



The St Marylebone Church of England School

64 Marylebone High Street

London W1U 5BA

020 7935 4704

DCSF Designated Arts College

HOW TO APPLY FOR A PLACE AT ST MARYLEBONE

Please note that places will be allocated in accordance with the school's Admissions Policy, which you are recommended to read before applying.

1. You are strongly encouraged to visit the school on an Open day before making an application.
2. **All** candidates should fill in a Supplementary Information Form.
3. Those applying for a **Church of England** place should also complete Section A of the Clergy Form and then give the form to their local Clergy. The Clergy should then complete Section B and return the form to the school no later than **Monday 7th December 2009**.
4. Those applying for a **Performing Arts** place should also complete the appropriate application form.
5. **Open places** – any candidate not falling within the previous categories will be considered for a place on an 'open' basis.
6. All candidates should attend the **Assessment Day**, held on **Saturday 5th December 2009** at the School, from 9.00am – 11.00am. They should come prepared for their tests with the necessary writing equipment (i.e. pen, pencil, rubber).
7. All applications should be accompanied by:
 - ~ **one** passport photograph for identification purposes on the Assessment Day (*please write the candidate's name on the back of the photograph*)
 - ~ **two A4** self-addressed envelopes
 - ~ proof of residence (e.g. council tax bill or utility bill)
8. The deadline for **receipt** of completed application forms is **Friday 23rd October 2009**.
9. Admissions will be declared **on Monday 1st March 2010**.

Throughout the admissions procedure, deadlines are STRICTLY observed. Late applications or applications not made in accordance with the applications procedure will not be considered by the Admissions Committee until all applications made in time have been dealt with and any appeals have been heard.

Please note that you also need to complete a **Common Application Form** which should be returned to your own borough. A place at St Marylebone cannot be offered unless this form has been received by your borough by **Friday 23rd October 2009**. This applies not only to Westminster residents but also to those living in other boroughs