



## LADY MARGARET SCHOOL PARSONS GREEN LONDON SW6 4UN

### YEAR 7 ADMISSIONS POLICY FOR THE SCHOOL YEAR STARTING IN SEPTEMBER 2017

**The school's admission arrangements are reviewed annually by the Governors and should not be regarded as binding for future years**

1. If your daughter was born between 1 September 2005 and 31 August 2006 you may apply for a place for the school year starting in September 2017. We will consider applications regardless of the residence or religion of the girl.

#### ADMISSION NUMBER

2. There are 120 places in Year 7 for the school year starting in September 2017. All applicants will be admitted if 120 or fewer apply. There were 678 applications for the 120 places offered for the school year commencing September 2016.

#### BANDING

3. A quarter of the girls we admit are of above average ability (Band 1), half are average (Band 2), and a quarter are below average (Band 3). This is to make sure that the school is comprehensive in terms of ability. The Year 7 Admissions Handbook ("the Handbook") explains the school's banding arrangements in detail.

#### OVER-SUBSCRIPTION

4. If the school remains over-subscribed, 67 Foundation Places will be reserved for girls who have attended services at a Church of England church or churches at least fortnightly for a minimum of three years up to the date of application. We will take up a reference from a vicar in order to assess each application for a Foundation Place
5. 53 Open Places will be reserved for girls of any, or no, religion. Unsuccessful applicants for Foundation Places will automatically be considered for Open Places. There is no need to fill in a separate Additional Information Form - one form covers both Foundation and Open Places.
6. Applications for Foundation and Open Places will be separately divided into the three ability bands making six categories, depending on the girl's ability and the nature of her application:
  - (1) **Foundation Band 1:** 17 places for girls of above average ability who are entitled to apply for foundation places
  - (2) **Foundation Band 2:** 33 places for girls of average ability who are entitled to apply for foundation places
  - (3) **Foundation Band 3:** 17 places for girls of below average ability who are entitled to apply for foundation places
  - (4) **Open Band 1:** 13 open places for girls of above average ability
  - (5) **Open Band 2:** 27 open places for girls of average ability
  - (6) **Open Band 3:** 13 open places for girls of below average ability

#### PRIORITY OF APPLICATIONS

7. Girls with statements of special educational needs or an Education, Health and Care Plan naming the school will be admitted before the application of the over-subscription criteria.
8. We will give **first priority to girls** who are **looked after** or **previously looked after** (please refer to the definitions in paragraph 39 at page 4 of the Handbook). We will allocate Foundation Places to such girls who qualify. Otherwise we will allocate them an Open Place.

To maintain a balanced intake girls admitted under this priority will be allocated to the category appropriate to their ability.

9. We will give **second priority** within each category to siblings provided there are sufficient places in the appropriate category (Foundation Band 1, 2 and 3 and Open Band 1, 2 and 3). We will allocate Foundation Places to Siblings who satisfy the conditions of church attendance. Otherwise we will allocate them Open Places.
10. Please refer to the definition of siblings in paragraph 39 at pages 4 and 5 of the Handbook. A girl does not qualify for sibling priority if:
  - (1) her older sister will not be a pupil at the school in the Admission Year; or
  - (2) her home address is at a greater straight line distance from the school than the home address of her older sister at the time of the latter's admission; or
  - (3) her older sister first joined the school at Year 12 in September 2014 or thereafter.
11. **We will give third priority** within each category to the girls who live closest to the school. Closeness to the school will be calculated using a straight line measurement from the child's home address point determined by Ordnance Survey Data to the centre point of the school as determined by the London Borough of Hammersmith & Fulham's computerised measuring system. Accessibility by car or public transport will be disregarded. If any applicants share the same address, i.e. live in the same block of flats or a shared house, priority will given to those closest to the ground floor and then by ascending flat number order.
12. The home address is the girl's permanent residence. It will normally be the address held for the girl by her Primary School. If parents are separated and share residence of the child, the address given should be that of the parent with whom the girl spends most of the school week. If the parent making the application lives at a different address from the girl's, a letter of explanation should be attached. An application can only be made from a single address and only a single application can be made for each girl. It is not acceptable for a family to use a temporary address to secure a place. In disputed cases, we will make a judgment based on the evidence available to us.
13. We will resolve a tie between applicants by lot (lots to be drawn by someone independent of the school, nominated by the Local Authority).

#### **OPEN SESSIONS**

14. Parents generally find that the open sessions at the school are helpful. These are publicised well in advance. However attendance at open sessions is not compulsory. They form no part of the admissions process and non-attendance will not adversely affect decisions on admissions.

#### **THE COMMON APPLICATION FORM**

15. Parents must complete a Common Application Form (CAF) **and return it to their Home Authority**. You may only complete one CAF for each girl. **No application can be considered unless your Home Authority has received your CAF**. Your CAF is confidential between you and your Home Authority and it is not sent to any of the schools named on it.

#### **THE ADDITIONAL INFORMATION FORM**

16. As well as returning the Common Application Form to their Home Authority parents should obtain the **Additional Information Form** from Lady Margaret School and return it **to the school** by the date set by their Home Authority for the return of the Common Application Form. They may also download the Additional Information Form from the school's website.
17. Parents must submit, with their Additional Information Form and any notification of change of address after submission of the Additional Information Form (see Paragraph 23 below), **two** of the following so that the home (or new) address can be verified:
  - (1) a Council Tax bill or statement; and/or
  - (2) a utility bill or statement; and/or
  - (3) their Child Benefit statement.
18. If the home (or new) address is rented accommodation and the rent includes Council Tax, parents must submit **two** of the following so that the home (or new) address can be verified:

- (4) a utility bill or statement; and/or
  - (5) another and separate utility bill or statement from a different supplier; and/or
  - (6) their Child Benefit statement.
19. The bills and statements must be the **most recent**. The utility bills must relate to a period ending no more than three months before the date of the Additional Information Form or notification of change of address. Mobile phone bills are not acceptable. **Please submit original bills only. Photocopies are not acceptable.**
20. Parents seeking to have girls admitted as previously looked after girls must also submit with their Additional Information Form:
- (7) a copy of the adoption order, residence order or special guardianship order; and
  - (8) a letter from the local authority that last looked after her confirming that she was looked after immediately prior to that order being made.
21. **Failure without reasonable cause to submit these documents with the Additional Information Form will mean that the application cannot be processed if the relevant category is over-subscribed.**
22. **Parents must inform us of any change of material circumstances affecting the application for a place (for example a change of address).**

#### **BANDING TESTS**

23. All applicants will be assessed by the school to see into which ability band they fall. Banding tests for Year 7 applicants will be held on a date to be confirmed. Applicants will be assessed in Mathematics and English.

#### **OFFERS AND APPEALS**

24. Offers are administered by the Home Authority who will post them to parents in March 2016. Parents are requested not to telephone the school before then. An offer must be accepted within 14 days of receipt of the Home Authority offer or the place will be offered to another applicant. Parents should inform both the Home Authority and the school whether they wish to accept or decline an offer.
25. Once an offer of a school place has been accepted, parents **must** submit a copy of their daughter's short birth certificate as proof of date of birth. A girl cannot start as a pupil if parents fail to submit the certificate without a reasonable excuse.
26. Parents may appeal to an independent appeal panel established by us against decisions to refuse admission to the school. When a girl is refused admission to a school, we will ensure that the person who applied for the school place receives the reasons for that decision and information about their right to appeal and the requirements for making an appeal.
27. In 2015 there were 14 appeals. One was upheld.
28. We will refuse an application if parents have given false information on a material matter or have failed to inform us of a change of material circumstances (such as a change of address). We will give our reasons in writing and inform the parents of their right to appeal and the parents may appeal within 28 days to the independent appeal panel established by the school to consider appeals against refusals of places.

#### **THE HANDBOOK**

29. The Year 7 Admissions Handbook contains an interpretation section which gives definitions of various terms used in these arrangements. It also sets out the school's policies about:
- (1) late applications;
  - (2) applications outside the normal admissions round;
  - (3) withdrawal of a place;
  - (4) the waiting list; and
  - (5) children of UK service personnel, Crown servants returning from overseas and children from overseas.

It also gives details about banding and other technical matters.