned to: the Admissions Officer, The St Marylebone Church of England School
64 Marylebone High Street, London W1U 5BA
or emailed to admissions@stmaryleboneschool.com
Please complete and return to the school no later than Friday 23rd November 2018
# SUPPLEMENTARY INFORMATION FORM

**For Admission in September 2019**

Please use BLOCK CAPITALS

<table>
<thead>
<tr>
<th>First name of Applicant</th>
<th></th>
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<tbody>
<tr>
<td>Middle name of Applicant</td>
<td></td>
</tr>
<tr>
<td>Surname of Applicant</td>
<td></td>
</tr>
<tr>
<td>Names of parents/carers</td>
<td></td>
</tr>
<tr>
<td>Date of birth of Applicant</td>
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<tr>
<td>Permanent domestic address of parents/carers*</td>
<td></td>
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<tr>
<td>Email address</td>
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</tr>
<tr>
<td>Telephone number(s)</td>
<td>Day</td>
</tr>
<tr>
<td>Borough of residence</td>
<td></td>
</tr>
<tr>
<td>Primary school name</td>
<td></td>
</tr>
<tr>
<td>Primary school postcode</td>
<td></td>
</tr>
<tr>
<td>Primary school borough</td>
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</table>

*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 Thursday 20th September 2018)*

Please indicate where your daughter will take the assessment test

- The St Marylebone CE School *(Saturday 10th November 2018)*
- 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 **Wednesday 31st October 2018**
APPLICATION FORM FOR PERFORMING ARTS PLACE
For Admission in September 2019
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.

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth:</th>
</tr>
</thead>
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<table>
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<tr>
<th>Telephone Number(s)</th>
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</thead>
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<table>
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<tr>
<th>Email Address(es)</th>
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Please indicate the specialism for which you are applying below:
Please note that you should make only ONE choice.

<table>
<thead>
<tr>
<th>Specialism</th>
<th>Music Instrumental</th>
<th>Music Choral</th>
<th>Dance</th>
<th>Drama</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tick ONE box (✓)</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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/carer: .................................................................

This form must be completed and returned no later than Thursday 20th September 2018.

All Performing Arts Applicants MUST also complete a Supplementary Information Form which should be returned to the school no later than Wednesday 31st October 2018.

Late applications cannot be considered. Please see overleaf/....
Performing Arts Places – Supplementary 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 27th September 2018 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 6th October 2018. 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 6th October 2018. 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 6th October 2018.

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.

Drama Aptitude Tests
All Applicants have to write and prepare a monologue of no more than one minute based on a character from a fairy-tale of their choosing, which they will perform in the Aptitude Test in front of the other Applicants. The Applicant should have created a clear character, learned the monologue and added physical and vocal expression. Applicants will be marked on their characterisation, use of voice, physicality and communication skills. No costume or props are required. The test also involves creating a small group piece using unseen lines of text – no preparation is needed for this part of the test.

All Applicants will be notified in writing of the outcome of their Performing Arts Aptitude Test before the closing date for secondary school applications (Wednesday 31 October 2018) to enable parents to make an informed choice whether or not to apply to The St Marylebone CE School before that deadline. 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 Education Authority/Borough AND (2) submitting a Supplementary Information Form to the School. All 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 Thursday 20th September 2018. The 1st round aptitude test for all music and choral Applicants will be held on Thursday 27th September 2018. The Aptitude Tests for Dance/Drama Places will be held on Saturday 6th October 2018. The 2nd round aptitude test for music and choral Applicants will be held on Saturday 6th October 2018.
APPEALS TIMETABLE
2019/20

If your child has not been offered a place at The St Marylebone CE School and you wish to appeal against the Governing Body’s decision, please fill in the online appeal form [here](#).

If you are unable to access the appeal form, please contact our Admissions Officer (phone: 0207 935 4704 / [admissions@stmaryleboneschool.com](mailto:admissions@stmaryleboneschool.com)) and ask for the form to be sent to you.

Forms should be returned to:

**The Clerk to the Appeal Panel**
C/o The St Marylebone CE School
64 Marylebone High Street
London
W1U 5BA

Appeals resulting from Secondary Transfer and Under 11 applications for admission in September 2019 will be heard according to the following timetable:

- **Friday 1st March 2019**: Letters sent to parents about allocation of places
- **Friday 29th March 2019**: Deadline by which appeal request must be received.
- **Week commencing 3rd June 2019**: Appeals will be heard

Letters with appeal appointment times will be sent out at least ten working days before the appeals.

The Appeals Panel is required to hear all the appeals before making any decisions. Every effort will be made to let you know the outcome of your appeal within 5 working days of the final appeal.

All applicants that have not been offered a place will automatically be placed in our Waiting Pool and will remain on the list until December 2019. If you wish for your daughter to remain on the list after this date, please fill in the [Casual admission form](#).