



Wisdom Service Hope

## St Mary's and St John's CE School

*"With God, all things are possible" (Matthew 19:26)*

Telephone: 020 8202 0026

Email: office@smsj.london

Website: www.smsj.london

Principal: Martin Serrão BA, MEd (Camb)

### SECONDARY SCHOOL ADMISSIONS CRITERIA FOR ADMISSIONS SEPTEMBER 2020

For admission to Year 7 at St Mary's and St John's CE School in September 2020.

St Mary's and St John's is an all through Church of England School, founded on Christian principles and with a Christian ethos that underpins all that happens in the school. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our students come from a Christian background, and students from all faiths and none are warmly welcome to apply.

We have strong relationships with parents and families and the inclusion of a criterion for siblings ensures that all the children in a family can attend the same school. The school uses a banding process to ensure the intake represents the range of abilities of the students who apply each year. The school has a strong Arts programme and sets aside places each year for up to 18 Performing Arts Scholarships.

**We plan to admit 180 pupils each year. To be considered for a place, you must complete the Common Application Form naming the school for the local authority where you live. Also, applicants who are applying for a foundation place should complete the school's Supplementary Information Form so that the governors can consider the application fully and return the "SIF" to the school.**

**You must apply before October 31<sup>st</sup> 2019. Late applications or applications not made in accordance with the applications procedure will not be considered by the Admissions Committee until all applications made on time have been dealt with.**

#### **Banding**

We want a balanced intake which is representative of the abilities of those applying for places. To achieve this, we operate a banding process. **Every pupil** is required to take the banding assessment tests, even if they are already on roll at St Mary's and St John's School. Details of the banding assessment day and time are available at the Open Day and via the school's website.

The only exception is for children with a Statement of Special Educational Need or an Education, Health and Care Plan, who will be assessed from the statement or EHC data<sup>1</sup>.

25% of applicants are placed in each of the four ability bands, depending on where each pupil is placed in relation to the overall ability of those applying for places in that year. The purpose of these tests is solely to place pupils in the right ability band. The test result forms part of the admissions criteria.

There are 45 places available for each band. If an applicant does not attend the banding test so that they can be placed in the correct band they will not be considered for a place until all those who did attend the

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<sup>1</sup> If in exceptional circumstances and at the discretion of the Principal your child can not attend, predicted SATs or other relevant evidence may be considered. It will be up to you to provide such other evidence.

banding assessment have been offered a place or until the end of the summer term 2020. Thereafter admission will be according to the in year admissions criteria (see below).

### **Oversubscription Criteria**

Pupils in Year 6 at St Mary's and St John's School at the time of secondary applications are already on roll and so they are guaranteed a place in Year 7 should they wish to remain at the school.

These pupils, and pupils with a Statement of Special Educational Need or an Education, Health and Care Plan where the school is named, are allocated to their band.

In the event that there are more applicants than places available all remaining places, up to the published admission number of 180 Year 7 pupils, will be determined on the basis of the following oversubscription criteria which will be applied in each band in this order:

1. Pupils who are Looked After or Previously Looked After<sup>2</sup>;
2. Up to 18 Performing Arts Scholarships;
3. Children with a 'sibling'<sup>3</sup> on roll in years Reception to year 13 at SMSJ when they apply.
4. Children of staff<sup>4</sup>
5. 50% of the remaining places are designated as 'Open Places';
6. The other 50% of the remaining places designated as 'Foundation Places'.

### **Performing Arts Scholars**

Up to 18 Performing Arts Scholarships are offered each year to pupils who can demonstrate a specific aptitude for instrumental or choral music, dance or drama. Performing Arts Scholars will be expected to take a lead in whole school and year group productions and concerts. Pupils who are already on roll at St Mary's and St John's School are welcome to apply to become Performing Arts Scholars.

All applicants who wish to be considered will be invited to take an aptitude test. Information about how we assess aptitude is included in the Performing Arts application form. If you wish your child to be considered under this category please fill out the Performing Arts form and send the completed form to the school by the published deadline. Applicants for Performing Arts Scholarship places who are not offered a place under this category will automatically be considered for other places according to any other category that may apply.

### **Open Places**

Places in each band are allocated on the basis of the proximity of the applicant's Permanent Residence to the school's main gate at Bennett House, Sunningfields Road, Hendon, NW4 4QR, with priority being given to those living closest.

### **Foundation Places**

If you wish your child to be considered under this category please fill out the Supplementary Information form, which includes a Clergy reference that you should ask your Priest or Minister to complete, and send the completed form to the school by the published closing date of October 31<sup>st</sup> 2019. In allocating the Foundation places, we will give priority in each band to:

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<sup>2</sup> Within the meaning of paragraph 1.7 of the School Admissions Code December 2014.

<sup>3</sup> 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling.

<sup>4</sup> These are **children of a member of staff** where the member of staff has been employed at the school for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

1. Children who are committed<sup>5</sup> members of an Anglican Church;
2. Children who are committed members of Churches or Chapels of other Christian denominations defined as those identified with “Churches Together in Britain and Ireland” or who are a member of the Evangelical Alliance.

### **Distance calculations**

Distance will be used as a ‘tie-breaker’ if two or more applicants are equally qualified for a place within any of the above criteria. Distance is measured in a straight line between the address point for the child’s home to the school’s main gate at Bennett House, Sunningfields Road, Hendon, NW4 4QR, using Barnet Council’s computerised geographical information system.

For this purpose, the address of an applicant is the permanent domestic address of the parents. Business addresses are not acceptable. If your child does not live with both parents, it is the address of the parent, guardian or carer with whom the child lives permanently or for the greater part of the week. If access is equal then it is the address of the parent, guardian or carer which you have nominated in connection with this application.

Where it is necessary to differentiate between applicants living in flats using the same street entrance priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

### **Vacancies within one band**

If one or more vacancies remain once all the criteria have been applied for a band then the remaining place(s) will be offered to any other child within that band, using distance as a tie-breaker.

If one or more vacancies still remain then children will be admitted from the adjacent band (or, if one of the middle bands, alternately the higher then lower band). They will be admitted first from the category in which places exist and then to any child, using distance as a tie-breaker.

### **Appeals**

Parents have the right to appeal to an Independent Appeals Panel. They must notify the school within two weeks of the refusal of a place. The letter should be addressed to the Chair of Governors, SMSJ, Bennett House, Sunningfields Road, Hendon NW4 4QR

### **Withdrawal of Places**

If the school and/or Governing Body are given false information, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.

### **Waiting List**

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Vacancies in bands will be filled from pupils in that band until the end of the summer term 2020. Thereafter admission will be according to the in-year admissions criteria (see below).

### **Late applications**

a) Applications received after the closing date of 31 October 2019 and before the date of the banding assessment tests will be considered equally with those applications received on time provided there is a

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<sup>5</sup> ‘Committed’ means attendance by a child and parent/guardian/carer at a Church at least twice a month for a minimum period of two years immediately before the date of application. The only exception will be those families who have recently moved and can provide a Priest/Minister’s letter to confirm committed attendance at a different church.

good reason for the late application and provided applicants have attended the banding test and filled out the local authority form and the SMSJ Supplementary Information Form if applying for a foundation place.

b) Applications received directly at the school after the date of the banding assessment test will be subject to consideration by the school and the local authority along the lines set out in the Barnet Admissions procedure.

### **Applications on behalf of pupils who are 'out of year'**

Those who are out of year will be treated as applying for the correct year for their age.

### **In-Year Admissions to Year 7 and above**

Applications for in-year admissions are made in the same way as those made during the normal admissions round except that there is no banding assessment or Performing Arts places. If a pupil with a Performing Arts Scholarship leaves the school the scholarship may be offered to a pupil in the school.

If a place is available in the relevant year and there is no waiting list then the local authority will communicate the Governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the following oversubscription criteria:

1. Pupils who are Looked After or Previously Looked After<sup>6</sup>;
2. Pupils on the Hard to Place list produced by the Local Authority.
3. Children with a 'sibling'<sup>7</sup> on roll in years Reception to Year 13 at SMSJ when they apply
4. Children of staff<sup>8</sup>
5. Children who qualify for a Foundation Place as defined above in the order there set out. (A clergy reference is required.)
6. Open Places

Distance will be used as a 'tie-breaker' if two or more applicants are equally qualified for a place within any of the above criteria as set out above.

Those who are 'out of year', may apply to SMSJ but they are in effect applying to enter the correct year for their age. They will be dealt with, as with any other casual admission, and placed on the waiting list for the correct year group in the appropriate position. If there is a vacancy in the correct year group, SMSJ will admit them and manage their educational needs appropriately.

### **Waiting List**

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received.

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<sup>6</sup> Within the meaning of paragraph 1.7 of the School Admissions Code December 2014.

<sup>7</sup> 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling.

<sup>8</sup> These are **children of a member of staff** where the member of staff has been employed at the school for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.