

Checklist and Information Sheet for Parents to Keep

Please read **BOTH** sides carefully and ensure that you have done the following:

- √ completed the Supplementary Form in full, including a photograph with your daughter's name and DOB on the back.
- √ attached a photograph to each lilac Clergy Reference Form required, if you are applying for a Church place.
- √ put a stamp on the envelope that is addressed to the school, which is attached inside the lilac Clergy Form.
- √ given/sent the lilac Clergy Form with the envelope to your Vicar/Minister. They will use the attached envelope to send this back **DIRECTLY** to the school.
- √ completed and attached a stamp to each Clergy Form Acknowledgement Card.
- √ put the test dates of 5th & 6th & 7th December 2011 in your diary (see below for times)
- √ enclosed **three** first class stamps for future communication.
- √ attached to the school application form copies of all supporting evidence from social or medical professionals if you are asking the Governors to consider clause 1.7 of the Admissions Policy.
- √ sent your Pan London application form to your home LEA.

This is your **ONLY** invitation to attend the Assessment Tests which you **MUST** attend on the dates indicated below.

Testing dates: Monday 5th, Tuesday 6th and Wednesday 7th December 2011 at St Michael's, 98 Regency Street, SW1P 4GH (nearest tube Pimlico or St.James' Park) . Please bring your daughter at the appropriate time according to the table below:

Monday 5th December, 4.00pm	Applicants whose surnames begin with the letters A - E
Tuesday 6th December, 4.00pm	Applicants whose surnames begin with the letters F - N
Wednesday 7th December, 4.00pm.	Applicants whose surnames begin with the letters O - Z

PLEASE SEE OVERLEAF FOR FURTHER TEST INFORMATION.

Continued overleaf

TEST INFORMATION

You should expect your daughter to be here for approximately two and a half hours and she should bring with her a pencil, rubber and ruler.

All applicants will be given a **non verbal** reasoning test and a short English essay to write. Test results will be shared between St Marylebone School and The Grey Coat Hospital. If you apply to both schools your daughter will only have to do the test at **ONE** of the two schools, unless she is taking the Grey Coat language test (see below). We regret that we are unable to reschedule tests other than for the most exceptional reasons (such as necessary religious observance, being in hospital or out of the country). If your daughter is disabled and requires special conditions to do the test, please contact the school in advance.

Language Test

There will be fifteen places allocated to children who show special aptitude for learning foreign languages. If you wish to apply for one of these places tick the box on the front of the application form. Your daughter will be required to sit a further language test. No knowledge of any language other than English is required to do this test. Remember, if you wish her to try the language test she **must** come to The Grey Coat Hospital on the appropriate date overleaf. No register will be taken of applicants expected to do the language test. It will be up to your daughter to follow instructions and **stay for the test**, so please ensure that she knows you want her to do this.

ADDITIONAL INFORMATION REGARDING APPLICANTS FOR CHURCH PLACES

Clergy Form:

In the case of applicants for Church places, you will need to give/send the lilac Clergy Form to your Vicar or Minister to ask for a reference. You should also send additional forms to previous Vicars/Ministers if they have changed or you have moved from one Parish to another since your daughter was born, as it is very important to have a complete attendance history for at least 5 years. If you require confirmation that the Clergy Form has arrived please also attach a stamped self addressed postcard(s), for each reference required, (if you mislay the card provided by the school, an ordinary one will do).

Please be aware that clergy are asked to send in the reference for your daughter by Friday 25th November 2011. If you have not received the card to say that the reference has arrived in school by the end of **November**, please contact your clergy very quickly so that there is still time to meet the deadline. Please do not contact the school but go directly to your clergy referee in the first instance. However, if your clergy referee has already sent the form, do then contact the admissions department of the school.

Contacting the school:

To help us deal with all applicants fairly, and as quickly as possible, we would appreciate your cooperation in only contacting the school in case of real emergency.

Thursday 1st March 2012:

Letters offering and refusing places will be despatched on this day, in accordance with Government policy. If you do not hear from us by 5th March please telephone the school.