



THE DUNRAVEN SUPPLEMENTARY INFORMATION FORM (SIF) GUIDELINES FOR COMPLETING THE FORM

INTRODUCTION

Our form is designed to be as clear and straightforward as possible. We hope these notes will be of help in explaining why certain items of information are required.

It is important that every item of information requested on the form is completed and is clearly legible. This will help us in efficiently processing your application and in the first instance, inviting your child to sit the test in November.

Any family wishing to apply for a place at Dunraven School must complete two forms, the Common Application Form from your Local Authority and the Dunraven Supplementary Information Form (SIF). Both forms must be returned by the closing deadline.

IMPORTANT DATES

Friday 23 October 2009	Closing Date for return of this form to Dunraven School
Friday 23 October 2009	Closing Date for return of Common Application Form to your Local Authority
Saturday 14 November 2009	Date of Admission Test
Monday 1 March 2010	National Offer Day

It is essential that our form is returned to us by 23 October 2009

and

also your Common Application Form is returned to your Local Authority by 23 October 2009

If Dunraven receives no Supplementary Information Form it will not be possible to invite your child to sit the admission test. If the Local Authority does not receive your Common Application Form, Dunraven will not be able to proceed with your application.

YOUR ADDRESS

This must be the address at which the child lives at permanently and full time as the principal residence. This does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child. Any change of address during the course of the admissions process **must** be notified to the school immediately. You must provide supporting evidence in the form of a copy of a current Council Tax bill (this must be dated no older than March 2009). This evidence must be submitted with your SIF to the school. Please note we will not provide a copying service on site. If a place is found to be offered on the basis of an incorrect address, the place will be withdrawn.

ADMISSIONS CRITERIA

Our criteria, as stated in the Prospectus are:

Looked After Children: A Looked After Child is one who is in the care of a Local Authority or provided with Local Authority accommodation by that Authority (according to the Children Act 1989). Written supporting evidence must be provided with your application (eg Court Order, letter from Local Authority or Social Worker).

Siblings: applicants with another child from the same family already at the School who is expected to be on roll in September 2010.

A "sibling" is defined as a full, half or step brother or sister living at the same home address. It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

“Home address” is the address at which the pupil should live permanently and full time as the principal residence. It does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child. For further details see the definition on the previous page.

Medical and/or Social Reasons: If the child has an **exceptional** medical or social reason which can only be met by a place at Dunraven School please tick the box. Medical reasons must be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons must be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications must set out the particular reasons why Dunraven School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

Distance: proximity of the child’s home to the School, measured along the shortest walking route lit by street lighting, with those living nearest accorded the highest priority.

Distance is taken as proximity from the home address (see definition on the previous page) to the school. It is measured using the **shortest lit walking route**, from the front door of the home address (as identified by the mapping software) to the student entrance of Dunraven Lower School in Mount Nod Road. Distance measurements are calculated using industry standard software widely used throughout the UK by many admission authorities. It is based on Ordnance Survey mapping.

For your guidance, for the Year 7 intake for September 2009, no offers made on the National Offer Day (2 March 2009) were greater than 1.255 miles. In the closest band the distance only reached as far as 0.702 miles. Lambeth is addressing the shortage of secondary school places in the borough by creating additional school places. This may have an effect on how far the distance offers stretch in future years.

OUR TEST ARRANGEMENTS WITH ST MARTIN’S AND LA RETRAITE SCHOOLS

If you have a **daughter**, you may also be applying to St Martin’s and/or La Retraite Schools. Together with Dunraven, all three schools hold the admission test on the same day, Saturday 14 November 2009.

You child **must only sit the test at one school**, which is normally the school of your first preference. Please tick **only one** box on the form indicating where you would like to sit the test. Once the test results are known the admission departments collaborate in sharing the information. We aim, in this way to limit the number of tests children are required to sit.

The application of any child who sits two tests is deemed to be invalid by both schools.

N.B. Because St Martin’s and La Retraite are both girls’ schools, these arrangements apply only to girls. All boys should sit the test at Dunraven School.

YOUR CHILD’S PRIMARY SCHOOL DETAILS

Your primary school details are needed to ensure a smooth transfer from primary to secondary school. We aim to invite children from the same school to sit the test at the same site so that they have the support of friends at that time.

ACCESS AND TEST DAY ARRANGEMENTS

If your child has any health problems, special educational needs or difficulties regarding gaining access to our buildings that we would need to be aware of for the Admission Test please would you complete that section so we are able to make any necessary arrangements to help your child (eg epilepsy, hearing or sight problems, mobility issues, dyslexia or any other relevant special needs). Please note this section is only for the arrangements for the admission test day, if you wish to apply for a place under Social or Medical grounds you must also tick the appropriate box on the front of the form and attach appropriate professional supporting evidence.

Please read the Ethos Statement, the Checklist and remember to sign and date the declaration.

Incomplete application forms or failure to provide the appropriate proof of address will result in delays in processing your application.

CHILDREN WITH SPECIAL NEEDS

- If your child has a **Statement** of Special Educational Needs you need to apply by a different process. Please ask the advice of your Local Authority or your Primary School.
- If your child has **Special Needs or is on School Action or School Action Plus** you should complete the Common Application Form **and** Dunraven Supplementary Information Form.

WHAT HAPPENS AFTER YOU HAVE SENT IN YOUR SUPPLEMENTARY INFORMATION FORM (SIF)?

- Once you have completed and returned your application form to the school we will register your child's details for the Admission Test.
- If you have returned your application by post and enclosed a stamped addressed envelope you will receive an acknowledgement card by post. If you have handed your application into the school in person, you will be given an acknowledgement card.
- A letter will be sent to you **by Monday 9 November 2009** at the latest, giving you details of time and venue for the Admission Test. If you have chosen for your daughter to sit the test at St Martins or La Retraite the school will contact you direct.
- After the test the admissions department will work together with the Local Authority in applying the admissions criteria and carrying out the processes by which offers are made.
- On National Offer Day, 1 March 2010, your Local Authority will write to let you know which school is able to offer you a place.
- On 2 March 2010 letters will be sent from Dunraven School to all applicants who have been offered a place or have not been offered a school of a higher preference.

PARENTS' CHECKLIST

Have you:

- Checked the form is completed in full, clearly and accurately?
- Signed the declaration?
- Asked your Primary Headteacher to complete and sign his/her section of the form?
- Enclosed a small stamped self-addressed envelope, if you are sending your application by post?
- Attached a copy of your current council tax bill? (N.B. We are unable to provide a copying service on site, you must bring a copy with you)
- If this child is under the care of the Local Authority have you attached a court order or similar evidence?
- If your child has an **exceptional** medical or social need for a place, have you attached professional supporting evidence?
- Have you completed the Common Application Form and sent it to your Local Authority?

When you have completed your form please return it either in person or by post to:

The Admissions Officer, Dunraven School,
94/98 Leigham Court Road, London SW16 2QB

By Friday 23 October 2009

If you would like to return your form in person, please note the school office is open between 8.00am and 5.00pm Monday to Friday.