



## CASUAL ADMISSIONS POLICY

Committee:	Curriculum and Pupils
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Next review date:	October 2023
Required to publish on website?	Yes
Statutory:	Yes

### 1. Context

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**1.1 This policy should be read in conjunction with the current Year 7 Admissions Policy which is approved annually by the Governing Body, and is also verified annually by the Local Authority before publication. The Year 7 Admissions Policy and this policy comply with the Admissions Code.**

1.2 This policy does not apply to applicants who have statements of Special Educational Needs (SEN) or Education, Health, Care Plans (EHCPs). Admission for these pupils goes through the Local Authority consultation process. Parents / carers of these pupils should consult their Local Authority to begin the casual admissions process.

1.3 “Casual” admissions refers to admission procedures undertaken outside the formal admissions arrangements for entry to Year 7. This could be, for example, an application to join the school in the course of the school year in any year group, or an application to start at the beginning of any year other than Year 7.

1.4 The St Marylebone CE School (“the School”) very occasionally has places to offer in-year. The School applies this policy when processing casual admissions and cannot take individual circumstances into account. The School is bound by the Admissions Code.

### 2. The waiting pool

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2.1 Each year, The St Marylebone CE School (“The School”) offers 150 Year 7 places as outlined in the Year 7 Admissions Policy. The School is over-subscribed; places only become available if an existing pupil leaves.

2.2 Casual admissions applicants are placed in the waiting pool (see 1.3 for the definition of casual admissions). Every casual admissions applicant is considered, according to the information available, in line with the way Year 7 admissions are administered. In this way, the School strives to maintain a balanced and comprehensive intake. See the *Allocating Places* section of the Year 7 Admissions Policy for more information.

**2.3 Year 11 casual admissions:** the School does not think it is in pupils' interests to take pupils into Year 11 as the GCSE course is a 2-year course. The exception to this is in the case of Fair Access students, whose need for a school place is brought to the attention of the School by the Local Authority. If there are places available, and if appropriate for the pupil, the School will consider taking casual applicants of Year 11 age into Year 10 to give the pupil a greater chance of progress and attainment in her studies.

### **3. Allocation of places from the waiting pool**

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3.1 In allocating casual admissions places, the School will fulfil its duty with respect to pupils with statements of SEN or EHC Plans, Children Looked After and pupils on the Local Authority Fair Access list and Pupils Without School Places list. See 3.3 below.

3.2 The following criteria are applied to all other casual admissions:

- If a Performing Arts place becomes available (i.e. if a pupil who was offered a place at the School on a Performing Arts scholarship leaves), the place will be filled by one of the pupils already in the School. The place freed by this procedure will then be filled in the same way as other places (see below).
- If a Church of England or Open place becomes available, the School will use the available information to allocate the place using the priority order used for Year 7 Admissions (see the *Allocating Places* section of the Year 7 Admissions Policy).
- For entry into Key Stage 4, the School takes care to ensure that the student can access the GCSE courses available. In these cases, the School will offer a discussion with a member of staff who can advise on this process. If the School's KS4 curriculum offer is not suitable for the student, the School will not be in a position to offer a place as this would not be in the interests of the student.
- In the case of applicants for places in Year 7 only, from September-December, please see the *In-Year Admissions* paragraph on page 4 of the Year 7 Admissions Policy.

### **3.3 Admission of vulnerable children who are hard to place outside the normal round of admissions**

"Vulnerable" pupils in this sense are those who do not have school places for social, emotional, geographical or educational reasons and therefore appear on the Local Authority's list of "Pupils Without School Places" or "Fair Access pupils". These pupils are also sometimes known as "Hard to Place". The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body will give consideration to a pupil whose admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body may do this even when admitting the pupil would exceed the normal admission number.

### **4. Tie Break**

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4.1 If it is necessary to decide between candidates who have equal claims to a place under one of the above criteria, priority will be given to those living nearest the School at the date of application, as measured by a straight line on a map (see Tie Break section of the Year 7 Admissions Policy).

## 5. Withdrawal of a place

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5.1 If it subsequently appears that a place has been offered in reliance on information that subsequently is shown to be materially incorrect or misleading (eg. the parental address) and that the place would not have been offered had the information been correct, the School may withdraw the offer, even if the pupil has already started at the School.

## 6. Casual admissions application procedure

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To be considered for a casual admissions place, the applicant's parent or carer must complete the Casual Admissions Application Form. There are two ways to do this:

- a) The form can be completed online and, once submitted, it will be added automatically to the School's Casual Admissions database.
- b) A paper form can be requested either by email from [admissions@stmaryleboneschool.com](mailto:admissions@stmaryleboneschool.com) or by phoning 020 7935 4704. The form must then be posted, with supporting documents to the School, for the attention of the Admissions Officer.

### Contact details:

The Admissions Officer, The St Marylebone CE School, 64 Marylebone High Street, London W1U 5BA  
Email: [admissions@stmaryleboneschool.com](mailto:admissions@stmaryleboneschool.com)

The Casual Admissions Application Form should be accompanied, or followed by the following documentation:

- a copy of the pupil's most recent school report (used solely to determine the admissions band into which the child falls; not for selection purposes)
- (for Church of England applicants) a completed Clergy Form (available from the School)

## 7. Waiting pool timeframes

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7.1 Names in the waiting pool are not carried over from one academic year to the next. For example, an applicant for a Year 8 place in the academic year beginning September 2015 will stay in the waiting pool only until the end of that academic year in July 2016.

7.2 Applicants who wish to remain in the waiting pool at the end of the academic year must complete the online form again.

## 8. Appeals Procedure

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8.1 If required, there will be two appeal hearings during each academic year: one in December and one at the same time as the Year 7 appeals in June. Second appeals in any given year are only permitted if there has been a significant and proven change in circumstances. Applicants wishing to appeal should contact the Admissions Officer at the School.

## 9. Other policies / documents linked to this policy

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Year 7 Admissions Policy  
Casual Admissions Application Form  
Clergy Form