

# Hints and tips

## Applying for a secondary school place for entry in September 2017

If your child was born between 1st September 2005 and 31st August 2006, you will need to apply for a secondary school place by 31st October 2016.

APPLY ONLINE FOR YOUR CHILD'S SECONDARY SCHOOL PLACE

[westminster.gov.uk/admissions](http://westminster.gov.uk/admissions)



THE PAN-LONDON ADMISSIONS SITE OPENS ON 1<sup>ST</sup> SEPTEMBER 2016



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## THE BENEFITS OF APPLYING ONLINE

- It is quick and easy to do.
- You can apply from any location with internet access, 24 hours a day, seven days a week, up until the closing date: **Monday 31st October 2016.**
- You can log back in to change or delete preferences up until 11.59pm on the closing date.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application with an application reference number.
- You are able to attach additional documents.
- During the evening of **Wednesday 1st March 2017** you will be sent an email with the outcome of your application. Paper applicants will not know their result until they receive their letter on **Thursday 2nd March 2017.**

If you would prefer to complete a paper application form, please contact the Admissions Team.

All applicants – including those who applied online – will receive a letter in the post with the outcome of their application on **Thursday 2nd March 2017.**

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## WHERE TO OBTAIN THE INFORMATION YOU NEED

This leaflet provides you with some basic hints and tips on the application process and signposts you to more detailed information.

Westminster's full Admissions Brochure will be available online at **[westminster.gov.uk/admissions](http://westminster.gov.uk/admissions)** from September. It will also be available from your child's primary school from **Monday 12th September 2016.**

Where possible, parents/carers are encouraged to access information online. You can also obtain more detailed information from each of the secondary schools by either attending open days/evenings, or visiting their websites. All the contacts you will need can be found in the Admissions Brochure.

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## RESEARCH, RESEARCH, RESEARCH

If you have not already done so, you must research the schools that you are interested in applying to.

You can do this by:

- Reading the admission criteria to find out if your child is likely to be offered a place, and look at how places were offered in the previous year.
- Attending open days/evenings held at the schools. The dates and times are included in this leaflet.
- Checking if the school you want to apply to requires your child to take a test.
- Checking if the school requires additional forms to be completed. This would normally apply to church schools.
- Speaking to your primary school head teacher. They will have experience based on previous transfers.
- Contacting the Admissions Team for advice if you are unclear on how the system works.

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## FAMILIARISE YOURSELF WITH THE ADMISSION CRITERIA FOR SCHOOLS

When you begin researching schools, you will need to read the admission criteria for the school(s) you want to apply to. You must read the criteria carefully, as some schools may require your child to take a test and church schools will give priority to applicants that demonstrate practice of the respective faith.

In all cases, if a school receives more applications than places available, the school's admission criteria must be applied.

There is no guarantee that your child will be offered a place at your preferred school, even if it is the closest school to where you live.

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## YOU CAN APPLY FOR UP TO SIX SCHOOLS

Please remember that you can apply for up to six schools. Even after you have researched the schools and you have decided where to apply, you should not assume that your child will be offered a place.

You should also consider other schools where you know you will have a good chance of gaining a place.

Adding further schools to your list will not affect your chances of being offered a place at your preferred school. Schools are not informed of other preferences you have made or the order in which you place them.

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## TAKE SPECIAL CARE HOW YOU ORDER YOUR PREFERENCES

The school preferences you make are treated equally. This means that no matter where you place a school in your list of preferences, it will be treated in the same way as all other applicants who also chose that school – regardless of where they have placed the school in their list.

The reason it is so important to list the schools in the order of your preference

is that when results are returned to the Admissions Team, we may receive an offer for more than one of your preferences. As only a maximum of one offer can be made to your child, you will be offered the highest school possible from the list you provided. Any offers made lower in your list will be withdrawn and put back into the system.

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## DO I NEED TO PROVIDE ADDITIONAL INFORMATION?

There are some schools, usually church schools, which require you to complete a supplementary information form (SIF). The SIFs for Westminster schools are available from the individual schools and on the Westminster City Council website. The secondary schools Admissions Brochure states which schools

require a SIF and/or any other documents. The online system will alert you when you enter a preference for any school that requires additional forms to be completed.

You must return the SIF and any other documents to the school, but be sure that you also name the school in your list of preferences.

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## YOU MUST SUBMIT YOUR APPLICATION ON TIME

You must submit your application by **Monday 31st October 2016**. If you are a Westminster resident, you will not be able to apply online after this date, and will need to request a paper form. If you submit your application

form after this date without a valid reason, your application will be considered after all of those which were submitted on time. This will greatly affect your chances of being offered the school you want.

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## WILL I DEFINITELY BE OFFERED ONE OF MY PREFERENCES?

No. To increase your chances of being offered one of your preferred schools, you must research the admission criteria for the schools you are interested in. You should include at least one school in your list where you are reasonably certain your child meets the criteria (i.e. sibling already at the school and this is a high priority in the school's criteria).

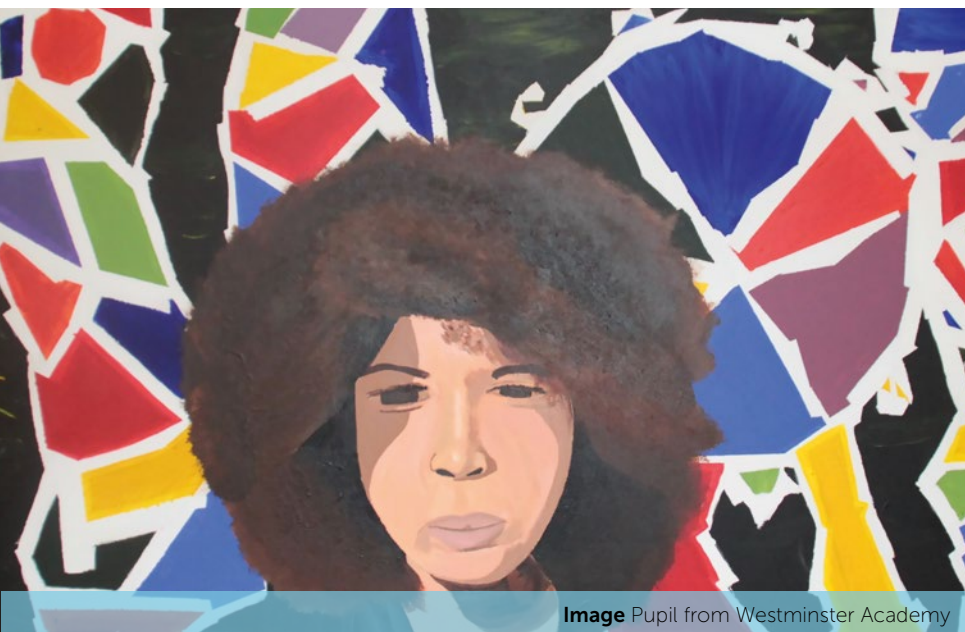
For further advice you can speak to the Admissions Team or the school who will be able to offer you guidance on the likelihood of your child being offered a place based on the information you provide. It is not possible to give any guarantee of the outcome of your application.

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## WHAT HAPPENS TO THE SCHOOL PREFERENCES THAT I HAVE NOT BEEN OFFERED?

Any school preferences lower than the offered school will be withdrawn. You will automatically be placed on the waiting list for schools that were not able to offer your child a place.

You also have the right of appeal to an Independent Appeal Panel against the decision not to offer your child a place at your preferred school(s).



**Image** Pupil from Westminster Academy

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## WESTMINSTER SECONDARY SCHOOL OPEN DAYS AND TEST DATES

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### THE GREY COAT HOSPITAL

 [gch.org.uk](http://gch.org.uk)

 020 7969 1998

Tuesday 27th September at 5pm or 6pm

Monday 3rd October at 2pm

Monday 10th October at 5pm or 6pm

Thursday 13th October at 2pm

Language test

Tuesday 4th October 2016

Assessment test

Tuesday 29th November 2016

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### KING SOLOMON ACADEMY

 [kingsolomonacademy.org](http://kingsolomonacademy.org)

 020 7563 6900

Tuesday 11th October at  
9–11am with headteacher talk at 9am

Please note, as Year 6 pupils at King Solomon Academy will automatically transfer to Year 7, there will be no or very few places available at the school for children attending other primary schools. Applicants for this school are therefore strongly advised to also apply for other schools.

Any places that do become available will be allocated accordingly to the Academy's published admissions policy.

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### MARYLEBONE BOYS' SCHOOL

 [maryleboneschool.org](http://maryleboneschool.org)

 020 7372 0831

Monday 3rd October at 9.30–11.30am

Thursday 6th October at 5.30–7.30pm

Wednesday 12th October at 2–4pm

Banding test: Saturday 3rd December

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### PADDINGTON ACADEMY

 [paddington-academy.org](http://paddington-academy.org)

 020 7479 3900

Thursday 6th October at 5–7pm

Friday 7th October at 11am–12 midday

Thursday 13th October at 9–10am

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### PIMLICO ACADEMY

 [pimlicoacademy.org](http://pimlicoacademy.org)

 020 7828 0881

Tuesday 20th September at 8.30am


Wednesday 21st September at 8.30am

Thursday 22nd September at 5.30pm

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## QUINTIN KYNASTON

 qk.org.uk

 020 7722 8141

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### Open evening

Wednesday 28th September  
at 5.30–7.30pm

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### Open mornings

All at 9.15–10.30am

Tuesday 4th October

Tuesday 11th October

Wednesday 19th October

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## ST. AUGUSTINE'S C.E. HIGH SCHOOL

 staugustineshigh.org

 020 7328 3434

Tuesday 20th September  
at 5.30–7.30pm


Tuesday 27th September to Thursday  
29th September at 9.15–10am

Banding test: Saturday 3rd December

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## ST. GEORGE'S CATHOLIC SCHOOL

 stgeorgesrc.org

 020 7328 0904

Tuesday 11th October at  
9.30–11.30am and 5.30–7.30pm

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## THE ST. MARYLEBONE C.E. SCHOOL

 stmaryleboneschool.com

 020 7935 4704

Banding test: Saturday 12th November

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### Performing Arts open days

Tuesday 28th June – music and choral

Wednesday 29th June – dance  
and drama

Performing Arts application forms  
must be returned to the school by  
Friday 23rd September.

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### Open days/evenings

Tuesday 13th September at 8.45–10am

Wednesday 14th September at 5–7pm

Friday 16th September at 8.45–10am


Wednesday 21st September  
at 8.45–10am

Thursday 22nd September at 8.45–10am

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## WESTMINSTER ACADEMY

 westminsteracademy.net

 020 7121 0600

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### Open mornings

All at 9.30–10.30am

Thursday 7th July

Monday 11th July

Thursday 14th July

Wednesday 21st September

Wednesday 28th September

Tuesday 11th October

Monday 17th October

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### Open evening

Tuesday 4th October at 5–7pm

## WESTMINSTER CITY SCHOOL

🖥️ [wcsch.com](http://wcsch.com)

☎️ 020 7963 6300

### Open evening

Thursday 29th September  
at 4.30–6.30pm

### Open mornings (by appointment only)

Saturday 1st October at  
10am–12 midday

Monday 3rd October at 9.30–11am

Wednesday 5th October at  
9.30–11am

Tuesday 11th October at 9.30–11am

Wednesday 12th October at  
9.30–11am

Banding test: Saturday **26th  
November** at 10–11am



**Image** Pupil from Westminster Academy

## CONTACTING THE ADMISSIONS TEAM

Admissions Team

🏠 Address: Green Zone,  
2nd Floor, Town Hall, Hornton  
Street, W8 7NX

✉️ [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk)

☎️ 020 7745 6433

🖥️ [westminster.gov.uk/admissions](http://westminster.gov.uk/admissions)