

# Admission Arrangements and Criteria 2018-2019

The Governing Body admits 140 girls into Year 7. St Martin's has a distinctive Christian ethos which is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. **We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.**

The Governors have designated 60% of places in each ability band as **Foundation Places**, for the children of regular worshipping members of a Christian church.

If you wish to apply for a place at St Martin's, please name us as one of your preferences on the Common Application Form (CAF) and return it to your home borough. In addition, **you MUST also complete our Supplementary Form (SIF) and return it to St Martin's.** On the Supplementary Form you need to tick at least one of the criteria. However, you can tick more than one.

The form must then be returned to St Martin's by **FRIDAY 20 OCTOBER 2017**. Please make sure you indicate where you wish your daughter to sit the Admission Test (11 November 2017).

To ensure a comprehensive intake, applicants will take NFER tests and will be assigned to one of three ability bands (25% Band One, 50% Band Two and 25% Band Three).

**Foundation Places** (60% in each ability band) are for children of regular worshipping members of a Christian Church (affiliated to Churches Together in England, the Evangelical Alliance, Fellowship of Independent Evangelical Churches or Affinity Churches). Parent(s) or carer(s), together with the child, will usually need to be attending Church at least once a fortnight and have been practising for at least three years. Please give details of your church membership in the Supplementary Form and hand the Clergy Form to your Minister of Religion. Please also tick other items as appropriate (Looked After Child, Sister, Medical or Social Need, Nearness of Home to School).

**All other places** (40% in each ability band) are for girls who do not qualify for a Foundation Place as their parents are not practising Christians, but have chosen the school for the type of education it provides. Parents applying do so knowing that the school aims to provide an education based on Christian principles and therefore Governors expect that all pupils will take part in the Christian worship of the school and will attend Religious Education lessons.

Please tick all relevant criteria in the Supplementary Form (Looked After Child, Sister, Regular worshipping member of a Christian church, Faith other than Christian Faith, Medical or Social Need, Nearness of Home to School).

If there are more applicants than places in any of the ability bands, places will be allocated according to the following criteria:

1. A 'looked after' or 'previously looked after' child<sup>1</sup>.
2. The presence of a sister<sup>2</sup> in the school (Years 7-11), who is living at the same address, as at September 2017.
3. [FOUNDATION PLACE ONLY]  
Regular worshipping member of a Christian church.
4. Daughters of parents of faiths other than the Christian faith who express a clear desire for a school with a religious foundation. (The Supplementary Form should be supported by a letter from a priest or religious leader.)
5. Girls with an exceptional medical or social need. This must be supported by written evidence from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
6. The nearness of the home to the school<sup>3</sup>.



*St Martin-in-the-Fields High School for Girls*

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## **APPEALS**

If a girl is unsuccessful in her application, parents may appeal by contacting the school within the time stipulated in the decision letter from the Local Authority.

## **FAIR ACCESS PROTOCOL**

The school is committed to taking its fair share of girls who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any girls on the waiting list, and this may include on occasion admitting above the planned admission number.

## **LATE APPLICATIONS**

The school will consider late applications in accordance with the procedure in the Local Authority's coordinated scheme as detailed in the secondary transfer booklet. In essence this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

## **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS**

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

## **UNDERSUBSCRIPTION**

If there are fewer applicants for Foundation Places than places available in any of the ability bands, the unfilled places will become available to all other applicants at the end of the allocation procedure and vice-versa.

## **WAITING LISTS**

If a girl is unsuccessful in her application, parents may request their daughter go on the school's waiting list.

## **FOOTNOTES**

### **<sup>1</sup>LOOKED AFTER OR PREVIOUSLY LOOKED AFTER CHILD**

A 'looked after' child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A 'previously looked after' child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

### **<sup>2</sup>SISTER**

Sister is defined as a female blood relative, step-sibling, half-sibling, adopted or foster sibling who is living at the same address.

### **<sup>3</sup>NEARNESS OF HOME TO SCHOOL**

Lambeth Local Authority's system for measuring distance will be used and the Local Authority will be asked to carry out the measurements. In the event that girls have exactly the same distance between their home and the school, the school will operate random allocation.

