



Westminster City School Admission policy

For Year 6 – 7 transfer September 2019

***Reviewed by Peter Broughton
Reporting to School Governors***

Admissions policy

1. Westminster City School is a non-denominational Christian comprehensive academy for boys and has a special relationship with St Margaret's Church, Westminster Abbey. We seek to maintain a wide cultural and religious diversity in the school and therefore offer places to boys of Christian faith, Church of England, other world faith and no faith who are willing to support the Christian ethos.
2. Boys admitted to the school, and their parents, are required to abide by school regulations. They will co-operate with the staff on matters of attendance, punctuality, homework, uniform, and in maintaining the highest standards of behaviour both in school and beyond the school premises.
3. In September 2019, the Governors intend to admit 150 boys (the PAN – Planned Admission Number) within the full range of ability into Year 7. In order to gain a full understanding of the school, applicants and parents/carers are strongly advised to visit the school on one of the open days. Admission Forms and instructions on how to submit an application to the school are available from the school.
4. Parents are expected to support the services that take place annually in St Margaret's Church and to encourage their son to contribute to, and benefit from, the school's Christian ethos and religious tradition.
5. The school is participating within co-ordinated admission arrangements with other secondary schools in Westminster and applicants should adhere to all deadlines within that.
6. We have a separate policy for sixth form admission.
7. Admission to our school is not dependent on any 'voluntary' contribution.
8. Parents of children with a statement of special educational need or disability (SEND) or an Education, Health and Care Plan are required to apply for school places separately through their local authority from whom advice is available. If such a child is placed in the school before the offer date they will count towards the PAN and the number of other places will be reduced.

Applicants should state under which category they are applying on an additional supplementary form which can be completed online or submitted as a hard copy to the school. The categories are:

- Christian places
- Church of England places
- Other World Faith places
- Open places

Those unsuccessful in one category may be considered for another appropriate category.

Transfer in to Year 7 Admissions criteria

Range of ability

As a comprehensive school we are committed to offering places to boys across the full range of academic ability. To secure a comprehensive range of abilities throughout each intake and across the school, all applicants for any place will be required to take a test based on English, Mathematics and Science. Applicants will be placed in to one of three broad ability bands (25% band one, 50% band two and 25% band three).

Places

There are four types of places within each ability band: **Christian** places (40%), **Church of England** places (20%), **Other World Faith** places (20%) and **Open** places (20%).

1. Christian

Governors will allocate 40% of places to boys from Christian families. Priority will be given to boys whose families actively attend Christian churches. Your priest or minister of religion must complete the faith reference form. Where the number of applications for admission is greater than the published PAN, applications will be considered against the criteria set out below.

Oversubscription criteria:

1. Looked after children.¹
2. Children of staff.²
3. Boys of families who are regular worshipping members of a Christian Church. If Christian places are oversubscribed, length & frequency of regular church attendance of child & parent will be considered.
4. Boys with a sibling attending the school at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year.³
5. Boys who are attending a Christian primary school at the time of application.
6. The nearness of the home to the school.⁴

If there are fewer qualified applicants for Christian places than places available in each band, the unfilled places will become equal numbers of Church of England places, Other World Faith places and Open places.

2. Church of England

Governors will allocate 20% of places for boys from Church of England families. Priority will be given to boys whose families actively attend churches designated as Church of England. Clergy must complete the faith reference form. Where the number of applications for admission is greater than the published PAN, applications will be considered against the criteria set out below.

Oversubscription criteria:

1. Looked after children.¹
2. Children of staff.²
3. Boys of families who are regular worshipping members of a Church of England Church. If the Church of England places are oversubscribed, length & frequency of regular church attendance of child & parent will be considered.
4. Boys with a sibling attending the school at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year.³
5. Boys who are attending a Church of England primary school at the time of application.
6. The nearness of the home to the school.⁴

If there are fewer qualified applicants for Church of England places than places available in each band, the unfilled places will become equal numbers of Christian places, Other World Faith places and Open places.

3. Other World Faiths

Governors will allocate 20% of places for boys who are practising other World Faiths and who are willing to support the clear religious, social and ethical ethos of the school. A priest or religious leader must complete the faith reference form. If for any reason you are unable to get this form signed, you should make a statement in the 'additional evidence' section. Where the number of applications for admission is greater than the published PAN, applications will be considered against the criteria set out below.

Oversubscription criteria:

1. Looked after children.¹
2. Children of staff.²
3. Boys of families who are regularly practice a faith other than the Christian Faith who express a clear desire for a school with a Christian ethos.
4. Boys with a sibling attending the school at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year.³
5. The nearness of the home to the school.⁴

If there are fewer qualified applicants for Other World Faith places than places available in each band, the unfilled places will become equal numbers of Christian places, Church of England places and Open Places.

4. Open Places

Governors will allocate 20% of places to boys of no faith who are willing to support the clear religious, social and ethical ethos of the school. Where the number of applications for admission is greater than the published PAN, applications will be considered against the criteria set out below.

Oversubscription criteria:

1. Looked after children.¹
2. Children of staff.²
3. Boys with a sibling attending the school at the time of application with a reasonable expectation they will be attending at the time of the start of the new academic year.³
4. The nearness of the home to the school.⁴

If there are fewer qualified applicants for Open places than places available in each band, the unfilled places will become equal numbers of Church of England places, Christian places and Other World Faith places.

Admissions procedure

1. All applicants must complete the school's supplementary information form which should be completed and returned to the school by the published deadlines. Applicants should state in which category they are applying i.e., Christian, Church of England, Other World Faith or Open place.
2. If, as is customary, there are more applications than places, the oversubscription criteria explained above will determine which boys are to be offered places. The same procedures will be applied when there are applicants for casual vacancies that arise in Years 8 to 11.
3. All banded applicants will be offered places before offering places to un-banded applicants. Where there are fewer applicants than places available in each band, places will be offered to applicants in the next nearest available band in the case of bands 1 and 3, or bands in the case of band 2 in equal numbers.
4. Late applicants. Applications received after the published closing date will not be considered until after the initial allocation of places has taken place. They can then be considered for any surplus places and if appropriate placed on the waiting list.
5. Waiting lists. As required by the current Code of Practice, the school will maintain a waiting list until the end of the autumn term. We will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on a waiting list must be made on the school's appropriate form(s) and they will be ranked according to our oversubscription criteria detailed above. We have to admit any pupil who is admitted through the appeal process.
6. In year (casual) admissions. Admissions mid-year for any year group will be dealt with in accordance with this policy and will be administered by the school. Please contact the school for an admission application form.
7. Assessment Day. Applicants are required to attend the Assessment Day on the date/s shown on the information supplied in the application pack. We are prepared to offer an alternative testing date if there is a valid reason why a child cannot attend the published testing date.
8. Tie Breaker. The tie-breaker for all types of place will be the proximity of the child's home to the school measured as a straight line.⁴

¹ '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 his admission to a school is made and who the local authority has confirmed will still be looked after at the time when he is admitted to the school. Previously looked after children are those who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements orders or special guardianship order.

² The Governors will give priority to children of staff who have been continuously employed by the school for a period of at least two years at the time of application or where the member of staff is recruited to fill a vacancy where the post is hard to fill. These places are offered irrespective of religious affiliation.

³ Sibling means a child who resides at the same address and who has at least one parent in common by birth, legal adoption or marriage or a child living at the same address whose parents are living as partners at this address. We do not include cousins within our definition of siblings.

⁴ Distances are measured as a straight line, from the centre of the child's address to the front entrance of the Waterlow 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, a further **tie-breaker** of random allocation will be used from the applications within this block.