



Lady Margaret School

Additional Information 2019



Lady Margaret School

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Welcome

Dear Parent/Carer,

Welcome to Lady Margaret School (“LMS”).

If your daughter was born between 1 September 2007 and 31 August 2008, you may apply for a place at LMS for the school year starting in September 2019 (“the Admission Year”). The school’s Year 7 Admissions Policy tells you how to apply and how we will deal with your application. Additional details of our admissions arrangements may be found in the Year 7 Admissions Handbook. The Sixth Form Prospectus tells you how to apply for Sixth Form places.

If you wish to apply for a Year 7 place you must

- fill in the Common Application Form and send it to your local authority by 31 October 2018
- fill in the Additional Information Form and send it to Lady Margaret School by 31 October 2018
- bring your daughter to the banding tests at Lady Margaret School on 16 November 2018.

If you wish to apply for a Foundation Place you must tell us about your daughter’s church attendance on the Additional Information Form.

There were 667 applications for the 120 places available in September 2018. Girls with statements of special educational needs or an education, health and care plan naming the school are admitted after consultation with the Hammersmith and Fulham SEN Department. Then we give **first priority to girls** who are **looked after** or **previously looked after**. We give **second priority to siblings**. And we give **third priority** to the **girls who live closest to the school**. Please bear in mind that we do not have medical, social, nor financial compassion criteria in the Admission Policy.

Yours sincerely,

Ms E Stevenson
Headteacher

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Uniform list

The official stockists for all items of the school's uniform, with the exception of the PE kit, are Peter Jones of Sloane Square, SW1 and Sogan's, 6 Greyhound Road, W6. School uniform sweatshirts and PE sweatshirts can only be ordered through the school. Shirts, skirts, blazers and 'V' necked jumpers can only be obtained from Peter Jones or Sogan's and no alternatives are permitted. The Headteacher is always willing to help parents in case of financial difficulty and uniform grants are available in some cases from the Local Authority. A sale of second-hand uniform is held on Induction Morning for the benefit of parents whose daughters are joining Year 7. Girls must have the following items of uniform: striped shirt, skirt, jumper or sweatshirt, blazer, tights or socks, shoes and PE kit.

Uniform

- **Shirt** – Red pin-striped short or long-sleeved shirt in cotton or cotton mix.
- **Skirt** – A box pleated style or an A-line style are available from Sogan's. An inverted pleat style skirt is available from Peter Jones. Parents are asked to ensure that their daughter's skirt is an appropriate length for school wear (on or just above the knee).
- **Blazers** – Black with red pin-stripe. Blazers must be worn to and from school every day. During very cold or wet weather a black, navy or dark grey coat or raincoat should be worn over the blazer. In the event

of exceptionally hot weather, the Headteacher may decide that students can carry their blazers home that evening. Students will always be informed by their tutor if blazers do not have to be worn. Each girl must wear a blazer for Church services, special occasions and assemblies.

- **EITHER School 'V' necked jumper** – available from Sogan's or Peter Jones, OR ***Sweatshirt** – There is a school sweatshirt with the Lady Margaret Tudor Rose logo available only from the school office.
- Hoodies are **not** permitted.
- **Shoes** – Girls must wear a business-like style such as a lace-up or pull-on that is not too low cut. All shoes should have low heels and give firm support to the feet. Shoes must be plain black leather. If the weather is bad, the Headteacher may decide that boots may be worn, but only to and from school.
- **Tights** – Plain (no patterns or ribbed) in black. **OR** Socks - Plain black.
- **Coats** or raincoats must be plain black, navy or dark grey.
- **Gloves** (optional) - Plain red or black.
- **Scarf** (optional) - Plain red or black, or black and red stripes.
- **Hat** (optional) – Plain red or black, woolly.
- **Headbands** (optional) - plain red, black or white.

Points to Note

- One pair of discreet plain gold or silver stud earrings in the lower ear and small crosses are the only jewellery permitted (value should be less than £15).
- Make up, nail varnish and false nails are not permitted.
- If girls have dyed hair, it should be a natural colour and only one shade.

P.E. Kit

Items marked with an asterisk can only be ordered through the school. Most of the following items can be bought at any retail outlet.

- **Trainers** – Predominantly white or black.
- ***Sweatshirt** – with LMS logo and embroidered with pupil's name
- **Games socks** – scarlet. (Your daughter should have a change of socks for all games lessons).
- **Tracksuit bottoms** – PLAIN black (no stripes or logos)
- ***Leggings** – with LMS logo
- **Shirt** – White aertex (with collar)
- **Leotard** – Plain black.
- **EITHER – Cycling Shorts** – PLAIN black – no stripes or logos **OR** – **Football Shorts** – PLAIN black – no stripes or logos
- ***Cash's Name Tapes**

***Items marked with an asterisk can only be ordered through the school.**

Marking of Uniform

We are well aware that school uniform costs money and it is our endeavour to make sure that girls do not lose track of their property in school. The careful and clear marking of your daughter's property helps you and us to achieve this aim.

GCSE Subject Results

Summer Examinations 2018

Subject	Entries	9	8	7	6	5
Art and Design	23	2	0	4	4	5
Biology	51	10	20	12	6	1
Chemistry	51	16	14	9	5	5
Combined Science	72	1	3	4	15	24
English Language	88	9	24	20	19	9
English Literature	87	20	17	23	14	9
Food Technology	17	1	4	1	3	2
French	34	6	8	6	3	4
Geography	53	8	16	7	6	3
History	46	5	11	8	4	1
Latin	4	4	0	0	0	0
Maths	88	5	19	13	18	16
Music Studies	7	1	3	2	1	0
Physics	51	15	12	13	6	2
Religious Studies	87	34	19	12	6	8
Spanish	51	5	9	9	8	4
Sports Studies	9	1	0	2	0	0
Total	819	143	179	145	118	93

Subject	Entries	A*	A	B	C	D
Chinese	1	1	0	0	0	0
Textiles Technology	19	3	6	5	3	1
Total	20	4	6	5	3	1

Percentages: 9-7 incl.(A*- A) - 57% 9-5 incl. (A*- B) - 82% 9-4 incl.(A*-C) - 89%

4	3	2	1	U	9-7	9-5	9-4
4	3	1	0	0	6	15	19
2	0	0	0	0	42	49	51
1	1	0	0	0	39	49	50
12	11	2	0	0	8	47	59
4	3	0	0	0	53	80	85
2	2	0	0	0	60	83	85
2	3	1	0	0	6	11	13
3	3	1	0	0	20	27	30
4	6	3	0	0	31	40	44
2	9	3	3	0	24	29	31
0	0	0	0	0	4	4	4
6	8	3	0	0	37	70	77
0	0	0	0	0	6	7	7
2	1	0	0	0	40	48	50
4	4	0	0	0	65	79	83
3	9	4	0	0	23	35	38
2	4	0	0	0	3	3	5
53	67	18	3	0	467	676	731

E	F	G	U	X	Q	A*-C	A*-G
0	0	0	0	0	0	1	1
1	0	0	0	0	0	17	19
1	0	0	0	0	0	18	20

Public Examination Results

Summer 2018

GCSE Results 2018

	Lady Margaret School 2018
Number of candidates aged 15 on 1st September, 2018	88
Grade 4 or above in English	99%
Grade 4 and above in Mathematics	88%
Grade 4 and above in English and Mathematics	88%
Grade 5 or above in English	94%
Grade 5 and above in Mathematics	81%
Grade 5 and above in English and Mathematics	81%
Attaining the English Baccalaureate*	61%

*These are girls who attained 5 GCSEs with a minimum of Grade 4 of English and Maths, and a minimum of a grade 4 in three other 'E Bacc' subjects, which are: Sciences, History, Geography, French and Spanish.

GCE A Level Results 2018

	Lady Margaret School 2018
Number of candidates aged 17 or 18 on 1st September 2017	76
Percentage of students attaining grades A*-A	43%
Percentage of students attaining grades A*-B	69%

A Level All Subjects Results

Summer Examinations 2018

Subject	Entries	A*	A	B	C	D	E	U
Biology	23	2	3	7	5	5	1	0
Chemistry	18	1	3	5	4	3	2	0
D&T Textiles Technology	4	2	0	0	1	0	0	1
Economics	12	2	3	1	4	1	1	0
English Literature	24	4	8	9	2	1	0	0
Fine Art	16	7	5	2	2	0	0	0
French	5	1	2	0	2	0	0	0
Geography	10	0	4	3	3	0	0	0
History of Art	6	1	3	1	0	1	0	0
History	27	4	10	8	5	0	0	0
Mathematics Further	2	2	0	0	0	0	0	0
Mathematics	38	4	10	7	7	9	0	1
Music	1	0	0	0	1	0	0	0
Physics	5	1	1	1	1	0	1	0
Politics	9	0	3	5	0	1	0	0
Psychology	14	2	3	6	2	1	0	0
Religious Studies	11	3	5	2	1	0	0	0
Sociology	14	1	2	6	2	2	0	1
Spanish	7	1	2	0	4	0	0	0
Italian	1	0	1	0	0	0	0	0
Persian	1	0	0	1	0	0	0	0
Russian	1	1	0	0	0	0	0	0
Total	249	39	68	64	46	24	5	3
%		16%	27%	26%	19%	10%	2%	1%
Cumulative			43%	69%	87%	97%	99%	100%

Total A* - A = 43% Total A* - B = 69% Total A* - C = 87%

Leavers' Destinations

Advertising, Public Relations & Branding	University of Middlesex
Architecture	University of Kent
Art Foundation	University of Kingston (2) University for the Creative Arts, Farnham (2) Central St Martins (2) Kensington & Chelsea College Camberwell College of Arts Ravensbourne, University London (2) Oxford Brookes University
Biochemistry	University College London
Biological Science	University of East Anglia University of Leicester University College London Brunel University London
Biosciences	University of Manchester
Business with Industrial Experience	University of Exeter
Chemistry	University of Kingston University of Kent (2)
Communication and Media	University of Leeds
Computer Science	University of York
Drama and Theatre Arts	Goldsmiths, University of London
Economics	University of Southampton University of Warwick
Electrical & Electronic Engineering	University of Nottingham
English & History of Art	University of Leeds
Extended Medical Degree Programme	King's College, London
Fashion Foundation	Kensington and Chelsea College

Fashion Communication & Promotion	Nottingham Trent University
Geography	University of Manchester University of Exeter
Geography & Planning	University of Newcastle
History	Queen Mary, University of London (2) King's College London University of Warwick London School of Economics
History & Philosophy of Science & Politics	University of Leeds
History of Art	University of Oxford The Courtauld Institute of Art
Italian and Spanish	University of Bristol
Law	University of Reading Queen Mary, University of London London School of Economics
Law with Criminology	University of Middlesex
Medicine	University of Leeds University of Nottingham
Middle Eastern Studies	SOAS, University of London
Music	University of Bristol
Pharmacy	University College London Medway School of Pharmacy
Philosophy	University of Leeds
Philosophy & History	University of Exeter
Philosophy, Logic & Scientific Method	London School of Economics
Physics with Theoretical Physics	Imperial College London
Physiotherapy	Keele University

Politics and International Relations	University of Manchester
Politics and Social Anthropology	University of Manchester
Politics and Sociology	University of Manchester
Product Design Engineering	University of Loughborough
Psychology	King's College London Brunel, University of London University of Greenwich University of Sussex (2)
Sociology	University of Westminster University of Middlesex
Sociology and Criminology	University of Greenwich
Spanish and Portuguese	University of Oxford

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.
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 2018 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 2019.
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 regularly attend Church of England services

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 2016

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

- (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

- (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
- (3) a foster-sister is a child placed with a girl's parents as foster parents by a local authority or voluntary organisation
- (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
- (5) an applicant does not have priority as a sibling if her older sister first joined the school at Year 12 in September 2014 or thereafter

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

Year 7 Admissions Policy for the school year starting in September 2019

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 2007 and 31 August 2008 you may apply for a place for the school year starting in September 2019. 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 2019. All applicants will be admitted if 120 or fewer apply. There were 667 applications for the 120 places offered for the school year commencing September 2018.

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. 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 42 at page 18 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 42 on page 19 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 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 be 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:
 - (1) a copy of the adoption order, residence order or special guardianship order; and
 - (2) 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 2019. 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.

Frequently asked questions

27. In 2018 there were 8 appeals, one of which was successful.
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.
30. It also gives details about banding and other technical matters.

1. How many places are available for Year 7?

There are 120 places for Year 7 in each academic year. 67 Foundation Places will be reserved for girls who have regularly attended services at a Church of England church and 53 Open Places will be reserved for girls of any, or no, religion.

2. What are Foundation Places?

As a Church of England school 67 places are reserved for girls who attend services at a Church of England church or churches at least fortnightly for a minimum of three years up to the present time.

There is no need to fill in a separate application form but when applying for a foundation place you must complete page 5 on the Additional Application Form. The school will take up a reference from a vicar in order to assess each application for a Foundation Place.

3. What is the catchment area?

There is no set catchment area. 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. For each category distance measurements are then applied. These vary from year to year, depending on the range of applications.

4. Can my daughter apply for a foundation place if she attends any other church e.g. Roman Catholic, Methodist or Pentecostal etc.?

No, but girls of any other religion or no religion can apply for an Open Place.

5. What kind of tests are the Banding Tests?

Girls will complete a non-verbal reasoning test which will test their skills in Mathematics, and a piece of independent creative writing to assess their skills in English. The banding test is only used to allocate the girls to an ability band as part of the Admissions process; individual marks will not be released.

6. My daughter has dyslexia and has a psychological report, does she qualify for extra time and priority?

No, unless she has an education, health and care plan naming Lady Margaret School then she will be admitted after consultation with the Hammersmith and Fulham SEN Department.

7. Will other issues such as medical, social and financial issues qualify for priority?

We do not have criteria for medical, social, financial compassion in the Admission Policy. We give first priority to girls who are looked after or previously looked after then we give second priority to siblings. Please check our Admission Policy for more details.

Notes

