



## THE GREY COAT HOSPITAL ADMISSIONS POLICY 2018-19

To help you through the process, we have divided up the information into sections.

- The **first section** contains general information about the school and everyone thinking about applying for a place should read this section;
- **Section two** tells you about **Languages places**;
- **Section three** explains how banding works in relation to **Church of England places** and **Other Church places** (your church must be a member of **Churches Together in Britain and Ireland or the Evangelical Alliance**) and **Open places**;
- **Section four** explains the process for **Church of England places** and **Other Church places** (your church must be a member of **Churches Together in Britain and Ireland/Evangelical Alliance**);
- **Section five tells you about Open Places.** By Open Places, we mean places where no religious criteria apply;
- The last **section, six**, explains the procedure you have to follow to apply for a place and should be read by everyone thinking about applying for a place.

## SECTION ONE

***This section should be read by everyone thinking of applying for a place at The Grey Coat Hospital***

### **THE GREY COAT HOSPITAL - ADMISSIONS POLICY FOR 2018/19**

1.1 The Grey Coat Hospital is a voluntary aided Church of England Comprehensive Academy for girls, which has a special relationship with Westminster Abbey.

1.2 In September 2018, the Published Admission Number (PAN) for entry into Year 7 will be 151 (one hundred and fifty one) girls, who will be within the full range of ability and from a wide range of backgrounds.

1.3 Girls admitted to The Grey Coat Hospital, are required to abide by school regulations and to co-operate with the staff on matters of attendance, discipline, homework and dress.

1.4 Parents are invited to attend the annual Abbey Service with the school and are expected to encourage their daughters to contribute to, and benefit from, the school's Christian and Church of England tradition as well as abiding by school regulations. This is not a requirement for entry to the school.

1.5 Applicants are strongly urged to visit The Grey Coat Hospital on one of the Open Days so that they may learn as much as possible about the school and its ethos.

1.6 The Grey Coat Hospital is participating within co-ordinated admission arrangements with other secondary schools in Westminster.

1.7 Governors may offer a place to an applicant who has an exceptional medical, social or educational need for a place at The Grey Coat Hospital. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional provided at the point of application. In each case, there must be a clear connection between the applicant's need and The Grey Coat Hospital and an explanation of the difficulties that would be caused if the applicant were to attend another school.

1.8 In the event of oversubscription, places will be allocated in accordance with sections 2 – 5 below.

1.9 Applicants with a signed Statement of Educational Needs (SEN) or Education, Health and Care Plan which names The Grey Coat Hospital will be admitted to the school via the SEN process.

1.10 A waiting list will be kept until 31 December 2018. When any child is added to the waiting list, the list will be ranked again in accordance with the published oversubscription criteria. No priority will be given according to date of application but anyone allocated a place under the Fair Access Protocol will take precedence over those on the waiting list.

## SECTION TWO - LANGUAGE PLACES

*If you are applying for a Language place, please read the following section.*

### Admissions Criteria – Language Places

Up to 15 (fifteen) places of the PAN (Published Admissions Number) will be offered to applicants solely on the strength of their aptitude for languages as shown by a test given for this purpose on the Languages Aptitude Test Day. The Languages Aptitude Test Day is in the first half term of Year 6. It is in advance of the completion of the common application form and is on a different day to the banding assessment day. The Languages Assessment is for applicants who are applying for a Language place. No previous knowledge of a foreign language is expected or required. No other criteria for admission apply to these fifteen places.

*If it is necessary to decide between applicants who have an equal score in the language aptitude test, the Governors will apply the following tie breaker:*

Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. 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 number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

Where fewer than 15 Language Places are allocated, any remaining places will be added to the total number of Open places available.

## SECTION THREE - BANDING

***If you are applying for a Church of England place, an Other Church place (Churches Together in Britain and Ireland or Evangelical Alliance), or an Open Place, please read this section.***

To fill the remaining 136 places (excluding Language places and those with a statement of SEN or EHC plan) and to ensure a balanced intake from all ability ranges, all girls must sit a literacy and non-verbal reasoning test on assessment day.

The Governors will refer to the results of the literacy and non-verbal reasoning tests and place all of the applicants into three ability bands based on their results. The Governors will allocate the 136 remaining places on the following basis:

- 25% to applicants of above average ability (Band 1 - the top band);
- 50% to applicants of average ability (Band 2 - the middle band);
- 25% to applicants of below average ability (Band 3 - the lower band).

	<b>Church of England Places</b>	<b>Other Church Places</b>	<b>Open Places</b>	<b>Total</b>
<b>Band 1 (25%)</b>	22	7	5	34
<b>Band 2 (50%)</b>	44	14	10	68
<b>Band 3 (25%)</b>	22	7	5	34
<b>Total (100%)</b>	<b>88</b>	<b>28</b>	<b>20</b>	<b>136</b>

The numbers in the banding grid above may vary depending on the number of applicants with a statement of SEN or EHC plan.

Where, after all applicants have been offered a Church of England place, Other Church place or Open place within their band, and one or more of the bands is undersubscribed, the places remaining in that band will be allocated using the same order of priority and tie breaker as for Open places, but without reference to which band into which the applicant falls.

Where there is under-subscription for Open places, the extra places will be treated first as Church of England places and secondly as Other Church places.

## SECTION FOUR – ADMISSIONS CRITERIA

### CHURCH OF ENGLAND PLACES AND OTHER CHURCH PLACES (CHURCHES TOGETHER IN BRITAIN AND IRELAND OR EVANGELICAL ALLIANCE)

*If you are applying for a Church of England place, or an Other Church place (Churches Together in Britain and Ireland/Evangelical Alliance), please read this section.*

#### **Admission criteria – Church of England, Other Church (Churches Together in Britain and Ireland or Evangelical Alliance)**

4.1 To fill places other than Language places and to ensure a balanced intake, the Governors will refer to the results of literacy and non-verbal reasoning tests given on Assessment Day. Consequently, applicants **must** sit the assessment test on Assessment Day. Applicants will have been placed into three ability bands and the Governors will allocate 25% of these places to girls of above average ability (the top band), 50% to girls of average ability (the middle band) and 25% to girls of below average ability (the lower band).

4.2 Once applicants have been placed in a band, Governors will allocate church places as follows:

#### **Church of England places**

Up to 88 places will be given to girls from worshipping Church of England families living in the area covered by the <sup>1</sup>Dioceses of London and Southwark. “Worshipping Church of England families” is defined in paragraphs A-D below in that order of priority. Applications must be supported by a clergy reference. First priority will be given to Looked after Children+ and previously Looked after Children+ who need to comply with one of the categories from A-D below. Next, priority will be given to any girls admitted under section 1.7 who need to comply with one of the categories from A-D below. After this, priority will be given to sisters\* of current Grey Coat pupils who will be on roll in years 7 to 13 at the school at the time of the admission of the younger sister. Sisters need to comply with one of the categories A-D below. Other applicants in this section will be ranked according to the categories at A to D below in that order.

#### **Other Churches (Churches Together in Britain and Ireland or Evangelical Alliance) Places**

Up to 28 places will be given to girls from families worshipping in other churches which are full members of Churches Together in Britain and Ireland or the Evangelical Alliance and who live in the area of the <sup>1</sup>Dioceses of London and Southwark. “Families worshipping in other churches which are full members of Churches Together in Britain and Ireland or the Evangelical Alliance” is defined in

paragraphs A-D below in that order of priority. Applications must be supported by a clergy reference. First priority will be given to Looked after Children+ and previously Looked after Children+ who need to comply with one of the categories from A-D below. Next, priority will be given to any girls admitted under section 1.7 who need to comply with one of the categories from A-D below. After this, priority will be given to sisters\* of current Grey Coat pupils who will be on roll in years 7 to 13 at the school at the time of the admission of the younger sister. Sisters need to comply with one of the categories A-D below. Other applicants in this section will be ranked according to the categories at A to D below in that order.

In establishing family church commitment, only family members living together at one address and who have legal responsibility for the child will be taken into account. Assessing the commitment of the child and her family will be carried out as follows:

### **A: Weekly church attendance for at least five years**

Weekly church attendance for at least five years (weekly is 40 or more weeks a year i.e. **usually** weekly with allowances for holidays and illness) and:

The child and their parent will need to meet all of the criteria below:

#### **Parent** (all criteria must be met)

- Weekly church attendance for at least 5 years
- Parent being a communicant member of the church
- Parent on the church's electoral or other membership roll

#### **Child** (all criteria must be met)

- Weekly church attendance for at least 5 years either in Sunday school (including other activities in Church taking place during the Church service) or in church with parent/guardian if no Sunday school exists at the church attended
- Baptism of child or alternative to baptism in traditions where children are not baptised (e.g. dedication)

### **B: Weekly church attendance for under five years but at least two years**

If there are insufficient candidates to fill the places available in a category after the 'five year weekly' church attendance rule has been applied, applicants will be considered from those who have under five years, but at least two years, weekly church attendance (weekly is 40 or more weeks a year i.e. **usually** weekly with allowances for holidays and illness) and:

Applicants and their parent will need to meet all of the criteria below:

#### **Parent** (all criteria must be met)

- Weekly church attendance for under 5 years, but at least 2 years
- Parent being a communicant member of the church
- Parent on the church's electoral or other membership roll

**Child** (all criteria must be met)

- Weekly church attendance for under 5 years, but at least 2 years either in Sunday school (including other activities in Church taking place during the Church service) or in church with parent/guardian if no Sunday school exists at the church attended
- Baptism of child or alternative to baptism in traditions where children are not baptised (e.g. dedication)

**C: Fortnightly church attendance for at least five years**

If there are insufficient candidates to fill the places available in a category after the 'under five years but at least two years weekly' church attendance rule has been applied, applications will be considered from those who have fortnightly church attendance for at least five years (fortnightly is at least 20 weeks a year i.e. **usually** fortnightly with allowances for holidays and illness) and:

The child and their parent will need to meet all of the criteria below:

**Parent** (all criteria must be met)

- Fortnightly church attendance for at least 5 years
- Parent being a communicant member of the church
- Parent on the church's electoral or other membership roll

**Child** (all criteria must be met)

- Fortnightly church attendance for at least 5 years either in Sunday school or in church (including other activities in Church taking place during the Church service) with parent/guardian if no Sunday school exists at the church attended
- Baptism of child or alternative to baptism in traditions where children are not baptised (e.g. dedication)

**D: Fortnightly church attendance for under five years but at least two years**

If there are insufficient candidates to fill the places available in a category after the 'five years fortnightly' church attendance rule has been applied, applications will be considered from those who have under five years but at least two years fortnightly church attendance (fortnightly is at least 20 weeks a year i.e. **usually** fortnightly with allowances for holidays and illness) and:

The child and their parent will need to meet all of the criteria below:

**Parent** (all criteria must be met)

- Fortnightly church attendance for under 5 years, but at least 2 years
- Parent being a communicant member of the church
- Parent on the church's electoral or other membership roll

**Child** (all criteria must be met)

- Fortnightly church attendance for under 5 years, but at least 2 years either in Sunday school (including other activities in Church taking place during

- the Church service) or in church with parent/guardian if no Sunday school exists at the church attended
- Baptism of child or alternative to baptism in traditions where children are not baptised (e.g. dedication)

If there are still insufficient candidates after all of the above criteria have been applied, applicants will be added to the open place category.

*If it is necessary to decide between applicants who have equal claims to a place under one of the above criteria in any band, the Governors will apply the following tie breaker:*

Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the °main school gate for pupils, as measured by the Local Authority's computerised measuring system. 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 number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

## SECTION FIVE – ADMISSIONS CRITERIA

### OPEN PLACES

No faith based criteria apply to Open places.

5.1 To fill places other than Language places and to ensure a balanced intake, the Governors will refer to the results of literacy and non-verbal reasoning tests given on Assessment Day. Consequently, applicants **must** sit the assessment test on Assessment Day. Applicants will have been placed into three ability bands and the Governors will allocate 25% of these places to girls of above average ability (the top band), 50% to girls of average ability (the middle band) 25% to girls of below average ability (the lower band).

5.2 Once applicants have been placed in a band, Governors will allocate open places as follows:

Up to 20 places will be open places (where no religious criteria apply). Applications will be ranked in this order of preference:

- (i) First priority will be given to Looked after Children+ and previously Looked after Children+.
- (ii) Next, priority will be given to any girls admitted under section 1.7
- (iii) After this, priority will be given to sisters\* of current Grey Coat pupils who will be on roll in years 7 to 13 at the school at the time of the admission of the younger sister.
- (iv) Priority will then be given to applicants living the shortest distance from the school in accordance with the tie-breaker below.

*If it is necessary to decide between applicants who have equal claims to a place under one of the above criteria (i) to (iii) above or under criterion (iv) above, in any band, the Governors will apply the following tie breaker:*

Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the °main school gate for pupils, as measured by the Local Authority's computerised measuring system. 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 number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

## SECTION SIX – ADMISSION PROCEDURES

**This section applies to anyone wishing to apply for a place at The Grey Coat Hospital regardless of the category.**

6.1 Applicants **must** complete the school's supplementary information form, which should be sent back to the school. Applicants **must** complete the identification form with a passport-sized photograph attached (for identification purposes for the assessment tests only, and which will form no part of the admission process after the test). Applicants should state on the supplementary information form under which categories they are applying:

- Languages places
- Church of England places
- Other Church places (Churches together in Britain and Ireland or Evangelical Alliance)
- Open places

Those unsuccessful in one category may be considered for another appropriate category. For example, those applying for a languages place will be considered under the Church of England category if they meet the criteria as outlined above. Those who do not submit the supplementary information form will only be considered for an Open place.

6.2 Those applying for a Church of England place and those applying for an Other Church (Churches Together in Britain and Ireland or Evangelical Alliance) place should provide their church with a clergy reference form which should be completed and sent to the school by the clergy. If references are required from more than one member of the clergy, please ask for additional forms. Those who do not return a clergy reference form will only be considered for an Open place.

6.3 If, as is customary, there are more applications than places, the admissions criteria explained in sections 2 - 5 above will determine which applicants are to be offered places. The same procedures will be applied when there are applicants for casual vacancies that arise in Years Eight to Eleven.

6.4 Applicants **must** attend the Assessment Test at our St Michael's building on **TBC 2017**. In cases where there is a proven legitimate reason for not being able to sit the assessment test on Assessment Day, the school will use predicted KS2 levels provided by the applicant from their current school to determine into which band the applicant falls. Those who do not sit the test will need to provide evidence from their Primary School of their ability level.

6.5 Applicants who are applying for a languages place **must** attend the language assessment test at our St Michael's building. Language Aptitude Test date is on TBC. Those who do not sit the test will not be considered for a languages place. The outcome of the languages test will be communicated by letter in mid-October 2017.

**Please note:**

In year admissions

For in-year admissions the above process and criteria apply with the exception of the banding assessment and the language aptitude test which are not required.

Common Application Form

All applicants must complete a common application form and name The Grey Coat Hospital on this form.

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**Explanatory notes**

+ A “looked after child” is one who is in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions. A “previously looked after child” is one who was looked after but, ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

\*Sisters mean children who reside together at the same address and who have at least one parent in common by birth or legal adoption, or resides with the applicant and is their step-sister or foster sister.

° The ‘main school gate for pupils is the gate of The Grey Coat Hospital, St Andrew’s building, Greycoat Place, London SW1P 2DY

<sup>1</sup> A map of the Dioceses of London and Southwark is available on the school website [www.gch.org.uk](http://www.gch.org.uk) and is issued at Open events.