

Checklist and Information Sheet for Parents to Keep

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

- √ completed the Supplementary and Identification Forms in full, including a photograph with your daughter's name and DOB on the back. Please check that you have used the correct postage e.g. **a LARGE** stamp for A4 sized envelopes.
- √ 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. Please see additional information overleaf regarding multiple Clergy Forms.
- √ you must complete and attach a stamp to each Clergy Form Acknowledgement Card, if you wish us to return it to you, otherwise you will not receive confirmation of receipt of your Clergy Form.
- √ put the test date of **Tuesday, 3rd December 2019** in your diary (see below for times)
- √ attached to the school Supplementary 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. Please provide documentational evidence if your daughter is a Looked After or Previously Looked After child.
- √ sent your Pan London application form to your home LEA, naming your schools.

This is your ONLY invitation to attend the Assessment Test which you MUST attend on the date indicated below.

Testing date: Tuesday, 3rd December 2019 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:

Tuesday, 3rd December 9.15am	Applicants whose surnames begin with the letters A - E
Tuesday, 3rd December 12.00pm	Applicants whose surnames begin with the letters F - N
Tuesday, 3rd December 2.30pm	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 one and a half hours and she should bring with her a pencil, rubber and ruler. Pens are not acceptable.

All applicants will be given a **non verbal** reasoning test and a short English test. Test results will be shared between St Marylebone School and The Grey Coat Hospital. If you apply to both schools your daughter will have to do the tests at only **ONE** of the two schools. 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.

There will only be the one assessment test date. If your daughter is unable to attend, you will need to supply her current working levels and her latest school report which are available from her junior school.

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. It is very important to have a complete attendance history for at least five years. If you have changed your place of worship within the last five years, you will need additional references to complete your full attendance history. If you attend more than one place of worship concurrently, or if your Vicar/Minister has changed within the last five years, additional Clergy references will also be necessary. 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 15th November 2019**. 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.

Monday, 2nd March 2020:

Letters offering and refusing places will be despatched on this day, by your local Authority in accordance with Government policy. The school will despatch its letters during the same week. If you do not hear from us by 9th March 2020 please telephone the school.

Please make sure that your Supplementary Information Form reaches the school by Friday 18th October 2019.