



## **LADY MARGARET SCHOOL PARSONS GREEN LONDON SW6 4UN**

### **YEAR 7 ADMISSIONS HANDBOOK**

#### **APPLICATIONS**

1. The Common Application Form can be obtained from your daughter's primary school, the Home Authority or online. Parents living in the London Borough of Hammersmith and Fulham can fill in the Common Application Form online at [www.lbhf.gov.uk/admissions](http://www.lbhf.gov.uk/admissions).
2. Parents are advised to send their Common Application Form by recorded delivery. It is recommended that parents check with their Home Authority that their form has been received.

#### **LATE APPLICATIONS**

3. Applications received after 31 October 2017 will be regarded as late. Late applications will only be accepted if they are late for a good reason. Examples include:
  - (1) when a single parent has been ill for some time or has been dealing with the death of a close relative;
  - (2) a family has recently moved into the Borough of Hammersmith & Fulham (proof of ownership or tenancy of a property within the Borough will be required in these cases).

Other circumstances will be considered and each case decided on its merits

#### **APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND**

4. In dealing with applications outside the normal admissions round, whether in-year or at the start of a school year which is not a normal point of entry to the school, we will comply with parental preference unless one of the statutory reasons for refusing admission applies.
5. If the school is over-subscribed we will apply the over-subscription criteria set out in the Policy to applications outside the normal admissions round, including the continuing applications made for girls on the waiting lists.
6. Applicants for Years 7 to 9 will be banded in accordance with their results at Key Stage 2 and applicants for Years 10 and 11 in accordance with their levels at Key Stage 3. If no such information is available the school will arrange tests.
7. We are committed to taking a fair share of vulnerable girls who are hard to place, in accordance with the London Borough of Hammersmith and Fulham's "In Year Fair Access Protocol".

#### **WITHDRAWAL OF A PLACE**

8. Once an offer of a school place has been made we will only withdraw that offer where:
  - (1) parents fail to respond to an offer within 14 days of receipt;
  - (2) the place was offered on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence at a particular address which effectively denied a place to another child); or
  - (3) the place was offered in error.

9. Where a girl is offered a place because she has an older sibling attending the school and the older sibling unexpectedly leaves the school after an offer has been made to the younger girl we will not withdraw the offer on those grounds.
10. If parents have not responded to the offer of a place within 14 days, we will remind them of the need to respond within a further seven days and point out that the place will be withdrawn if they do not.
11. If a place was offered on the basis of a fraudulent or intentionally misleading application (including failing to inform us of a change of material circumstances such as a change of address), we will withdraw the place if the girl has not started at the school.
12. If she has started at the school we will take into account the length of time that the girl has been at the school when deciding whether to withdraw the place. If we are satisfied that a place should be withdrawn we will give notice in writing with our reasons to the parents.
13. After the place has been withdrawn we will consider the application for a place afresh. When considering the application afresh we will not have regard to a move of the home address to an address nearer the school since the making of the original application.
14. If we decide to refuse a place after considering the matter afresh 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.
15. If a place obtained for a girl by a fraudulent or intentionally misleading application (including failing to inform us of a change of material circumstances such as a change of address) is not withdrawn, her siblings will not have the priority given to siblings by the Policy.
16. The precise procedures will depend on the circumstances. In all cases we will comply with the rules of natural justice.

#### **THE WAITING LIST**

17. Parents who did not gain a place in Year 7 for their daughter may apply to have her name placed on the waiting list.
18. Parents who have applied to have their daughter's name placed on the waiting list must inform the school in writing of any change in the child's home address. They must also submit **two** of the following so that the new address can be verified:
  - (1) a Council Tax bill or statement; and/or
  - (2) a recent utility bill or statement (but not a mobile phone bill); and/or
  - (3) their Child Benefit statement.
19. If the new address is rented accommodation and the rent includes Council Tax, parents must submit **two** of the following so that the new address can be verified:
  - (1) a utility bill or statement (but not a mobile phone bill); and/or
  - (2) another and separate utility bill or statement from a different supplier (but not a mobile phone bill); and/or
  - (3) their Child Benefit statement.
20. In the event of failure to do either of these things and if the school remains over-subscribed we will refuse the continuing application.
21. The 2018 waiting list will be opened on 1 September 2018.
22. Applicants on the waiting lists for 2018 and earlier years will be ranked in accordance with

the over-subscription criteria set out in the Policy.

23. Looked after girls, previously looked after girls, and girls who are the subject of a direction by a local authority to admit or who are allocated to the school in accordance with the London Borough of Hammersmith and Fulham's "In Year Fair Access Protocol" will take precedence over those on the waiting list.
24. Places in the Sixth Form are not filled from the Year 7 waiting lists. Admission to the Sixth Form is governed solely by the Sixth Form Admissions Policy.

#### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

25. The process for requesting admission of a child outside her normal age group is as follows. In addition to submitting the Common Application Form to their Home Authority and the Year 7 Additional Information Form or In-Year Application Form to the school, parents must also submit to the school the Outside Normal Age Group Application Form, providing the information requested and any relevant documents.
26. In deciding the application the governors will apply the principles and procedures set out in Paragraphs 2.17, 2.17A and 2.17B of the School Admissions Code published in December 2014 ("the Code").
27. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### **CHILDREN OF UK SERVICE PERSONNEL, CROWN SERVANTS RETURNING FROM OVERSEAS AND CHILDREN FROM OVERSEAS**

28. The Governors will apply the provisions of Paragraphs 2.18 and 2.19 of the Code.

#### **BANDING AND OTHER TECHNICAL DETAILS**

29. 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.
30. We will make special arrangements for the banding tests of children of families (for example, service families) who live more than a reasonable travelling distance from the school.
31. The school will band applicants by reference to the cohort sitting the tests. Band 1 will be the upper 25%, band 2 the middle 50% and band 3 the lower 25%.
32. Applications will be further divided into six categories (foundation bands 1, 2 and 3 and open bands 1, 2 and 3) according to the nature of the application and the results of the banding tests.
33. Where a girl is unable to sit the school's banding tests because of illness we will actively seek objective assessment data from the girl's primary school in order to determine the correct banding. They will only do so if the parents have provided a medical certificate. If no medical certificate is provided and if the school remains over-subscribed the application will fail.
34. We will not adjust the score achieved by any girl in a test to take account of oversubscription criteria, such as having a sibling at the school. A sibling will not be allotted a place in a higher or lower ability band than that appropriate for her. If necessary priority between siblings who fall within one band where there are insufficient places for them all will be given to the

girls whose homes are within the closest distance from the school, and by lot (lots to be drawn by someone independent of the school, nominated by the Local Authority) if and to the extent that the girls' homes are at an equal distance from the school.

35. If there are insufficient applicants in a foundation band, so far as possible the vacant places will be filled as follows:
- (1) band 1 places from foundation band 2;
  - (2) band 2 places from foundation bands 1 and 3 (alternating in that order);
  - (3) band 3 places from foundation band 2.
36. The same applies to the open bands, subject to the necessary changes.
37. A girl admitted because she has a statement of special educational needs, and the school has been on the statement, will be allocated to her appropriate category before we apply the distance criterion set out above to each category unless we receive notice of the statement after making their return to the Pan London Admissions Scheme.
38. A girl admitted because she is a looked after girl or previously looked after girl will be allocated to her appropriate category before we apply the distance criterion set out above.
39. A girl admitted because she is a sibling will be allocated to her appropriate category before we apply the distance criterion set out above.
40. In the event that applicants for open places in any particular ability band are admitted on special grounds and the number of such applicants exceeds the number of open places available in that band, the number in excess shall be allotted the necessary number of places in the corresponding foundation band before the other over-subscription criteria are applied. And vice versa.
41. In the event that there are insufficient applications for foundation places we will select applicants for open places to fill the vacant places. And vice versa.

#### INTERPRETATION

42. The Interpretation Act 1978 applies to these admission arrangements but without prejudice to the express provisions of and definitions in these arrangements. In these arrangements the following expressions have or include the following meanings unless the context otherwise requires:
- |                               |                                                                                                                                                                                                                              |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| “ability band” and “category” | the ability bands or categories explained in these arrangements, i.e. foundation bands 1, 2 and 3 and open bands 1, 2 and 3                                                                                                  |
| “adoption order”              | an order under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002                                                                                                                       |
| “distance”                    | means straight line distance and shall be measured in accordance with Paragraph 12 of the Policy                                                                                                                             |
| “Foundation Places”           | the 67 places offered under the Policy to girls who have regularly attended Church of England services up to the date of application.                                                                                        |
| “Home Authority”              | the Local Authority in which the applicant parent is resident                                                                                                                                                                |
| “looked after girl”           | a girl who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). |

“Open Places”	the 53 places offered to girls who do not regularly attend Church of England services
“over-subscribed”	where there are more applications than places in one, some or all of the ability bands or categories
“parent”	any person who has parental responsibility for the girl
“the Policy”	The school’s Year 7 Admissions Policy For The School Year Starting In September 2018
“previously looked after girls”	girls who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
“residence order”	an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989
“siblings”	means all blood, half, step, adoptive and foster sisters who live at the same home address as an older sister already attending the school where the older sister will be attending the school at the time of her younger sister's admission. For the purposes of this definition <ul style="list-style-type: none"> <li>(1) a step-sister is a biological or adoptive child of one spouse or civil partner who is not the biological or adoptive child of the other spouse or civil partner</li> <li>(2) an adoptive sister is a child adopted under the law of England and Wales or of another jurisdiction where that adoption is recognised by the law of England and Wales</li> <li>(3) a foster-sister is a child placed with a girl's parents as foster parents by a local authority or voluntary organisation</li> <li>(4) the term “sibling” does not apply to any other relative of the applicant or to any other person living permanently in the applicant's household</li> <li>(5) an applicant does not have priority as a sibling if her older sister first joined the school at Year 12 or thereafter</li> </ul>
“special guardianship order”	an order appointing one or more individuals to be a child’s special guardian or special guardians (see section 14A of the Children Act 1989)
“special grounds”	a girl is admitted on special grounds where she has a statement of special educational needs and the school has been named on the statement or where she is a looked after girl or previously looked after girl