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 2015 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 2016 waiting list will be opened on 1 September 2016.
22. Applicants on the waiting lists for 2016 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.

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

25. The Governors will apply the provisions of Paragraphs 2.18 and 2.19 of the 2012 Schools Admissions Code.

**BANDING AND OTHER TECHNICAL DETAILS**

26. 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 20 November 2015. Applicants will be assessed in Mathematics and English.

27. 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.

28. 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%.

29. 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.

30. 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.

31. 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 if and to the extent that the girls’ homes are at an equal distance from the school.

32. 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.

33. The same applies to the open bands, subject to the necessary changes.
34. 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.

35. 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.

36. A girl admitted because she is a sibling will be allocated to her appropriate category before we apply the distance criterion set out above.

37. 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.

38. 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

39. 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
LADY MARGARET SCHOOL PARSONS GREEN LONDON SW6 4UN

YEAR 7 ADMISSIONS POLICY FOR THE SCHOOL YEAR STARTING IN SEPTEMBER 2016

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 2004 and 31 August 2005 you may apply for a place for the school year starting in September 2016. 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 2016. All applicants will be admitted if 120 or fewer apply. There were 617 applications for the 120 places offered for the school year commencing September 2015.

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 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 2013 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.

**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 20 November 2015. 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 2014 there were 12 appeals. None were 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.

It also gives details about banding and other technical matters.
ADDITIONAL INFORMATION FORM
YEAR 7 ENTRY - SEPTEMBER 2016

This form is to be completed by the parent of the girl for whom the application is being made. Applications may be made for Year 7 girls whose birth dates fall between 1 September 2004 and 31 August 2005. For your application to be properly considered, it must be returned in an envelope clearly marked “Admissions” to reach the school not later than 31 October 2015. The deadline for applications to be delivered to the school is 4.00pm on Friday 23 October 2015. (Please note that applications which are posted will be accepted up to 31 October but the School office is not open during the half term break: 26 - 30 October 2015). Assessment tests will be held at a location to be confirmed on Friday 20 November 2015.

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

No application can be properly considered unless accompanied by two of the following so that the home address can be verified:
(1) a Council Tax bill or statement; and/or
(2) a utility bill or statement; and/or
(3) the Child Benefit statement.

If the home address is rented accommodation and the rent includes Council Tax, parents must submit two of the following so that the home address can be verified:
(1) a utility bill or statement; and/or
(2) another separate utility bill or statement from a different supplier; and/or
(3) the Child Benefit statement.

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. Mobile phone bills are not acceptable. Please submit original bills only. Photocopies are not acceptable.

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 oversubscribed. No other supporting documents are required (except for previously looked after girls).

THE COMMON APPLICATION FORM

As well as submitting our Additional Information Form, all applicants must complete a Common Application Form and return it to their Local Authority. Please refer to the Admissions Policy in our Prospectus for further information. NO APPLICATION CAN BE CONSIDERED UNLESS YOUR LOCAL AUTHORITY HAS RECEIVED YOUR COMMON APPLICATION FORM.
Parents are advised to supply as much information as possible

Please complete the form in block capitals

<table>
<thead>
<tr>
<th>Personal details (please underline your daughter’s preferred forename)</th>
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<tbody>
<tr>
<td>Girl’s forenames.................................................................................................................................</td>
</tr>
<tr>
<td>Girl’s surname...........................................................................................................................................</td>
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<tr>
<td>Girl’s date of birth ...................................................................................................................................</td>
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<td>Girl’s home address .......................................................................................................................................</td>
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</table>

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 girl, 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 temporarily rented address to secure a place.

Parents must inform the school of any change in the girl’s home address and submit two supporting documents as set out on the previous page so that the new address can be verified.

<table>
<thead>
<tr>
<th>Name of Parent(s)...........................................................................................................................................</th>
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<tbody>
<tr>
<td>Indicate whether Revd Dr Mr Mrs Miss Ms or other title.......................................................................................</td>
</tr>
<tr>
<td>Mother’s Address (if different from above).......................................................................................................................</td>
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<tr>
<td>Father’s Address (if different from above).........................................................................................................................</td>
</tr>
<tr>
<td>Guardian’s Address (if different from above).........................................................................................................................</td>
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</tbody>
</table>

Telephone Numbers *(any change of telephone number must be advised to us immediately)*

<table>
<thead>
<tr>
<th>Mother: Day........................................Evening........................................Mobile.................................................</th>
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<tbody>
<tr>
<td>Father: Day........................................Evening........................................Mobile.................................................</td>
</tr>
<tr>
<td>Guardian: Day........................................Evening........................................Mobile.................................................</td>
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</tbody>
</table>
Email addresses:

Mother..................................................................................................................................................................................

Father..................................................................................................................................................................................

Guardian...............................................................................................................................................................................  

Name and address of primary school...........................................................................................................................................

.........................................................................................................................................................................................................................

THE REST OF PAGE 3 AND THE WHOLE OF PAGE 4 ONLY APPLY IF YOUR DAUGHTER HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH & CARE PLAN, OR IS A LOOKED AFTER OR PREVIOUSLY LOOKED AFTER GIRL OR HAS A SIBLING ALREADY AT THE SCHOOL. IF NONE OF THESE APPLY PLEASE GO TO PAGE 5 IF YOU ARE APPLYING FOR A CHURCH OF ENGLAND FOUNDATION PLACE. OTHERWISE PLEASE GO TO PAGE 6.

GIRLS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH & CARE PLAN

We welcome girls with statements of special educational needs or an education, health & care plan. There is a different system for admitting such girls but it is helpful if parents fill out this form. We also ask that parents co-operate with the school by bringing their daughter to our assessment test.

(Please tick to confirm)

☐ The applicant girl has a statement of special educational needs or an education, health & care plan

LOOKED AFTER GIRLS

We welcome applications from looked after girls. Please provide a letter from the local authority that looks after her confirming that she is a looked after girl at the time of the application.

(Please tick to confirm)

☐ The applicant girl is a looked after girl
☐ I enclose a letter from the local authority that looks after her confirming that she is a looked after girl at the time of the application.

PREVIOUSLY LOOKED AFTER GIRLS

We welcome applications from girls who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

Parents seeking admission of their daughters as previously looked after girls must provide:
(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.

Please note that it is not enough that the girl has been adopted or that a residence or special adoption order has been made. The girl must also have been looked after by a local authority in England and Wales immediately before the adoption, residence, or special guardianship order was made.
The applicant girl is a previously looked after girl

I enclose the following

(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 the girl confirming that she
was looked after immediately prior to that order being made.

SIBLINGS

“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. 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

The priority given to siblings does not apply if the older sister will not be a pupil at the school in September 2016.

The priority given to siblings does not apply where the home address of the girl 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

An applicant does not have priority as a sibling if her older sister first joined the school at Year 12 in September 2013 or thereafter.

Parents applying for a foundation place can only rely on the priority given to siblings if the younger sibling satisfies the conditions about church attendance.

Please refer to the school’s Year 7 Admissions Policy for a full explanation of the school’s sibling policy and of how the school measures distance.

ONLY FILL IN THE DETAILS BELOW IF YOU ARE APPLYING ON THE BASIS THAT YOUR DAUGHTER HAS PRIORITY AS A SIBLING

Full name of the older sister......................................................................................................................................................

Date of birth of the older sister...................................................................................................................................................

Date the older sister joined Lady Margaret School....................................................................................................................

Address of the older sister when she joined Lady Margaret School..........................................................................................

..............................................................................................................................................................................................................
THE FOLLOWING SECTION SHOULD ONLY BE FILLED IN BY PARENTS APPLYING FOR A CHURCH OF ENGLAND FOUNDATION PLACE

If the girl attends any other church, e.g. Roman Catholic, Methodist, Pentecostal, you should not fill in this page.

In order to be eligible for a foundation place the girl must have attended a service at a Church of England church, or churches, at least fortnightly for a minimum of three years.

Details of CHURCH OF ENGLAND attendance

Name of church attended by your daughter........................................................................................................................................

Name of Vicar of this church................................................................................................................................................................

Church Address...........................................................................................................................................................................

Vicar’s Address (if different from above) ........................................................................................................................................

Vicar’s telephone number................................................................................................................................................................

Vicar’s email address........................................................................................................................................................................

How long has your daughter attended this church?...........................................................................................................................

Has she been attending at least fortnightly (either on Sunday or during the week)?.................................................................

If your daughter has been attending your current church for less than three years please give details of the Church of England church(es) where she worshipped previously. Please write on a separate sheet if necessary.

Name of church attended by your daughter before she attended the current church you have named previously

Name of Vicar of this church............................................................................................................................................................

Church Address...............................................................................................................................................................................

Vicar’s address (if different from above)........................................................................................................................................

Vicar’s telephone number................................................................................................................................................................

Vicar’s email address........................................................................................................................................................................

How long did your daughter attend this church?..........................................................................................................................

Did she attend at least fortnightly (either on Sunday or during the week)?................................................................................
THE FOLLOWING SECTION MUST BE FILLED IN BY ALL PARENTS

(Please tick to confirm)

I enclose two of the following so that the home address can be verified:

☐ a Council Tax bill or statement; and/or
☐ a recent utility bill or statement (but not a mobile phone bill); and/or
☐ the Child Benefit statement.

☐ The home address is rented accommodation and the rent includes Council Tax, and I enclose two of the following so that the home address can be verified:

☐ a recent utility bill or statement (but not a mobile phone bill); and/or
☐ another recent and separate utility bill or statement from a different supplier (but not a mobile phone bill); and/or
☐ the Child Benefit statement.

☐ I understand I must bring my daughter to the Assessment Test on Friday 20 November 2015.

STATEMENT BY PARENT

I confirm that the information submitted on this form is true and wholly accurate. I am aware that a fraudulent or intentionally misleading application (including failing to inform the Governors of a change of material circumstances such as a change of address) will result in the disqualification of this application and, in the case where a place has been offered, the withdrawal of the offer of a place.

Signed ........................................................................................................................................... Parent

Print Name.................................................................................................................................... Date ........................................

POSTAGE

The Post Office operates a system which not only takes account of the weight but also the size of the item being mailed. It is essential that you put the correct postage on the envelope.
LADY MARGARET SCHOOL

SIXTH FORM ADMISSIONS POLICY FOR 2016

These arrangements and the criteria listed below are reviewed annually by the Governing Body and should not be regarded as binding for future years

General Principles

1. An applicant’s preference will be met where possible.

2. The anticipated Sixth Form intake in 2016 will be 120 girls taking into account both internal and external candidates. The formal admission number for the Sixth Form is 45 and relates only to those being admitted to the school for the first time and is based on an estimate of the minimum number of external candidates likely to be admitted.

3. Pupils already in the school need not apply formally for places in the Sixth Form but must meet the entry requirements set out below.

4. Applicants must study at least three subjects. Details are set out in the Sixth Form Prospectus which is available from the school and on the school’s website.

5. Applicants refused admission to the Sixth Form are entitled to appeal to an independent appeal panel.

The Timetable

Autumn Term 2015 Open sessions at the school to explain the procedures for applications and the entry requirements

Autumn Term 2015 Applications to the School

Spring Term 2016 Applicants discuss their options with a senior member of staff

Spring Term 2016 Provisional offers of places

Spring Term 2016 An applicant has 14 days to accept the provisional offer

June 2016 Induction days at the School

August 2016 GCSE results

August 2016 External applicants bring their result slips to the school together with proof of identity

Summer holidays 2016 The Governors will usually accept late applications

Autumn Term 2016 The Governors will usually accept late applications in the first two weeks of term but no later.
**Entry Requirements**

6. The entry requirements for the Sixth Form both for applicants already in the school and for external applicants are as follows.

7. If the applicant wishes to take an A level course, she must have six GCSEs at grade C or above including English Language and Mathematics.

8. If the applicant wishes to study Modern Languages (French and Spanish) or Mathematics at A level she must have an A* or A grade at GCSE in the subject in question.

9. If the applicant wishes to study any of the Sciences (Physics, Chemistry and Biology) an A grade is required in Additional Science GCSE or a B grade in the appropriate separate science GCSE.

10. If the applicant wishes to study any other subject at A level she must have a B grade or above at GCSE in the subject in question (where previously studied). Grade B or above in Mathematics at GCSE is required for Economics. For other subjects not studied at GCSE grade B or above in English will be required.

11. The Governors will make provisional offers of places on the basis of predicted grades. However applicants must achieve or better their predicted grades in order to gain a place. The Governors will make final offers confirming provisional offers after publication of GCSE results in August 2016.

12. In the case of external applicants “predicted grade” means the grade predicted by that applicant’s school. In the case of applicants already in the school it means the grade predicted by the Head Teacher.

**Over-subscription criteria**

13. The available courses are set out in the Sixth Form Prospectus. Every effort is made to accommodate the subject choices of applicants.

14. The school’s published admission number of 45 relates only to those being admitted to the school for the first time. The Governors can exceed that admission number if demand for available courses can be met.

15. Where the Governors have not admitted pupils up to their published admission number, they will not refuse to admit applicants who have met the minimum entry requirements for the school’s sixth form but whose chosen course (or courses) are full. In these cases the Governors will offer a place whilst offering alternative course options.

16. Subject to the previous Paragraphs, if demand cannot be met, the Governors will give the highest priority to looked after girls and previously looked after girls who meet the academic entry criteria and second priority to the girls who are already in the school. Ties will be resolved by lot.

**Practical points**

17. Governors will not interview applicants or their families for entry to the Sixth Form, although meetings will be held to provide advice on options and entry requirements for particular courses. These meetings do not form part of the decision process on whether to offer a place.

18. The Sixth Form Prospectus and application form are available from the school on request and may be downloaded from the school’s website.
19. Although late applications will usually be accepted until the end of the second week of the Autumn Term of 2016 (if there are places remaining on courses), it is helpful if applications are made by Friday 27 November 2015.

20. Girls who would like to apply for a place in the Sixth Form (whether already at Lady Margaret School or at another school) should attend an open session in the Autumn Term of Year 11 at which the procedures for application and the entry requirements will be explained. The Sixth Form Prospectus outlines the courses offered and will be distributed.

21. The girls will be asked to complete an application form giving details of their current studies (this is not compulsory for girls already at the school but it is helpful). The form asks for details of the subjects they wish to study at A level. In the case of girls at other schools an additional page is provided for their current school to set out their predicted grades at GCSE.

22. Attendance at this open meeting is not compulsory and forms no part of the admissions process but is generally found to be helpful.

23. External applicants who have the appropriate predicted grades will be invited to visit the school during the Spring Term to meet a senior member of staff to discuss the course they wish to study. The ethos and expectations of the school will be explained at this meeting. Attendance at this meeting is not compulsory and forms no part of the admissions process but is generally found to be helpful.

24. The Governors will then make provisional offers to the applicants who have the required grades predicted where there are spaces in the courses offered. Sometimes a different combination of subjects from those requested will be offered. Applicants will be given 14 days to accept the offer. Those who accept will then be expected to attend a three day induction course at about the end of June.

25. External applicants (or their parents) must bring their GCSE results slips to the school on the day on which the results are published in order to ensure that the offer of a place is confirmed.

26. The Governors will make final offers if the required results are achieved or bettered and will withdraw provisional offers if the predicted results are not achieved.

27. Plans of parents and girls often change over the summer holidays or after GCSE results are known and some girls do not take up their Sixth Form places in September. Therefore the Governors will usually consider late applications made during the summer holidays and at the beginning of the Autumn Term. Girls can be admitted up until the third week of that term.
## 1. Personal Details

Surname: 

Forenames: 

Home address: 

Telephone Home: Mobile: 

e-mail address: 

Date of Birth: Age (on date of completing application form): 

## Details of Parent

Title: Revd / Dr / Mr / Mrs / Ms / Miss 

Surname: Forename: 

Home Address: 

Telephone Evening: Mobile: Day: 

e-mail address: 

## 2. Education

Present School: 

School Address: 

Name of Head Teacher: 

School telephone No: School Fax No: 

School email address: 

UPN (to be obtained from your school secretary): 
3. **A Level Subject Choice:** (Please see the Option Block in Sixth Form Prospectus which, however, may change)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Option Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Reserve</td>
<td></td>
</tr>
</tbody>
</table>

4. **Examinations taken/to be taken**

<table>
<thead>
<tr>
<th>For completion by the student</th>
<th>For completion by the school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjects</td>
<td>Predicted Grade</td>
</tr>
<tr>
<td></td>
<td>Suitability for subject</td>
</tr>
</tbody>
</table>
5. Please explain why you want to take the proposed course (the information you provide in this section plays no part in the decision whether to admit you to the Sixth Form).

6. Declaration:

I confirm that the information given on this form is true, complete and accurate.

Applicant’s signature……………………………………………………………………………Date……………….

Parent’s Signature……………………………………………………………………………….. Date……………….
Reference (To be completed by the School)

Name of Referee……………………………………………………………………………………………………………………………….

Post…………………………………………………………………………………………………………………………………………………….

School………………………………………………………………………………………………………………………………………………..

Tel:.......................................................................... Fax...............................................................................................

email address: .................................................................................................

Do you think this applicant could cope with the demands of three or four AS/A2 subjects?

Any other information you think we should have about her suitability for following a post–16 course at Lady Margaret School (particularly any medical or SEN issues).

Please could you also give the predicted grades / mock results on page 2 or on a separate results statement.

Referee’s signature:.................................................................................................................................

Date:.........................................................