

# THE GREY COAT HOSPITAL

## Admissions policy for 2011- 2012

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 **Language College places**.

**Section three** explains the process for **Church of England places and Other Church places (your church should be a member of Churches Together in Britain and Ireland/Evangelical Alliance)**

**Section four** tells you about **Open Places. By Open Places, we mean places where no religious criteria apply.**

The last **section, five**, 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 2011/2012

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

1.2 In September 2011, the Governors intend to admit one hundred and fifty one girls within the full age range of ability and from a wide range of backgrounds, into Year Seven.

1.3 Girls admitted to the Hospital, and their parents and guardians, 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 expected to attend the annual Abbey Service with the school and to encourage their daughters to contribute to, and benefit from, the school's Christian and Church of England tradition.

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

1.6 The school is participating within co-ordinated admission arrangements with other maintained secondary schools in Westminster.

1.7 Governors may offer a place to a girl 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. In each case, there must be a clear connection between the girls' need and The Grey Coat Hospital and an explanation of the difficulties that would be caused if the child were to attend another school.

1.8 In the event of oversubscription, places will be allocated in accordance with sections 2 – 4 below.

## **SECTION TWO - LANGUAGE COLLEGE PLACE**

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

### **Admissions Criteria – Language College place**

Up to fifteen places will be offered to girls solely on the strength of their aptitude for languages as shown by a test given for this purpose on Assessment Day. No previous knowledge of a foreign language is expected or required. No other criteria for admission apply to these fifteen places.

## **SECTION THREE**

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

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

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

3.1 To fill places other than Language places and to ensure a balanced intake, the Governors will refer to the results of the assessment tests given on Assessment Days organised by the school. Consequently, applicants must sit these tests. Applicants will have been placed into three ability bands and the Governors will allocate approximately 25% of the remaining places to girls of above average ability (the top band), approximately 50% to girls of average ability (the middle band) and approximately 25% to girls of below average ability (the lower band).

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

### **Church of England places**

Up to 80 places will be given to girls from practising Church of England families living in the area covered by the dioceses of London and Southwark. Applications must be supported by a clergy reference. First priority will be given to Looked after Children+. After this, priority will be given to sisters\* of current Grey Coat pupils who are of statutory school age

at the time the application is made and who will be on roll at the school at the time of admission. Other applicants in this category will be ranked according to the church commitment of each family.

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

Up to 28 places will be given to girls from families active 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 dioceses of London and Southwark. Applications must be supported by a clergy reference. First priority will be given to Looked after Children+. After this, priority will be given to sisters\* of current Grey Coat pupils who are of statutory school age at the time the application is made and who will be on roll at the school at the time of admission. Other applicants in this category will be ranked according to the church commitment of each family.

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:

Weekly church attendance of five years and:

Applicants ranked by points awarded to a maximum of 10 (5 for parent and 5 for child). Only one point may be scored under each heading.

- Parent holding elected office in the church
- Parent being a communicant member
- Parent on the church's electoral or other membership roll
- Regular practical involvement by a parent in the church
- Parent having a role in public worship/ministry
- Regular involvement in other aspect of church life

- Child being a regular communicant
- Baptism of child
- Confirmation of child
- Attendance by child at Sunday School
- Child having a role in public worship
- Attendance by child in a church organisation
- Involvement in other aspect of church life by child

If there are insufficient candidates to fill the places available in a category after the five year rule has been applied, applicants will be considered from those who have under five years', but at least one year's, weekly church attendance who will then be ranked by points awarded to a maximum of 10 (5 for the parent and 5 for the child), according to the criteria listed above.

*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:*

Girls living closest to the school. Distances are measured by the shortest walking route using the road network from the centre of the child's address to the front entrance of the St Andrew's building, 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 applicants(s) living closest to the ground floor and then by ascending flat number order.

## **SECTION FOUR**

### **OPEN PLACES**

4.1 To fill places other than Language places and to ensure a balanced intake, the Governors will refer to the results of the assessment tests given on Assessment Days organised by the school. Consequently, applicants must sit these tests. Applicants will have been placed into three ability bands and the governors will allocate approximately 25% of the remaining places to girls of above average ability (the top band), approximately 50% to girls of average ability (the middle band) and approximately 25% to girls of below average ability (the lower band)

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

Up to 28 places will be open places (where no religious criteria apply). Applications will be ranked in this order of preference

First priority will be given to Looked after Children+. After this, priority will be given to sisters\* of current Grey Coat pupils who are of statutory school age at the time the application is made and who will be on roll at the school at the time of admission. Priority will then be given to, firstly,

(i) applicants living within the geographical area which makes up the parishes of St Margaret's, Westminster, St Matthews, Westminster and St Stephen with St John, Westminster who also attend either Millbank Primary School, Westminster, or St Matthews Primary School, Westminster or Burdett Coutts Primary School, Westminster, and then, secondly, to

(ii) applicants living within the geographical area which makes up the parishes of St Margaret's, Westminster, St Matthew's, Westminster and St Stephen with St John, Westminster.

*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:*

Girls living closest to the school. Distances are measured by the shortest working route, using the road network, from the centre of the child's address to the front entrance of the St Andrew's building, 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.

## SECTION FIVE – ADMISSION PROCEDURES

### Admissions procedures

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

5.1 Applicants should complete the school's supplementary information form which should be sent back to the school with a passport sized photograph attached (this is for assessment test use only). Applicants should state under which categories they are applying

Languages places

Church of England places

Other Church places (Churches together in Britain and Ireland/Evangelical Alliance places

Open places.

Those unsuccessful in one category may be considered for another appropriate category. For example, those applying for a language place will be considered under the Church of England category if they meet the criteria as outlined above.

5.2 Those applying for a Church of England place and those applying for an Other Church (Churches Together in Britain and Ireland/Evangelical Alliance) place should enclose, with their completed supplementary information form, a completed clergy reference form. If references are required from more than one member of the clergy, please ask for additional forms.

5.3 If, as is customary, there are more applications than places, the admissions criteria explained in sections 2 - 4 above will determine which girls 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.

5.4 Applicants must attend an Assessment Test at our St Michael's building on the dates shown on the Checklist and Information Sheet supplied by the school in the Application Pack.

**Please note:** this policy does not apply to pupils who have a (statutory) statement of special educational needs.

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+ Looked after Children means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) at the time an application for her admission to a school is made and who the local authority has confirmed will still be looked after at the time when she is admitted to the school.

\*Sisters mean children who reside together at the same address and who have at least one parent in common by birth or legal adoption.