Westminster

Your choice for primary education

A guide for parents with children starting primary school from September 2017

APPLY ONLINE FOR YOUR CHILD’S PRIMARY SCHOOL PLACE
westminster.gov.uk/admissions
If your child was born between 1st September 2012 and 31st August 2013, you will need to apply for a primary (reception) school place by **15th January 2017**.

Applying online can be done in five easy steps.

**Why apply online?**
- It is quick and easy to do.
- It’s more flexible as you can change or delete preferences on your application up until the application deadline of 11.59pm on 15th January 2017.
- You’ll receive an email confirmation once you submit the application.
- You can receive reminder alerts to your mobile to make sure your application gets in on time.
- You will receive your outcome by email during the evening of 18th April 2017. Paper applicants will not receive their outcome until the following morning.

---

<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTACTING THE ADMISSIONS TEAM</strong></td>
</tr>
<tr>
<td><strong>INTRODUCTION TO WESTMINSTER’S PRIMARY SCHOOLS</strong></td>
</tr>
<tr>
<td>Types of state schools</td>
</tr>
<tr>
<td><strong>PAN-LONDON SYSTEM</strong></td>
</tr>
<tr>
<td>How the system works</td>
</tr>
<tr>
<td><strong>KEY DATES</strong></td>
</tr>
<tr>
<td><strong>GATHERING INFORMATION</strong></td>
</tr>
<tr>
<td>Considering the facts</td>
</tr>
<tr>
<td>Applying for schools outside Westminster</td>
</tr>
<tr>
<td>Private fee-paying schools</td>
</tr>
<tr>
<td><strong>THE APPLICATION PROCESS</strong></td>
</tr>
<tr>
<td>Closing date for applications</td>
</tr>
<tr>
<td>Proof of address</td>
</tr>
<tr>
<td>Change of address</td>
</tr>
<tr>
<td>Exceptional Need</td>
</tr>
<tr>
<td>Additional forms to complete</td>
</tr>
<tr>
<td>Applications for children living abroad</td>
</tr>
<tr>
<td>Members of the UK Armed Forces and Crown Servants</td>
</tr>
<tr>
<td>Requests to apply for reception in the following year</td>
</tr>
<tr>
<td>Late applications</td>
</tr>
<tr>
<td>Change of preferences</td>
</tr>
<tr>
<td><strong>GUIDANCE ON COMPLETING YOUR APPLICATION (PAPER OR ONLINE)</strong></td>
</tr>
<tr>
<td>Step-by-step guide to applying online</td>
</tr>
<tr>
<td><strong>HOW DECISIONS ARE MADE</strong></td>
</tr>
<tr>
<td>The process</td>
</tr>
<tr>
<td>Notifying you of the outcome</td>
</tr>
<tr>
<td>Waiting lists</td>
</tr>
<tr>
<td>Appeal arrangements</td>
</tr>
<tr>
<td>Making final arrangements for starting school</td>
</tr>
<tr>
<td><strong>FREQUENTLY ASKED QUESTIONS</strong></td>
</tr>
<tr>
<td>PRIMARY SCHOOLS IN WESTMINSTER</td>
</tr>
<tr>
<td>Common definitions</td>
</tr>
<tr>
<td>Admission criteria for community schools</td>
</tr>
<tr>
<td>Admission criteria for Academies, Free Schools and voluntary aided schools</td>
</tr>
<tr>
<td>ADDITIONAL INFORMATION</td>
</tr>
<tr>
<td>In-year admissions</td>
</tr>
<tr>
<td>Support for school attendance</td>
</tr>
<tr>
<td>Children with Disabilities Team</td>
</tr>
<tr>
<td>Special Educational Needs and Education, Health and Care needs assessments</td>
</tr>
<tr>
<td>Educational Psychology Service</td>
</tr>
<tr>
<td>Assistance with home-to-school travel</td>
</tr>
<tr>
<td>Family Information Service</td>
</tr>
<tr>
<td>Free school meals</td>
</tr>
<tr>
<td>APPLYING FOR A NURSERY PLACE</td>
</tr>
<tr>
<td>Nursery schools</td>
</tr>
<tr>
<td>Nursery classes at Westminster primary schools</td>
</tr>
<tr>
<td>Nursery children transferring to reception class</td>
</tr>
<tr>
<td>How to apply</td>
</tr>
<tr>
<td>Admissions criteria for community schools and maintained nursery schools</td>
</tr>
<tr>
<td>Voluntary aided schools and Academies</td>
</tr>
<tr>
<td>Full-time nursery places</td>
</tr>
<tr>
<td>Early years education and childcare</td>
</tr>
<tr>
<td>CONTACT DETAILS FOR NEIGHBOURING BOROUGHS</td>
</tr>
<tr>
<td>MAP OF WESTMINSTER’S EDUCATIONAL ESTABLISHMENTS</td>
</tr>
</tbody>
</table>

The information provided in this brochure is correct at the time of going to print in August 2016. The admissions process and school admission arrangements are set out in accordance with the current Admissions Code (issued December 2014), Section 84 of the School Standards and Framework Act 1998.

Any corrections, updates and additions will be published on our website: westminster.gov.uk/admissions

Cover image: Pupil from Hallfield Primary School.
INTRODUCTION TO WESTMINSTER’S PRIMARY SCHOOLS

This brochure is for parents of pupils aged between three and 11, but deals mainly with issues for parents whose children are due to start primary school in 2017. It provides information about how and when to apply for a place, explains how admission decisions are made and gives information about each school to help parents decide which schools to apply for.

In September 2017 there will be 42 maintained primary schools, Free Schools and Academies and four maintained nursery schools in Westminster. The education provided at each of these schools is free. Further details about each school can be found on pages 24–71. In addition, each school issues its own prospectus, available directly from the school.

Community schools are financed by public money and maintained by the council, which also sets their admission requirements. Voluntary aided schools are set up by a religious or voluntary body but funded through the council. Governors have additional responsibilities to those for community schools, including setting the admission arrangements. Academies and Free Schools are independent of the local authority and funded directly by central government. The governing body for each Academy and Free School sets its admission arrangements in agreement with the Secretary of State and the local council.

TYPES OF STATE SCHOOL

In Westminster, there are six community primary schools and one community junior school, 26 voluntary aided primary schools, seven primary Academies and two primary Free Schools. The Admission Authority for each school is responsible for setting its admission arrangements and deciding which children are given priority for a place, in accordance with the published admission criteria. For community schools the Admission Authority is the local council, while for voluntary aided schools, Academies and Free Schools it is the school’s governing body or Academy trust.

Community schools are financed by public money and maintained by the council, which also sets their admission requirements. Voluntary aided schools are set up by a religious or voluntary body but funded through the council. Governors have additional responsibilities to those for community schools, including setting the admission arrangements. Academies and Free Schools are independent of the local authority and funded directly by central government. The governing body for each Academy and Free School sets its admission arrangements in agreement with the Secretary of State and the local council.

PAN-LONDON SYSTEM

Every year around 100,000 applications across London are made for primary school reception places. All 33 London boroughs, together with councils bordering the capital, coordinate admissions to their primary schools.

The coordinated admissions system is fairer and means more parents are offered one of their preferred schools at an earlier stage and fewer parents receive no initial offer at all. It is also easier for parents to manage, reducing anxiety for you and your children.

HOW THE SYSTEM WORKS

Under the Pan-London Coordinated Admissions System (PLCAS), all parents must list the schools they want to apply for on their home local authority’s common application form, ranking them in order of preference. This is important, as potentially only one offer will be made and this will be for the highest-ranked school able to make the offer. This form (either paper or online) is returned to the local authority’s common application form, ranking them in order of preference. This is important, as potentially only one offer will be made and this will be for the highest-ranked school able to make the offer. This form (either paper or online) is returned to the local authority, which then uses a secure computerised system to pass on details of the applications for schools in other areas. They will also coordinate the offer of places to make sure no child is offered more than one school place. The decision on whether a place can be offered will continue to be made by the Admission Authority for each school. When a school receives more applications than places available (also referred to as oversubscribed), its published admissions criteria will be used to decide the order in which applicants will be offered places.

Schools will not be informed of where a school is listed on the application form or other schools that have been applied for. Where a child is eligible to be offered a place at more than one school, the local authority will hold the offer for the highest preference on the parents’ form and release all other lower preference offers. These places can then be offered to other applicants. Potential offers are exchanged between local authorities until they are in a position to make the single best offer to parents using all available places.

All offers will be made on the same day, 18th April 2017.
KEY DATES

2016

From 1st September
You will be able to apply online at westminster.gov.uk/admissions
Paper applications will be available from the Admissions Team on request.
This brochure will be available online, at schools and upon request from the Admissions Team from 8th September.

2017

15th January
Closing date for applications
If you are applying via a paper form you will need to ensure it is received by the Admissions Team by 5pm on 15th January 2017. If you are applying online, you will have until 11.59pm on 15th January 2017 to submit your application.

18th April
National offer day
The Admissions Team will write to you advising you of the outcome of your application. Letters will be sent by first class mail. Online applicants will also be notified by email on the evening of 18th April 2017.

2nd May
Deadline for successful applicants to accept or decline their school offer.

From 16th May
Waiting list positions will be available for community schools and further offers will be made as result of withdrawals and late applications for schools with vacancies.

26th May
To ensure appeals are heard by the end of the summer term, appeals for Westminster community schools must be lodged by this date. You will need to check with voluntary aided schools, Free Schools and Academies as deadline dates may vary.

June/July
Appeals for Westminster community schools are heard by an independent panel. Voluntary aided schools, Free Schools and Academies will also arrange for appeals to be heard before the end of term.

GATHERING INFORMATION

To make an informed decision about which primary schools to apply for, you are advised to read the information about the schools in this brochure and research the schools you are interested in applying to.

You are advised to:

• Contact schools you are interested in directly to ask for a copy of their prospectus.
• Visit schools’ own websites to find out more detailed information. If you want to find out about Ofsted reports for Westminster schools, visit ofsted.gov.uk
• Find out if the school has arranged open day sessions so you can plan a visit. Some schools have indicated specific dates and you can find these on pages 24–71.

CONSIDERING THE FACTS

Many schools receive more applications than they have places. To avoid disappointment you should consider whether your child has a realistic chance of gaining a place at your preferred school(s).

You will need to look at:

• How many applications were made for your preferred school(s) last year compared to how many places were available. This information can be found in the individual school section of this brochure on pages 24–71. It is important to note the pattern of admissions can vary from year to year and living within the distance in which places were offered in a previous year does not guarantee a place will be offered in this year or future years.
• The admission criteria of the school(s) which places were offered in a previous year to year and living within the distance in which places were offered in a previous year to note the pattern of admissions can vary from year to year and living within the distance in which places were offered in a previous year does not guarantee a place will be offered in this year or future years.
• The admission criteria of the school(s) will determine the order of priority for each applicant. As an example, most church schools will prioritise applicants who meet the respective faith criteria. You can find more information on pages 24–71.

You may also like to consider:

• Whether the ethos of the school suits your child’s needs.
• Whether the school has a breakfast club and/or after-school provision if this is important to you.
• How your child will travel to school. There are many primary schools in Westminster, all accessible by walking or by bus. You may also want to consider schools in neighbouring boroughs that may be close to your home. Remember you can name up to six schools in your application.
• Attendance at a nursery class does not guarantee or give priority for admission to the reception class of that school. It is also important to be aware that if you have a younger child attending the nursery section of the school you are applying to, the nursery section of the school you are applying to does not apply. Only children who will be on the roll of the main school when the new child starts school will be considered as a siblings link.
• Naming only the school you most want for your child will not increase their chance of being offered a place at that school.
• If we receive more than one application form for your child, the most recently dated form will be the one we process.

Because of the demand for places at the most popular schools, your child may not be offered a place at your first preference. If you give only one preference, your child may not get an offer at all on 18th April 2017. It is therefore advised you name further preferences and ones you consider to be realistic options.

APPLYING FOR SCHOOLS OUTSIDE WESTMINSTER

You may also wish to consider schools outside of the borough. Under the PLCAS, Westminster residents can apply for schools anywhere in London and will need to be listed in your application. Detailed information about schools outside the borough is available directly from the schools and from the local authority for the area in which they are located.

The contact details for all London boroughs are provided on page 80.

PRIVATE FEE-PAYING SCHOOLS

Further information on private or independent schools is available from the Independent Schools Council at isc.co.uk and the Independent Schools Directory and Resource at independentschools.co.uk. You will usually be required to pay fees to attend these schools. These schools do not form part of the PLCAS and you must apply to them directly.
THE APPLICATION PROCESS

CLOSING DATE FOR APPLICATIONS
The closing date for applications is 15th January 2017.
For all the reasons detailed on page 14 it is highly recommended that you apply online at westminster.gov.uk/admissions
If you would prefer to complete a paper form, you must return it by the closing date to the address shown on the form. If you would like confirmation we have received your application, please indicate this when you submit the form. Make sure you use the correct postage if you return your form through the post. Incorrect postage may delay your application, preventing it from reaching the Admissions Team by the closing date.

PROOF OF ADDRESS
The address you provide on your application must be your child’s permanent address on close of applications, 15th January 2017. You must not use a business address, childminder’s or relative’s address or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship and is the main carer will a different address be considered as the main residence. Evidence will be requested to support this arrangement.
If you have a genuine 50/50 shared care arrangement with your child’s other parent, it will be for you to determine the address that will be used as the main address for your child’s application. Only one address will be used throughout the application process.
If you are in receipt of Child Benefit, the address of the parent making the claim will be used for the purpose of the application.
You do not need to provide us with documentary evidence of your address other than your council tax reference number (as shown on your annual bill or direct debit statement). If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide one of more of the following:
• A mortgage statement/tenancy agreement.
• A recent utility bill or, if you have moved, your closure bill at your previous address.
• A Child Benefit/Inland Revenue document (if entitlement applies).
• For members of the UK Armed Forces and Crown Servants, an official letter confirming the address of your quarters. This can be provided before you have relocated to ensure your application is not disadvantaged.

If you own or rent more than one property, you should state this on your form. You will also need to provide proof of residence and occupancy for the address at which your child lives most of the time and is considered as the main family home.
If you move into a second property for a temporary period purely for the purpose of trying to be nearer to a school, we will use your normal, permanent residence for the purpose of processing the application.

CHANGE OF ADDRESS
Any offer made to your child on 18th April 2017 is based on the address you indicated in your application. If you do not inform us of a change of address, any offer that is made to your child for a school you would not have been eligible for will be withdrawn.
You must notify the Admissions Team if you move address. Your new address will not be updated until proof has been provided. If you move after 10th February 2017, your address will not be updated as the process for allocating places would have already started. We are able to send you correspondence to your new address, but your application will be processed using the address you submitted at the close of applications.

FRAUDULENT APPLICATIONS
Westminster City Council takes very seriously any attempt to obtain a school place by fraud. All cases are fully investigated and the use of internal and external agencies has improved detection rates. Council officers will carry out unannounced address visits as appropriate.
If you know someone who intends to or has used a false address to get a school place, you can report this confidentially to the Admissions Team on 020 7745 6433 or email schooladmissions@westminster.gov.uk
You do not need to give your name but please provide as much information as possible so we can investigate the matter fully.
If we find a school place was obtained using a false address we will withdraw our offer, even after the child has started school, and give it to the child who was entitled to the place. If it is decided not to remove the offer, normally when the child has been on roll for than one term, any future sibling link will not apply.

Westminster Your choice for primary education 2017 Apply online at westminster.gov.uk/admissions

Image: Pupil from Hallfield Primary School
EXCEPTIONAL NEED
All schools have experience in dealing with children with diverse social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school, and no other school can meet this need. If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the area provided in your application, giving reasons supporting your case. Please be aware not all schools have this criterion in their policy, so it is advised you check this first.
All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must clarify which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular and the difficulties it will cause your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date: 15th January 2017. The Admissions Team is not responsible for contacting professionals for information about your case and any decision will be based on documents you submit by the closing date.

For Own Admission Authority schools and schools located in other areas, any additional documentation you provide will be passed on for the respective school’s attention via the secure pan-London system.

The notification date is 18th April 2017. You will not be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria for the requested school.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority to a child above other applicants. It will need to be agreed by those making the decision that the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

APPLICATIONS FOR CHILDREN LIVING ABROAD
Applications submitted by resident families working or temporarily living abroad will be processed with all other applicants and must be submitted by the closing date. The address where the child is living at the time of application and at the closing date will be used for the purpose of processing. The applicant must inform the Admissions Team on their return for the address to be updated. Proof of address and occupancy will be required.

MEMBERS OF THE UK ARMED FORCES AND CROWN SERVANTS
For members of the UK Armed Forces and Crown servants, a copy of an official letter confirming the address of your quarters is required. This can be provided before you have relocated to ensure your application is not disadvantaged.

REQUESTS TO APPLY FOR RECEPTION IN THE FOLLOWING YEAR
Requests for an application to be considered for reception entry for the following year will need to be made by the closing date for when the child would normally be expected to apply: 15th January 2017. This enables the application to still be processed alongside all other applicants if the request for later admission is refused by an Admission Authority.

Such requests would normally apply to children who are born in the summer (between April and August) and there are significant reasons that would benefit the child’s academic, social and emotional development by starting reception in the following year as opposed to Year 1. It should be noted any request to defer entry to Year 1 in the following year will require an in-year application to be made at that time. Further information on in-year admissions can be found at westminster.gov.uk/admissions

It is for the Admission Authority of a school to decide whether or not the individual child’s circumstances present the need for entry to reception a year late. In the event that an Admission Authority agrees to consider your application out-of-year, please be aware this is not an automatic guarantee of a place. Your application would be assessed against the school’s published criteria and offers made to children as appropriate. Such requests will only be agreed in exceptional circumstances. Support from a professional (e.g. GP, hospital consultant, social worker, education professional) will need to be provided outlining the reasons and benefits for the child to start school a year late and therefore be placed outside the chronological year group. The headteacher of the school(s) applied for will be informed of the request and their view taken into account.

There is no right of appeal against the decision to refuse a request for late entry. Applicants do retain the right of appeal against a decision not to offer a school place that has been refused for the year group applied for. If the Admission Authority approves the request, the parents will be advised to re-apply in the following year.

However, there can be no guarantee of a place being available as this is dependent on the number of applicants who apply in that year. It is not possible to reserve a place in a school for the following year. If a place is not available at any of the schools applied for the local authority will identify an alternative school with a place available in the child’s chronological year group.

The arrangements for such requests are in accordance with current legislation that is set out in the Admissions Code 2014 and at the time this brochure is produced (August 2016). Central government are reviewing Summer born entry.

• The local authority is the Admission Authority for community schools. The governing body is the Admission Authority for all other schools. Any decision is applicable only to the school for which the Admission Authority is responsible.

LATE APPLICATIONS
If you apply after the closing date without a valid reason, your application will only be considered after the offer date of 18th April 2017. Your child’s name will be added to waiting lists along with those unsuccessful applications considered in the initial allocation round.

If there is an exceptional reason for applying after the closing date and before 10th February 2017 (for example, you have just moved to the area), it may be possible to consider your application with those that were made on time. Other circumstances will be considered and each case decided on its own merit. Examples of reasons that would not be accepted include failure of a nursery school to remind a parent to apply, late return from a family holiday or non-receipt of an application form due to postal issues. You are advised to contact the Admissions Team as soon as possible if submitting an application after the closing date.

CHANGE OF PREFERENCES
If you wish to change the order of preference of schools listed on your application form and you applied online, you can log back in to your account to change/add/delete preferences up until the closing date of 15th January 2017. If you did not apply online, you must email schooladmissions@westminster.gov.uk or write to the Admissions Team before the closing date. It is not normally possible to accept any changes after the closing date. If you do want to add preferences or change your order of preferences after this date, you must inform the Admissions Team. In most cases, new or changed preference schools will normally be considered only after all other applications have been considered.

USING YOUR PERSONAL INFORMATION
Westminster City Council will handle information you have provided for school admission purposes in line with the Data Protection Act (DPA).

The information will be held in confidence, with only the necessary people working within the combined Children’s Services able to access and handle it.

The council has a duty under the Children’s Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the council may also use this information for other legitimate purposes and may share information (where necessary) with other council departments and external bodies.
GUIDANCE ON COMPLETING YOUR APPLICATION (PAPER OR ONLINE)

The online application is set out in a similar way to the paper form. The following guidance applies to both:

- Naming only the school you most want for your child will not increase his or her chance of being offered a place at that school.
- If we receive more than one application form for your child, the most recently dated form will be the one that we process.
- Because of the demand for places at the most popular schools, your child may not be offered a place at your first preference.
- Only naming one or two preferences will limit your chances of being offered a place. It is therefore advised you name further preferences and those you consider to be realistic options.

Your child’s name
Please write your child’s name clearly and use the same name you have registered with your child’s nursery school or Children’s Centre (if this applies).

Your child’s date of birth
You should only be applying for a reception place if your child was born between 1st September 2012 and 31st August 2013. If your child does not fall within this birth range and there are reasons to request your application be considered the following year, please refer to page 10 for further information.

Your child’s home address
The address you give must be your child’s permanent address on the closing date for applications. Please see page 8 for more information.

Current nursery or early years provision
If your child attends a nursery, please indicate this in the space provided. If your child does not attend any early years provision, please leave the space blank. You should note attendance at a nursery class does not guarantee or give priority to the reception class of that school.

Details of parent or carer
This section needs to be completed by the parent or carer of the child, who will also need to indicate they have parental responsibility. Only one parent needs to complete this section but you can indicate the name of the other parent in the space provided if you wish.

Relationship to child
Please indicate your relationship to the child (e.g. mother, father, grandmother, foster carer).

Children with a statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan
You do not need to complete this application if your child has a statement of SEN or EHC plan as there is a separate process that is outlined on page 75 in this brochure. If your child is in the process of being assessed for a statement, however, it is useful to make us aware of this. Doing so will ensure the school that is eventually offered to your child is fully aware before admission and can plan accordingly to be able to meet your child’s needs.

Looked After Children
Looked After Children (also referred to as ‘in Public Care’) and children who have been adopted or made subject to a child arrangement order or a special guardianship order immediately after having been ‘Looked After’ receive priority for admission to school. The child’s social worker must submit a letter to the Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child’s full name and current address.

Exceptional Need
All schools have experience in dealing with children with diverse needs. However, in a very few exceptional cases, there may be reasons why a child may need to attend a specific school. Please refer to page 10 for further information.

School preferences
You can list up to six maintained schools, including any voluntary aided (church) schools, foundation schools, Free Schools and Academies, and any schools in neighbouring local authorities, in order of your preference. Please do not name independent/ private fee-paying schools on this form – applications to these must be made separately.

Please write the name and address of the school in the space against each school preference. You do not have to name six schools, but if it is strongly advised you should use as many preferences as possible and include at least one school where you have a good chance of being offered a place.

You will need to read the admission criteria for the schools to determine what chances you have of gaining a place. Applying for only one school will not improve your chances of getting a place at that school.

Siblings (brothers or sisters)
If your child has a brother or sister who is currently on roll, and will continue to be so, at one of your preferred schools at the time of admission for the child you are applying for, you must include their details where requested. Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are living at the same address. Please be aware the definition of sibling can vary, so you are strongly advised to check with relevant boroughs or schools for their definition and if the school gives priority to siblings.

Siblings of former pupils
Some schools give priority to siblings of former pupils in their admission criteria. This does not apply to all schools, so check the criteria for the school you are applying to. If you are applying under this criterion please list the name and date of birth of the former sibling and the school they attended in the relevant box.

Children of school staff
Some schools give priority in their admission criteria to children of staff. This does not apply to all schools, so check the criteria for the school you are applying to. Please indicate in the relevant section if you are applying under this criterion, naming the school you are applying for. You must also provide supporting evidence from the school.

Reasons for preference
Please note schools can only use their published admission criteria to decide which children qualify for a place. It is therefore not necessary to give reasons for your preferences. If, however, there are medical or social reasons why your child should attend the school you have named, please indicate these, as outlined above.

Declaration and signature of parent or carer
You must sign your application to certify you have parental responsibility for the child for whom you are applying and the address on the application is the main residence of the child. If you provide any false or misleading information on the application or in supporting papers or withhold relevant information, it may render your application invalid and lead to the withdrawal of an offer of a place.

Image: Pupil from Haltfield Primary School
STEP-BY-STEP GUIDE TO APPLYING ONLINE

Why apply online?
- It is quick and easy to do.
- You can log back on to change or delete preferences until 11.59pm on the closing date of 15th January 2017 (ensure you resubmit your application if making changes).
- You are able to attach additional documents.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application.
- During the evening of 18th April 2017 you will receive an email with the outcome of your application. Please wait until you have received the email before logging onto the Pan-London eAdmissions website.
- You will be able to accept or decline an offer of a school place online.

If you apply online, you must not complete a paper application form.

To start your online application please visit the website admissions.org.uk
You can also use the link from the council’s website westminster.gov.uk/admissions
If you experience problems with the form, please call the London Grid for Learning Support line on 020 8255 5555 and choose option 1.

1. Register
- If you have previously applied using the online system you will be able to log in without the need for registration. Please log in and jump to step 3.
- For new users click on ‘Register to apply online’ and enter your details including email address.
- Make sure you enter your permanent address. This will be verified against council records.
- Your username and password will be sent to your email address. You must click on the link to validate your email address.
- This email will include a link to the start of the application process.
- You will receive an email confirmation.
- For each school selected you will be asked to answer the questions correctly.
- If you tick the social/medical box please ensure you provide additional documents either by attaching them to the application (after submitting) or by sending them to the admissions team.
- You can also use the link from the council’s website westminster.gov.uk/admissions

2. Verify email address
- You will receive an email with a username and a link. You must click on the link to validate your email address.
- You will then receive another email containing your username and password to apply online. This email will include a link to the start of the application process.
- Click ‘Start application for child’.

3. Add your child’s details
- Enter your child’s details. Make sure you enter the information accurately.
- Make sure that you only apply for a child born between 1/9/2012 – 31/8/2013. If you enter the date of birth wrong you will not be able to progress to the next step.
- If you have twins or triplets you must remember to create a separate application for each child.

4. Add your school preferences
- Add your school preferences by first selecting the local authority that each school falls within.
- Make sure that you read the schools’ admission criteria on pages 24–71 of this booklet. These criteria will be a guide to the likelihood of your child being offered a place at the school(s) you are interested in.
- Select and add the schools you wish to apply for. You can apply for up to six schools.
- For each school selected you will be asked a number of questions (such as whether there is a sibling at the school). Make sure you answer the questions correctly.
- If you tick the social/medical box please ensure you provide additional documents either by attaching them to the application (after submitting) or by sending them to the admissions team.

5. Submit application
- Check all of the details entered are correct:
- Read the declaration and tick the box to accept it.
- Click the ‘Submit Application’ button.
- Once you have submitted your application you will be able to attach documents.
- You will receive an email confirmation.

You must click the submit button by the closing date of 15th January 2017. If you do not do this, your application will not be processed.
HOW DECISIONS ARE MADE

THE PROCESS

The Admissions Team will process any preferences you have made for Westminster schools and pass on your child’s details to schools that are responsible for their own admissions. If you have applied for schools that are not located in Westminster, your preference(s) will be passed to the local authority that maintains those schools. At the same time, the Admissions Team will receive applications for Westminster schools from residents in other local authorities. All these operations will be carried out via the Pan-London Coordinated Admissions System. The order of your preferences is not revealed to the schools. This information is only known by your home local authority and the authority where the schools are located.

If any school has more applicants than places available, the published admission criteria will be used to decide the order in which applicants will be offered places. The same process is carried out across London and decisions are made by all Admission Authorities by a common deadline and relayed back to the home local authority. This coordinated process eliminates multiple offers and will result in your child being offered the highest potential school you named in your list of preferences (if an offer can be made). Examples are shown in the following tables.

Example 1

<table>
<thead>
<tr>
<th>Preference rank</th>
<th>School</th>
<th>Criteria met?</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Christ Church Bentinck C of E Primary School</td>
<td>Yes</td>
<td>Place offered</td>
</tr>
<tr>
<td>2nd</td>
<td>Hampden Gurney C of E Primary School</td>
<td>Yes</td>
<td>Withdrawn as higher offer met</td>
</tr>
<tr>
<td>3rd</td>
<td>Gateway Academy</td>
<td>Yes</td>
<td>Withdrawn as higher offer met</td>
</tr>
<tr>
<td>4th</td>
<td>Essendine Primary School</td>
<td>Yes</td>
<td>Withdrawn as higher offer met</td>
</tr>
<tr>
<td>5th</td>
<td>George Elliot Primary School</td>
<td>No</td>
<td>Withdrawn as higher offer met</td>
</tr>
<tr>
<td>6th</td>
<td>King Solomon Academy</td>
<td>Yes</td>
<td>Withdrawn as higher offer met</td>
</tr>
</tbody>
</table>

Example 2

<table>
<thead>
<tr>
<th>Preference rank</th>
<th>School</th>
<th>Criteria met?</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>George Elliot</td>
<td>No</td>
<td>Placed on waiting list</td>
</tr>
<tr>
<td>2nd</td>
<td>St. Joseph’s Catholic School</td>
<td>Yes</td>
<td>Place offered</td>
</tr>
<tr>
<td>3rd</td>
<td>Gateway Academy</td>
<td>No</td>
<td>Withdrawn as higher offer met</td>
</tr>
<tr>
<td>4th</td>
<td>Robinsfield Infant School</td>
<td>Yes</td>
<td>Withdrawn as higher offer met</td>
</tr>
<tr>
<td>5th</td>
<td>No preference made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td>No preference made</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You need to be realistic when deciding your school preferences. This is because you may not receive an offer at any of your preferred schools if your child does not meet the criteria. That may happen if, for example, you live too far away from the school based on outcomes for previous years or you name an oversubscribed church school but do not attend church and therefore would not meet a high enough priority against the school’s admission criteria.

A breakdown of last year’s admissions to each Westminster school is included in the schools section of this brochure on pages 24–71. You will find this information is available for all schools in the respective local authority brochure, which can be accessed online. Neighbouring London local authority website addresses and contact details can be found on page 80.

NOTIFYING YOU OF THE OUTCOME

All Westminster resident applicants will receive a notification letter* with the outcome of their application on 19th April 2017. If you made your application online, you will be able to log onto the eAdmissions site using your username and password during the evening of 18th April 2017 to view the outcome of your application and accept or decline any offer made. The notification letter will include a reply slip and should only be returned if you did not apply online.

The letter will tell you the following, depending on the outcome of your application:

• The name of the school that can offer you a place. If it is not been possible to offer any of the schools you applied for, the nearest alternative school will be offered to you, if there is one available.

• That any preferences for schools listed lower than the school offered have been withdrawn.

• How to accept the place you have been offered. You should not reject the place unless you have a place secured elsewhere and should indicate the name of the alternative school on the reply slip (or online).

• If you have not been offered one of your school preferences, the reason why and who to contact for further information*.

• Waiting list and appeal information and who to contact for further details.

• The details of schools which have vacancies, if you did not receive an offer for any of your preferences and you do not want to accept the alternative school offered to you.

* The notification letter does not go into the detail of why a place could not be offered, and can only inform you your child did not receive a high enough priority in the oversubscription criteria. You will be able to obtain more detailed information from the local authority where the school is located or the school itself if it is its own Admission Authority. Please contact the Admissions Team in the first instance. They will be able to advise you.
WAITING LISTS

Your child’s name will automatically be added to the waiting list for any Westminster schools that could not be offered. Any schools you named as a lower preference than the school offered to your child would have been withdrawn under the coordinated arrangements. You will need to re-apply to these schools if you want your child to be included on a waiting list.

If you have not been offered a place for a voluntary aided school, Free School, Academy or a school in another borough and require waiting list information, you will need to contact the school or the borough that maintains the school.

All places on the waiting list are ordered in accordance with the published admission criteria and waiting list ranking. Waiting list positions for community schools will not be available until 16th May 2017.

The governors will decide who is offered any subsequent vacancies at voluntary aided schools, Free Schools or Academies in line with the published admission criteria and waiting list ranking. You will be notified of any offer that can be made by the Admissions Team after 16th May 2017.

A child’s position on the waiting list can go down as well as up. For example, if a new application is submitted for a community school and they live closer to the school, the waiting list will need to be revised. The offer of a place does not depend on the length of time your child’s name has been on the waiting list and there can never be any guarantee a place will be offered.

Waiting lists for Westminster community schools are maintained by the Admissions Team. You will be contacted at some point during the academic year to indicate continued interest. If you do not respond, your child’s name will be removed from the list unless you inform us otherwise. This exercise is carried out to ensure waiting lists only ever include children who would take up an offer for a school if it became available.

APPEAL ARRANGEMENTS

You have the right of appeal to an independent panel against the decision to refuse your child a place at any school which you named on the Westminster application form.

Since September 2001 (subject to certain very limited exceptions) infant reception, Year 1 and Year 2 classes have not been allowed by law to contain more than 30 pupils if the class has only one teacher. The power to uphold appeals in these circumstances is very limited.

An appeal panel can only uphold an appeal where it is satisfied:

• The decision to refuse your child was unreasonable in legal terms;
• An error occurred in carrying out the school’s admission arrangements that prevented your child being offered a place; or
• The admission arrangements for the school were unlawful and, had they been lawful, your child would have been offered a place.

The notification letter which you will receive on 19th April 2017 will tell you how to lodge an appeal. Appeals for community schools should be lodged by 26th May 2017 and sent to the Admissions Team to ensure they are heard before the end of the summer term.

Appeals for voluntary aided schools should be made directly to the governing body, as detailed in your notification letter, as each school will have its own appeal arrangements in place.

Coram Child Law Advice provides free independent advice on the admissions process and legal advice on education issues. You can call 0300 330 5485, Monday to Friday from 8am-8pm for advice, or visit childlawadvice.org.uk/information-pages/school-admissions for more details.

MAKING FINAL ARRANGEMENTS FOR STARTING SCHOOL

The law requires your child must receive full-time education from the start of the term following their fifth birthday. A review of the Primary Curriculum in 2009 recommended all parents should have the right to start their child in the September following their fourth birthday if they feel this is best for their child. All offers will be made for children to start school at the beginning of the autumn term. Parents will also have the option to start their child on a part-time basis or defer their child’s entry.

If you decide you would prefer to defer your child’s entry to the school offered, that place will be held for your child and will not be offered to another child. You would not, however, be able to defer entry beyond the beginning of the term after your child’s fifth birthday, nor beyond the academic year for which the application was accepted. For example, if your child was born in August 2012, you will not be able to defer entry to September 2017, as this will be the start of the next academic year.

If you decide you would prefer your child to start school on a part-time basis, the school will inform you of the part-time hours available your child will be expected to attend. Each school will have different arrangements in place and will be dependent on their staffing, resources and how their infant classes are organised. You will not be able to choose your own part-time hours.

Westminster Your choice for primary education 2017 Apply online at westminster.gov.uk/admissions
FREQUENTLY ASKED QUESTIONS

What does the law require?

Of parents:
It is the duty of the parent of every child aged five to 16 to ensure the child receives efficient, full-time education, suitable to his or her age, ability or aptitude (and to any special need), either by regular attendance at school or otherwise.

Of local authorities:
It is the duty of every local authority to ensure sufficient primary and secondary schools of appropriate character and with necessary equipment are available to provide all pupils in the area with education suitable to their different ages, abilities and aptitudes.

Does the law guarantee my child a place in the school of my choice?

No. The law states parents may express a preference for any school. However, if more parents express a preference for a school than the number of places available, there has to be an order of priority to decide which children to offer places to. The law allows parents to appeal to an independent panel if their child is refused a place at a school of their preference. Please refer to the section on appeals on page 18 for further information.

Will a school know where I listed it in my application?

No. All applications are treated equally against each school’s published admission criteria. Schools are not provided with the preference order as it has no relevance to the decision-making process.

Do I have priority for a school place in the borough that I live in?

No. It is against the law for local councils to give priority to their own residents.

Can I change or withdraw my preferences after I have submitted my application?

Once you have submitted your application, you can change the order of your preferences and the schools you have listed up until the closing date. Changes cannot be made to your application after the closing date.

The distance you have calculated from my home to the school is further away than the distance I have calculated on a measuring system I used on the internet. What do I do?

The council’s geographical measuring system is used for calculating distances from home to school. Distances measured by other means (e.g. private car, pedometer or on the internet) are likely to be calculated on a different basis and should not be relied upon as evidence the council’s distance calculation is incorrect. The council’s measurement system is designed to be precise, reliable and consistent, and is used for all applications.

If I decide that I prefer a school I listed lower than the school I was offered, can I be considered for a place?

Any preferences that are listed lower than the school offered are automatically withdrawn, so any lower preferences will no longer exist. Any requests after offers have been made for lower preferences will be treated as a new late application. If the school has a vacancy, then it will be possible to offer your child a place and withdraw the original offer made to you. If the school is full your child’s name will be added to the waiting list but you will normally be ranked on the school waiting list below all other applicants for the school.

I have just moved to Westminster. How do I apply for a school place?

If you have just moved in to Westminster and your child is due to start reception, you should contact the Admissions Team as soon as possible. You will not be able to apply directly to the schools.
PRIMARY SCHOOLS IN WESTMINSTER

COMMON DEFINITIONS

The following common definitions will apply to each school, Free School and Academy in this section. You are, however, advised to read the full admission arrangements, which can be obtained directly from the respective school, its website and the council website.

For all schools included in this brochure, children with a statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan that names the school will be allocated a place before any other allocations are made. Further information can be found on page 75.

Children from multiple births (eg twins, triplets)
Each school must set out in its admission arrangements how it considers applicants from multiple births when the admission limit may be exceeded to admit all children. In most cases, places will be offered to all children as this is an exception to infant class size regulations. You are, however, advised to check the full policy for the school(s) you are applying for if this is a concern for you as different rules may apply.

Children of staff*
Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage. Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:
- 3 children throughout the whole school (for single form entry schools)
- 4 children throughout the whole school (for 1 ½ form entry schools)
- 5 children throughout the whole school (for 2 form entry schools, and upwards)

Exception to the above will apply to children of multiple birth or those born in the same academic year.

All such applications must be submitted to the local authority and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

*The above applies to community schools only.

Voluntary aided schools and academies that have this as a criterion will have their own definition.

Distance from home to school

Unless indicated otherwise in the individual admission criteria for each school, distances are calculated using a straight line (as the crow flies) measurement from the child’s home ‘address point’ (determined by Ordnance Survey data) to the main school gate (as determined by Westminster using its computerised measuring system). The child living closest to the school will receive the highest priority; accessibility by car or public transport will be disregarded. If applicants share the same address point (for example, those who live in the same block of flats or shared house), priority will be given to those who live closest to the ground floor, and then by ascending flat number order. Routes are measured to four decimal places (if necessary).

If, in the unlikely event two or more applicants live exactly the same distance from the school, the offer of a place will be decided by random allocation, which will be carried out independently of the school.

Exceptional Need

If this priority forms part of the school’s admission criteria, the local authority or the governing body may, on an individual basis, give priority to applicants who can demonstrate admission to the school is necessary on the grounds of professionally supported educational, medical and/or social need and no other school can meet this need. The parent/carer must supply details of any special factors at the time of the original application, together with recent supporting documentation. Such applications will not be considered without professional support – such as a letter or report from a doctor, consultant or social worker. Further guidance can be found on page 75.

Looked After Children (also referred to as 'in Public Care')

Children in care of the local authority and children who have been adopted or made subject to a child arrangement or a special guardianship order immediately following having been Looked After. The child’s social worker must submit a letter to the Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child’s full name and current address.

Siblings (brothers and sisters)

Children already attending the school who will continue to do so on the date of admission of the applicant. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant.

Further information can be found on page 75.
COMMUNITY SCHOOLS

ADMISSION CRITERIA FOR

- Barrow Hill Junior School
- Edward Wilson Primary School
- Essendine Primary School
- George Eliot Primary School
- Hallfield Primary School
- Queen’s Park Primary School
- Robinsfield Infant School

In each of the school’s entries that follow there is a section outlining the way in which places were offered for September 2016. The admission number stated is the number of children the school can admit into the reception year. You can compare this figure with the number of people who expressed a preference for the school on their application form last year. When on-time applications exceed the number of places available (also referred to as oversubscribed), the school’s admissions criteria are used to determine the priority order of offers to be made.

Where a school is oversubscribed, home-to-school distance is the major factor in allocating places for community schools. To help you to make an informed decision when deciding which schools to apply for, the distance of the last applicant offered has been included for oversubscribed schools (all distances are shown in miles). Each entry will also show the number of siblings offered and, if relevant, places allocated to children with SEN or EHC plans and Looked After Children.

It is important to be aware the above information is provided to help you to make an informed decision when deciding which schools to apply for. How places are offered will vary from year to year and will be dictated by the overall number of applications submitted for each school and the number of siblings. There is therefore no guarantee your child will be offered a place if your home-to-school distance falls within the distance reached for applicants offered in 2016.

Please refer to the full admissions arrangements available on the Westminster website: westminster.gov.uk/determined-admission-arrangements

Applicants with a signed SEN or EHC plan that names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

If there are more applications to the school than there are places available, places will be allocated in the following order of priority.

1. Children in Public Care (also known as Looked After Children) in the care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been Looked After. The child’s social worker must submit a letter to the Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child’s full name and current address.

2. The director of school’s services, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate a particular community school is necessary on the grounds of professionally supported educational, medical and/or social need and, if relevant, places allocated to children with SEN or EHC plans and Looked After Children.

3. To brothers and sisters (siblings) of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in reception to Year 6 at the time of admission, not nursery. At Robinsfield Infant School, sibling priority would also extend to applicants with a sibling attending Barrow Hill Junior School and vice versa.

4. Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

5. Children living nearest to the school calculated as a straight line. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child’s home ‘address point’ determined by Ordnance Survey data, to the nearest entrance for pupils, as determined by Westminster City Council, using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house), priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If two or more applicants live exactly the same distance from the school, the offer of a place will be decided by random allocation.
BARROW HILL JUNIOR SCHOOL

SUMMARISED ADMISSION CRITERIA
Please note Barrow Hill is a junior school which admits pupils from Year 3. The admission criteria are those agreed by the council for all its community schools, but priority is given first to children on the roll of Robinsfield Infant School and sibling priority includes children with a brother or sister at Robinsfield Infant School.

HOW PLACES WERE OFFERED IN 2016
Siblings: 16 offers
Attending linked infant school: 36 offers
Nearest to the school: 8 offers up to 3.8043 miles.

APPEALS INFORMATION
No appeals lodged.

EDWARD WILSON PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
If there are more applications than places available, Westminster City Council, as the Admission Authority, will allocate places in the following order of priority:
1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Children of staff*.
5. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 91
All on-time applicants were offered.

APPEALS INFORMATION
No appeals lodged.

* Please refer to page 22 for common definitions and page 24 for the full admission policy and criteria for Westminster City Council community schools.
ESSENDINE PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

If there are more applications than places available, Westminster City Council, as the Admission Authority, will allocate places in the following order of priority:

1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Children of staff*.
5. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 140
All on-time applications were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to page 22 for common definitions and page 24 for the full admission policy and criteria for Westminster City Council community schools.

GEORGE ELIOT PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

If there are more applications than places available, Westminster City Council, as the Admission Authority, will allocate places in the following order of priority:

1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Children of staff*.
5. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 163
SEN/EHC: 1 place allocated to a child with SEN/EHC
Siblings: 22 offers
Distance: 37 offers (furthest distance 0.5926 of a mile)

APPEALS INFORMATION

No appeals lodged.

* Please refer to page 22 for common definitions and page 24 for the full admission policy and criteria for Westminster City Council community schools.
HALLFIELD PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
If there are more applications than places available, Westminster City Council, as the Admission Authority, will allocate places in the following order of priority:
1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Children of staff*.
5. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 103
All on-time applicants were offered.

APPEALS INFORMATION
No appeals lodged.
* Please refer to page 22 for common definitions and page 24 for the full admission policy and criteria for Westminster City Council community schools.

QUEEN’S PARK PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
If there are more applications than places available, Westminster City Council, as the Admission Authority, will allocate places in the following order of priority:
1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Children of staff*.
5. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 119
SEN/EHC: 2 places allocated to children with SEN/EHC
Siblings: 19 offers
Distance: 21 offers (furthest distance 0.3179)

APPEALS INFORMATION
No appeals lodged.
* Please refer to page 22 for common definitions and page 24 for the full admission policy and criteria for Westminster City Council community schools.
ROBINSFIELD INFANT SCHOOL

SUMMARISED ADMISSION CRITERIA

If there are more applications than places available, Westminster City Council, as the Admission Authority, will allocate places in the following order of priority:

1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Children of staff*.
5. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 159

Siblings: 17 offers
Distance: 43 offers (furthest distance 0.6107)

APPEALS INFORMATION

No appeals lodged.

* Please refer to page 22 for common definitions and page 24 for the full admission policy and criteria for Westminster City Council community schools.
ACADEMIES, FREE SCHOOLS AND VOLUNTARY AIDED SCHOOLS

ADMISSION CRITERIA FOR ACADEMIES, FREE SCHOOLS AND VOLUNTARY AIDED SCHOOLS

Most church primary schools provide a Supplementary Information Form (SIF) and/or Priest Reference Form which you are advised to complete.

The forms for Westminster schools can be obtained direct from the school, on the school’s own website, or visit westminster.gov.uk/admissions.

In all cases, you must include the church school(s) you want to apply for in your list of preferences on the main application. If you only complete a SIF, your application will not be considered.

The SIF and all additional documents required must be returned to the school. The same will apply for church schools in neighbouring local authorities. If you name the school in your application and do not complete a SIF, your child will be considered but it will reduce the chances of your child being offered a place if the school is oversubscribed. The school will not have any information to consider when judging your application against its admission criteria and, as such, your application will be ranked very low when decisions are made. It is therefore important you complete both.

The way in which places were offered for September 2016 is indicated at the end of the entry for each school. Please note places were offered in accordance with the policy for 2016–17, so there may be changes in the 2017–18 policies published in this brochure. If you are not sure and need further advice on the chances of your child being eligible please contact the school directly.
ALL SOULS PRIMARY C OF E
PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

In the event of over-subscription, the governing body admits children to the school in the following order of priority:

1. Looked After Children* who are regular members of the Church of England**.
2. Children of parents/carers who are committed members of a local Christian church for whom All Souls is the nearest primary school.
3. Other Looked After Children*.
4. Children of parents/carers who are committed members of and regular worshippers at All Souls Church or Clubhouse.
5. Children who will have a sibling at the school at the time of admission.
6. Children of staff employed by the school:
   a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
   b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children who have previously had a nursery place at the school.
8. Children whose parents/carers satisfy the governors there is an exceptional need for education at this school for medical or social reasons. This would need to be supported by professional evidence*.
9. Any other children.

Tie-break:

Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016

Total number of applications: 54
All on-time applications were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.

ARK ATWOOD PRIMARY ACADEMY

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, the governing body will issue places according to the following order of priority:

1. Looked After Children*.
2. Children of staff where there is a demonstrable skills shortage. Priority will be limited to one place for each form of entry in any year.
3. Siblings*.
4. Distance from home to school*.

Tie-break: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw, which will be supervised by someone independent of the Academy.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 308
SEN/EHC: 2 places allocated to children with SEN/EHC
Children of staff: 1 offer
Siblings: 27 offers
Distance from home to school: 30 offered up to 0.2188 of a mile.

APPEALS INFORMATION

1 heard, 0 upheld.

* Please refer to common definitions on page 22.

SCHOOL INFORMATION

ARK ATWOOD PRIMARY ACADEMY

Headteacher
Daniel Upfield
Type of school
Academy
DfE number
213 2000
Admission number
60
After-school club
Yes
Nursery
Yes
School uniform
Yes
Breakfast club
Yes
Supplementary form
No
Nearest Tube stations
Warwick Avenue (Bakerloo Line); Royal Oak (Hammersmith & City Line)
Bus routes
18, 36
Address
Amberley Road, W9 2JY
Telephone
020 7266 7070
Email
info@arkatwoodprimary.org
Website
arkatwoodprimary.org
Visiting days information
Please contact the school.
ARK PADDINGTON GREEN PRIMARY ACADEMY

SUMMARISED ADMISSION CRITERIA
If there are more applications than places available, Westminster City Council, as the Admission Authority, will allocate places in the following order of priority:
1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Children of staff*.
5. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 91
All on-time applications were offered.

APPEALS INFORMATION
No appeals lodged.

BURDETT-COUTTS AND TOWNSHEND FOUNDATION C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications than the number of places available, places will be offered according to the following order of priority:
1. Looked After Children*.
2. Children with a sibling on roll*.
3. 50% of the remaining places are foundation places**, available in the first instance to:
   a. Children whose families worship regularly at St. Stephen's with St. John, Westminster.
   b. Children whose families worship regularly at other churches.
Of the remaining places 50% are open places available on the basis of proximity* of the child’s home to the school.
Any unsuccessful applications for foundation places will be automatically included among applications for open places.
Any unfilled foundation places will be added to the open places available.
Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 75
All on-time applications were offered.

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.
CHRIST CHURCH BENTINCK C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
In the event of over subscription the governing body will admit children to the school in the following order of priority:
1. Looked After Children*.
2. Exceptional Need*.
After the allocation of places under the above criterion, 50% of remaining places will be allocated as foundation places and the remainder as open places.

Foundation places
3. Children of practising** members of the Church of England, who attend St. Paul’s Church and St. Cyprians Church Clarence Gate, who have a brother or sister in the school at the time of attendance.
4. Children of practising** members of the Church of England living within the Parish of St. Paul’s and St. Cyprians Clarence Gate churches.
5. Children of practising** members of the Church of England.
6. Children of practising** members of a church, belonging to Churches Together in Britain and Ireland and the Evangelical Alliance.

Open places
7. Siblings*.
8. Children of other world religions or none, whose parents wish them to be educated within a Church of England school, who are living nearest the school*.

If the governors are not able to offer a foundation place to anyone applying for a foundation place, the application will be considered for an open place. If there are insufficient applications to fill the foundation places, the remaining places will be offered to applications for open places.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 70
All applicants were offered.

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.

Churchill Gardens Primary Academy

SUMMARISED ADMISSION CRITERIA
Where there are more applications than the number of places available, the governing body will issue places according to the following order of priority:
1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Distance from home to school as calculated by the shortest walking route.

Tie-break: First of all criterion 4 will be used as a tie-break if necessary in categories 2 and 3 above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 68
All applicants were offered.

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.
GATEWAY ACADEMY

SUMMARISED ADMISSION CRITERIA
Where there are more applications than the number of places available, places will be offered according to the following order of priority:
1. Looked After Children*.
2. Siblings*.
3. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 197
All applicants were offered.

APPEALS INFORMATION
No appeals lodged.
* Please refer to common definitions on page 22.

HAMPDEN GURNEY C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications than the number of places available, places will be offered according to the following order of priority:
1. Looked After Children*.
2. Baptised children of Church of England families who attend another Church of England Church**.
3. Baptised children of other Christian communions. These Christian communions are members of Churches Together in Britain and Ireland.
4. Baptised children of Church of England families who cannot show evidence of three years’ attendance, 26 times per year**.
5. All other children.

Tie-break: In prioritising applications in each of the above over-subscription criteria, first priority will be given to siblings*, then distance from home to school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 153
Criterion 2 and 3: 22 offers
Criterion 5: 8 offers

APPEALS INFORMATION
2 heard, 0 upheld.
* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.
KING SOLOMON ACADEMY

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, the governing body will issue places according to the following order of priority:

1. Looked After Children*.
2. Children of staff where there is a demonstrable skills shortage.
   Priority will be limited to one place for each form of entry in any year.
3. Siblings*.
4. Children of staff where there is no demonstrable skills shortage.
   Priority will be limited to one place for each form of entry in any year.
5. Distance from home to school*.

Tie-break: If the school is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw, which will be supervised by someone independent of the academy.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 224

Siblings: 28 offers
Distance from home to school: 32 offered up to 0.5322 of a mile

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

MILLBANK ACADEMY

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, the governing body will issue places according to the following order of priority:

1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Distance from home to school as calculated by the shortest walking route.

Tie-break: Category 4 will be used as a tie-break if necessary in categories 2 and 3 above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 153

Siblings: 19 offers
Distance from home to school: 41 offered up to 0.857 miles (shortest walking route)

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.
MINERVA ACADEMY

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, the governing body will issue places according to the following order of priority:

1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Nearest to the school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 17
All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

OUR LADY OF DOLOURS
CATHOLIC PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applicants for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic Looked After Children* and Catholic children who have been adopted or made subject to a residence or special guardianship order immediately following being looked after. This includes children with foster parents as per Section 22 of the Children’s Act 1989.
2. Baptised practising Catholic children who are resident in the Parish of Our Lady of Sorrows, Cirencester Street, W2 or the Parish of Our Lady of Lourdes, Harrow Road, W9**.
3. Baptised practising Catholic children resident in other parishes.
5. Catechumens and members of an Eastern Orthodox church.
6. Children of other Christian denominations whose parents wish them to have a Catholic education.
7. Children of other faiths whose parents wish them to have a Catholic education.
8. Any other applicants.

Exceptional Need*: The governing body will give top priority after the appropriate category of Looked After Children to an application where compelling evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 68
All applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.
PIMLICO PRIMARY

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, the governing body will issue places according to the following order of priority:

1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Distance from home to school as calculated by the shortest walking route.

Tie-break: First of all criterion 4 will be used as a tie-break if necessary in categories 2 and 3 above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 143
All on-time applications were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

SOHO PARISH C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

If there are more applications than places, places will be allocated in order of priority as follows:

1. Looked After Children*.
2. Siblings* of children who will be attending the school when the applicant starts.
3. Other children as calculated by distance from home to school*.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 78
All applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.
ST AUGUSTINE'S C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:
1. Looked After Children*.
2. Children whose parents or guardians worship regularly at St. Augustine's Church, Kilburn Park Road or another Anglican (Church of England) church**.
3. Children whose parents or guardians worship regularly at another Christian church or chapel which is a member of, or is in association with, Churches Together in Britain or Ireland or the Evangelical Alliance**.
4. Children whose parents or guardians live in the local community and attend occasionally St. Augustine's Church, Kilburn Park Road or another Anglican (Church of England) church**.
5. Children whose parents or guardians live in the local community and attend occasionally another Christian church or chapel which is a member of, or is in association with, Churches Together in Britain or Ireland or the Evangelical Alliance**.
6. Children who have a sibling* attending St. Augustine's Primary School.
7. Children whose parents or guardians worship regularly at any other Trinitarian Christian denomination**.
8. Children of other faiths whose parents or guardians live in the local community and worship regularly in other places of worship and who would value the education and ethos of a church school**.
9. Children whose home address is closest to the school*.

Tie-break: Tie-break in any category is determined by the shortest walking route from the main street entrance to the child's home address to the school gate.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 106

Category 2: 2 offers  Category 6: 9 offers
Category 3: 7 offers  Category 7: 9 offers
Category 4: 3 offers

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school's published arrangements. Please refer to the school prospectus or website, or Westminster City Council's website, for full details of the policy and admission arrangements.

ST BARNABAS' C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
In the event that there are more applications than places, the following criteria, in order of priority, are used to decide which children are to be admitted:
1. Looked After Children*.
2. Previously Looked After Children*.
3. Baptised children from families active in St. Barnabas' Church or other Anglican Church in Westminster (St. Margaret's) Deanery**.
4. Children from families active in Christian denominations as recognised by Churches Together in Britain and Ireland**.
5. Children with siblings* in the school (at the intended date of entry).
6. Children who live in the parish**.
7. Children of other faiths as recognised by Churches Together in Britain and Ireland whose parents wish them to attend a church school**.
8. Children who live closest to school*.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 33
All on-time applicants were offered.

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school's published arrangements. Please refer to the school prospectus or website, or Westminster City Council's website, for full details of the policy and admission arrangements.

SCHOOL INFORMATION
Headteacher
Suzanne Parry
Type of school
Church of England, voluntary aided
DfE number
213 5414
Admission number
30
After-school club
Yes
Nursery
Yes
School uniform
Yes
Breakfast club
Limited number of places
Supplementary form
Yes
Nearest Tube stations
Kilburn Park, (Bakerloo Line); Maida Vale (Bakerloo Line)
Bus routes
6, 16, 32, 94, 206, 316, 328, 332, 360
Address
Kilburn Park Road, NW6 5XA
Telephone
020 7328 0221
Email
office@stap.org.uk
Website
st-augustines-primary.co.uk
Visiting days information
Please contact the school.

SCHOOL INFORMATION
Headteacher
Ann Townshend
Type of school
Church of England, voluntary aided
DfE number
213 5418
Admission number
23
After-school club
Yes
Nursery
Yes
School uniform
Yes
Breakfast club
Yes
Supplementary form
Yes
Nearest Tube stations
St Barnabas Street, SW1W 8PF
Bus routes
11, 44, 137, 170, 211, 360, 452, C1, C10
Address
St Barnabas Street, SW1W 8PF
Telephone
020 7641 4232
Email
office@stbarnabasprimary.org.uk
Website
stbarnabasprimary.org.uk
Visiting days information
Please contact the school.
ST CLEMENT DANES C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

For each category, priority will be given to siblings of current pupils at the school.

1. Looked After Children*.
2. Children of qualified teachers working at the school who have been at the school for two years.
3. Children who are regular worshippers at the churches of St. Clement Danes, St. Mary le Strand or St. Paul's, Covent Garden**.
4. Siblings* of a child/children attending the school and who will be on the school roll when the child attends the school.
5. Children who live with parent(s)/carer(s) within the catchment area and who live closest to the school* (the boundary for the area will run down the middle of each of the streets around the edge of the map, and is the area as follows: from the Victoria Embankment along Middle Lane, into Fleet Street, along Chancery Lane, into High Holborn to New Oxford Street, along Charing Cross Road, through St. Martins Place, across the Strand to Northumberland Avenue. The catchment area then follows the River Thames east along the Victoria Embankment).
6. Children who live outside the catchment area who are regular worshippers at another Christian church, that is other than the churches of St. Clement Danes, St. Mary le Strand or St. Paul's, Covent Garden**.
7. All other children.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 303

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Offers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 3</td>
<td>4 offers</td>
</tr>
<tr>
<td>Category 4</td>
<td>14 offers</td>
</tr>
<tr>
<td>Category 5</td>
<td>5 offers</td>
</tr>
<tr>
<td>Category 6</td>
<td>7 offers</td>
</tr>
</tbody>
</table>

APPEALS INFORMATION

1 heard, 0 upheld.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.

ST EDWARD’S CATHOLIC PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Whenever there are more applications than of places available, places will be offered in the following order of priority:

1. Catholic Looked After Children*.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. A Catholic child with a Certificate of Catholic Practice who is resident in either the Parish of Our Lady’s, St. John’s Wood or the Parish of the Rosary, Old Marylebone Road**.
4. A Catholic child with a Certificate of Catholic Practice who lives outside the parishes of Our Lady’s, St. John’s Wood and the Parish of the Rosary, Old Marylebone Road.
5. Other baptised Catholic children.
6. Other looked after children*.
7. Other children who have a sibling in the school at the time of admission.
8. Children of baptised members of the Eastern Christian Churches.
9. Children of Christian traditions whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
10. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
11. Any other applications.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 86

All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.
ST GABRIEL’S C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:
1. Looked After Children*.
2. Children whose parents worship at St. Gabriel’s at least monthly and have done so for at least a year**.
3. Children whose parents worship at least monthly and have done so for at least a year in other Anglican churches**.
4. Children whose parents worship at least monthly and have done so for at least a year in other Christian churches** (as defined by the Churches Together in Britain and Ireland).
5. Children who are baptised Anglicans** (baptismal form will be required).
6. Children who are baptised by other Christian rites** (baptismal form will be required).

In each of the categories 2 to 6 parents should provide a supporting statement from their priest or minister.
7. Children who have siblings* already in the school, at date of entry to reception class.
8. Children whose parents live in the parishes of St. Gabriel’s, St. Saviour’s and St. James the Less.
9. Children of other faiths who practise their faith at least monthly and have done so for at least a year** (supporting statement from religious leader required).
10. Children who do not meet any of the previous criteria.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 57
All on-time applicants were offered.

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.

ST GEORGE’S HANOVER SQUARE C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:
1. Looked After Children*.
2. Children whose parents are committed Christians and who have worshipped at least once a month during the previous year at St. George’s Hanover Square or the Grosvenor Chapel**.
3. Children whose parents have worshipped at least once a month during the previous year at a neighbouring Anglican church**.
4. Children who have a sibling* attending the school.
5. Children living within the parish of St. George’s but of other Christian denominations, as defined by Churches Together in Britain and Ireland (CTBI), whose parents have worshipped at least once a month during the previous year at their place of worship**.
6. Children living outside of the parish of St. George’s who are of other Christian denominations that are members of CTBI and whose parents have worshipped at least once a month during the previous year at their place of worship**.
7. Children of other faiths who live within the parish and whose parents desire them to attend this school because of its religious tradition and who have worshipped at least once a month during the previous year at their place of worship**.
8. Children of other faiths who live outside the parish and whose parents desire them to attend this school because of its religious tradition and who have worshipped at least once a month during the previous year at their place of worship**.
9. Any other child.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 91
All on-time applicants were offered.

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements (also applies to St. James and St. John on the next page 56).
ST JAMES’ AND ST JOHN
C OF E VA PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:
1. Looked After Children* who are baptised in the C of E.
2. Baptised children of the C of E who are siblings* providing the family has had a continuous and regular relationship with St. James’ or St. John’s churches**.
3. Baptised children of the C of E from families who live in either parish and worship regularly**.
4. Baptised children of the C of E from families who live outside the parishes but who are frequent worshippers at either St. James’, Sussex Gardens or St. John’s, Hyde Park**.
5. Baptised children of the C of E from families who are frequent worshippers in Anglican parishes in Westminster which border the parishes of either St. James’ or St. John’s which: (i) do not have an attached school (ii) do have a school attached.
6. Baptised children of the C of E from families who are frequent worshippers in Anglican parishes in boroughs which border Westminster which: (i) do not have an attached school (ii) do have an attached school.
7. Other Looked After Children*.
8. Baptised children from families of other Christian denominations** whose families live within and regularly worship in the parishes of St. James’ or St. John’s**.
9. Baptised children from families of other Christian denominations recognised by Churches Together in Britain and Ireland whose families live and regularly worship in bordering parishes of St. James’ and St. John’s**.
10. Siblings* of children presently attending the school.
11. Children of families practising other world faiths who regularly attend a collective place of worship**. Priority given to those who live in the parishes of St. James’ or St. John’s or local to the school.
12. Children who live nearest to the school, measured by a straight line.
13. All other children.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016
Total number of on-time applications submitted: 70
Category 3: 5 offers
Category 11: 1 offer
Category 9: 3 offers
Category 12: 12 offers
Category 10: 5 offers

TELEPHONE: 020 7641 6218
Email: office@stjstm.co.uk
Website: stjstm.co.uk
Address: 4 Craven Terrace, W2 3QD
Nearest Tube stations: Lancaster Gate (Central Line); Paddington (District, Circle, Bakerloo and Circle Lines); Lancaster Gate (Central Line); Paddington (District, Circle, Bakerloo and Circle Lines); Bakerloo and Hammersmith (City Lines)
Bus routes: 36, 205, 332, 436, 46, 94, 148, 390, 7, 15, 23, 27, 25, 213 6218

ST JOSEPH’S CATHOLIC PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
In the event of there being more applicants than places, the criteria used to decide which children are to be admitted are as follows, and are placed in order of priority:
1. Catholic Looked After Children*.
2. Catholic children, baptised within one year from birth, of permanent teaching staff who have been teaching at the school for at least two years at the time of application**.
3. Catholic children, baptised within one year from birth, from practising Catholic families who live within the school’s catchment area.
4. Other Catholic children from practising Catholic families.
5. Other baptised Catholic children.
6. Other Looked After Children*.
7. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported in writing by their religious leader.
8. All other children.

Siblings*: When the offer of places to all applicants in any category listed above would lead to over-subscription, the attendance of a sibling* at the school at the time of enrolment will increase the priority of an application within each category.

Exceptional Need*: The governing body will give top priority to an exceptional need* of the child which can only be met at this school.

Parish list

SCHOOL INFORMATION
Executive headteacher
Violet Richardson
Type of school
Catholic, voluntary aided
DfE number
213 3473
Admission number
45
After-school club
Yes (at St. Augustine’s)
Nursery
Yes
School uniform
Yes
Breakfast club
No
Supplementary form
Yes
Nearest Tube station
Maida Vale (Bakerloo Line)
Bus routes
6, 16, 46, 98, 187, 332, 414, 139, 189
Address
Lanark Road, W9 1DF
Telephone
020 7286 3518
Email
office@stjosephsschool.org.uk
Website
stjosephsschool.org.uk
Visiting days information
Please contact the school.

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.
** The admission criteria have been summarised. You are advised to read the full policy and notes contained within the school’s published arrangements in order that you are fully informed of the requirements in relation to the religious elements. The full policy and admission arrangements can be found in the school prospectus or website, or Westminster City Council’s website.
ST LUKE’S C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked After Children*.
2. Children whose parents are committed members of and regularly worship in St. Luke’s Church, West Kilburn**.
3. Children whose parents are committed members of and regularly worship in other Anglican churches, churches and chapels of other Christian denominations**.
4. Children who will have a sibling* already in the school at the time they start attending the reception class.
5. Children who do not meet any of the previous criteria and who live closest to the school*.

Tie-break: Tie-breaking any category will be determined by distance from home to school*.

ST MARY MAGDALENE C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applicants for places than the number of places available, the governing body will offer places according to the criteria below in priority order:

1. Looked After Children*.
2. Children from Christian families who regularly attend worship at the parish church of St. Mary Magdalene, Paddington**.
3. Children from Christian families who regularly attend worship at other churches**.
4. Children from families active in other faiths**.
5. Children already attending St. Mary Magdalene Nursery.
6. Any other children.

Tie-break: Tie-breaking any category will be determined by distance from home to school*.

SCHOOL INFORMATION

Headteacher
Barbara Dunn

Type of school
Church of England, voluntary aided

DfE number
213 3496

Admission number
30

After-school club
Yes

Nursery
No

School uniform
Yes

Breakfast club
Yes

Supplementary form
Yes

Nearest Tube station
Queen’s Park (Bakerloo Line)

Bus routes
6, 36, 187, 316, 206

Address
Fernhead Road, W9 3EJ

Telephone
020 7641 5855

Email
office@stlukesprimary.org.uk

Website
stlukesprimary.org.uk

Visiting days information
Please contact the school.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 78
All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 27.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 27.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.
ST MARY OF THE ANGELS
CATHOLIC PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic Looked After Children*.
2. Baptised Catholic children from practising Catholic families who are resident in the Parishes of St. Mary of the Angels, Our Lady Queen of Heaven or Our Lady of Lourdes and St. Vincent de Paul.
3. Baptised Catholic children from practising Catholic families resident in other parishes.
4. Other baptised Catholics**.
5. Other Looked After Children*.
6. Catechumens and members of an Eastern Christian church.
7. Christians of other denominations whose application is supported by their minister of religion.
8. Children of other faiths whose application is supported by their religious leader.
9. Any other children.

Exceptional Need*: The governing body will give top priority, after Looked After Children* to an application where compelling evidence is provided at the time of application.

Siblings*: Where the offer of places to all applicants in any of the categories listed above would lead to over-subscription the attendance of a sibling at the school at the time of the enrolment will increase the priority of an application within each category.

Tie-break: Where the offer of places to all the applicants in any of the categories listed above could lead to over-subscription, the places up to the admissions number will be offered to those living the shortest distance from the school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 102

All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school’s website or Westminster City Council’s website, for details of the full policy and admission arrangements.

ST MARY’S BRYANSTON SQUARE C OF E SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked After Children*.
2. Children whose siblings currently attend St Mary’s Bryanston Square School and whose parents regularly attend St Mary’s Bryanston Square Church.
3. Children whose parents regularly attend St Mary’s Bryanston Square Church.
4. Children whose siblings currently attend St Mary’s Bryanston Square School and whose parents regularly attend another Christian church.
5. Children whose parents regularly attend another Christian church.
6. Children in order of nearness of the home to the school*.
7. Children who will have a sibling in the school at the time of enrolment.
8. Children in order of nearness of the home to the school*.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 90

All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school’s website or Westminster City Council’s website, for details of the full policy and admission arrangements.
ST MATTHEW’S C OF E SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked After Children*.
2. Children whose parents/carers have attended the parish church of St. Matthew’s Westminster at least once a month for the past year**.
3. Children who already have siblings* attending the school at the date of entry, whose parents/carers have attended a Christian church** at least once a month for the past year.
4. Children whose parents/carers have worshipped at another Christian church at least once a month for the past year**.
5. Children whose parents/carers have worshipped at another Christian church at least once a month for the past year**.
6. Children who already have siblings* attending the school at the date of entry but do not meet the previous criteria.
7. Children whose parents/carers have worshipped at another world faith at least once a month for the past year who want them to attend this school because of its religious tradition**.
8. Children whose parents/carers do not meet the previous criteria but want their child to attend because of the school’s religious tradition and currently attend St. Matthew’s Nursery.
9. Children whose parents/carers do not meet the previous criteria but want their child to attend because of the school’s religious tradition and currently attend St. Matthew’s Westminster at least once a month for the past year.

Tie-break: Tie-break in any category will be determined by distance from home to school*

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 57
All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.

ST PETER’S C OF E SCHOOL
(CHIPPENHAM MEWS)

SUMMARISED ADMISSION CRITERIA

Overall priority with the admission criteria will be given to Looked After Children*, then the remaining places will be allocated in the ratio of 80% foundation places and 20% open places according to the following criteria:

1. Foundation places**
   1.1 Children whose parents or guardians have worshipped at St. Peter’s Church, Elgin Avenue or St. Mary Magdalene’s Church, Warwick Estate at least once a month throughout the year preceding the date of application and who will have a sibling* attending.
   1.2 Children whose parents or guardians have worshipped at St. Peter’s Church, Elgin Avenue or St. Mary Magdalene’s Church, Warwick Estate at least once a month throughout the year preceding the date of application but who will not have a sibling attending.
   1.3 Children whose parents or guardians have worshipped at another Christian church at least once a month throughout the year preceding the date of application but who will not have a sibling attending.
   1.4 Children whose parents or guardians have worshipped at another Christian church at least once a month throughout the year preceding the date of application and who will have a sibling* attending.
   1.5 Children whose parents or guardians have worshipped at another Christian church at least once a month throughout the year preceding the date of application, then the remaining places will be allocated in the ratio of 80% foundation places and 20% open places to anyone applying for a foundation place, the application will be considered for an open place according to the criteria for open places.
   1.6 Children whose parents or guardians have worshipped at another Christian church at least once a month throughout the year preceding the date of application but who will not have a sibling attending.

Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school*. If the governors are not able to offer a foundation place to anyone applying for a foundation place, the application will be considered for an open place according to the criteria for open places.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 123
SEN/EHC: 1 Place allocated to a child with SEN/EHC
Category 1.1: 1 offer
Category 1.3: 1 offer
Category 2.2: 13 offers

Category 1.2: 4 offers
Category 1.4: 2 offers
Category 2.3: 8 offers

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school's published arrangements.
ST PETER’S EATON SQUARE
C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked After Children*.
2. Baptised children whose parent(s) or guardian(s) regularly worship at St. Peter’s Eaton Square Church**.
3. Siblings* already in the school at the date of entry.
4. Baptised children whose parent(s) or guardian(s) regularly worship at a Church of England church in the Deanery of Westminster (St. Margaret), which has no Anglican school of its own**.
5. Baptised children whose parent(s) or guardian(s) regularly worship at a Church of England church**.
6. Baptised children whose parent(s) or guardian(s) regularly worship at another Christian church**.
7. Unbaptised children whose parent(s) or guardian(s) regularly worship at a Christian church**.
8. Others.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW MANY PLACES WERE OFFERED IN 2016:
Total number of on-time applications submitted: 147
Category 2: 26 offers
Category 3: 13 offers
Category 4: 6 offers
Category 5: 5 offers

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements.

ST SAVIOUR’S C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked After Children* who are baptised and practising within the Church of England**.
2. Other Looked After Children.
3. Baptised children who are regular frequent worshippers with their parent(s) or legal guardian(s) at either of the churches in the Parish of Little Venice (St. Saviour Warwick Avenue and St. Mary-on-Paddington Green).
4. Baptised children of Christian staff members who have been employed directly by the school for at least two or more years, and can demonstrate regular and frequent worship.
5. Baptised children who are regular frequent worshippers, with their parent(s) or legal guardian(s), in other Anglican parishes which: (i) do not have an attached school and (ii) do have an attached school.
6. Children who currently attend St. Saviour’s School Nursery.
7. Children who are regular frequent worshippers, with their parent(s) or legal guardian(s) at other Christian denominations.
8. Children of staff members from other faiths, who have been employed directly by the school for at least two or more years.
10. Children who are regular worshippers with their parent(s) or guardian(s) within the other major world faiths.
11. Children living closest to the school (Shirland Road entrance)*.
   In the event of oversubscription, priority for a place in the reception class will be given to children already in the nursery class, provided all the worship criteria have been fulfilled and they have been attending for at least two years.
   Further tie-break: Distance from home to school*.

HOW PLACES WERE OFFERED IN 2016:
Total number of on-time applications submitted: 148
Category 2: 30 offers

APPEALS INFORMATION
No appeals lodged.

* Please refer to common definitions on page 22.
** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements.
ST STEPHEN’S C OF E PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

The governing body has responsibility for admissions to the school and places are allocated according to the admission criteria, which are listed below in order of priority:

1. Looked After Children*.
2. Children whose families have worshipped at St. Stephen’s Church, Westbourne Park W2 at least monthly for at least a year**.
3. Children from families who live in the local area and worship at a Christian church and children from families who worship at a Christian church in the local area (the boundaries of the local area are Bayswater Road, Westbourne Street, Westbourne Terrace, Harrow Road, Great Western Road, Tavistock Crescent and Portobello Road. Both sides of these roads are included).
4. Children with a sibling* who will be in the school at the time the child starts Reception.
5. Children already attending the nursery class at St. Stephen’s.
6. Children of staff at the school if either or both of the following conditions are fulfilled:
   a. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
   b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children or families where there is a social or medical need*.
8. Children from families practising other world faiths who have attended a place of worship at least monthly for at least a year.
9. If there are remaining places, these will be offered to children living closest to the school*.

Tie-break: Tie-break in any category will be determined by distance from home to school**.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 46
All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.

ST VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

In the event of oversubscription places will be offered according to the following order of priority:

1. Catholic Looked After Children*.
2. Baptised Catholic** children from practising Catholic families with a sibling* on roll.
3. Baptised Catholic** children from practising Catholic families whose parent is a permanent member of staff and who has been employed at the school for at least two years at the time of application.
5. All other baptised Catholic children from practising Catholic families.
6. Other baptised Catholic children with a sibling*.
8. Other Looked After Children*.
10 All other applicants.

Exceptional Need*: The governing body will give top priority after the appropriate category of Looked After Children to an application where compelling evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 65
All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website, or Westminster City Council’s website, for details of the full policy and admission arrangements.
WESTMINSTER CATHOLIC PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, places will be offered in the following order of priority:

1. Catholic Looked After Children*.
2. Baptised Catholic** children from practising Catholic families with a sibling*.
3. Baptised Catholic children from practising Catholic families whose parent is a member of teaching staff and has been employed at the school for at least two years at the time of application.
5. Other baptised Catholic children from practising Catholic families who live outside the parishes of the Holy Apostles and Westminster Cathedral.
6. Other baptised Catholic children.
7. Other Looked After Children*.
8. Christians of other denominations whose parents wish to have a Catholic education whose application is supported by a religious leader.
9. Children of other faiths whose parents wish to have a Catholic education whose application is supported by a religious leader.
10. Any other applicants.

Exceptional Need*: The governing body will give top priority after the appropriate category of Looked After Children to an application where compelling evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Exceptional Need**: The governing body will give top priority after the appropriate category of Looked After Children to an application where compelling evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 117

Criteria 1: 1 offer
Criteria 2: 18 offers
Criteria 3: 11 offers
Criteria 4: 6 offers
Criteria 5: 4 offers
Criteria 10: 1 offer

No appeals lodged.

* Please refer to common definitions on page 22.

** The admission criteria have been summarised. You are advised to read the full policy and notes contained within the school’s published arrangements in order that you are fully informed of the requirements in relation to the religious elements. The full policy and admission arrangements can be found in the school prospectus or website, or Westminster City Council’s website.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.

** The above has been summarised. You must read the full admissions policy and notes contained within the school’s published arrangements. Please refer to the school prospectus or website for details of the full policy and admission arrangements.
WILBERFORCE PRIMARY SCHOOL

SUMMARISED ADMISSION CRITERIA

Where there are more applications than the number of places available, the governing body will issue places according to the following order of priority:

1. Looked After Children*.
2. Exceptional Need*.
3. Siblings*.
4. Distance from home to school*.

Tie-break: Tie-break in any category will be determined by distance from home to school*.

HOW PLACES WERE OFFERED IN 2016

Total number of on-time applications submitted: 57
All on-time applicants were offered.

APPEALS INFORMATION

No appeals lodged.

* Please refer to common definitions on page 22.
Image: Pupil from Hallfield Primary School
ADDITIONAL INFORMATION

IN-YEAR ADMISSIONS
westminster.gov.uk/admissions
020 7641 6433

An in-year admission is when an application for a school place needs to be made outside the normal admission round (the first year of entry to a school). In most cases your reason for making an application will be that you have moved to a new address, moved from abroad or you would like to transfer your child from one to school to another. There is a separate process for applying in-year for a school place.

SUPPORT FOR SCHOOL ATTENDANCE
020 7641 4000

After you have been allocated a school place, making sure your child attends school regularly and on time every day is really important, not only to make sure they have the best possible chance to get the most out of their education but also because children who are not in school are more likely to get into trouble outside school or be vulnerable. Parents have a legal responsibility to get their children to school, but if you are having difficulties with this, it is important you talk to school staff, who are there to help you.

You or school staff may feel you need some extra help. Each borough has professional staff who work with families with children who are not attending school. They are based in the Locality Teams and you can contact them on 020 7641 4000. This team will work with schools, children and parents to improve children’s attendance and reduce unnecessary absence and truancy.

There is also a central team – the ACE Team – concentrating on the following areas of work: attendance (processing legal action for non-attendance and issuing penalty notices), child employment and children in entertainment, and elective home education and children missing education. This team is based at Kensington Town Hall and can be contacted on 020 7745 6610.

CHILDREN WITH DISABILITIES TEAM
westminster.gov.uk/children-disabilities
020 7598 4921

This team offers information, advice, support and practical help to families with children who have a permanent and substantial disability or long-term illness that affects their everyday living. The team offers advice on how to access services available for children and young people who have disabilities. The initial way to contact the team is through the duty social worker who is available on 020 7598 4921. 9am–5pm, Monday to Friday.

SPECIAL EDUCATIONAL NEEDS AND EDUCATION, HEALTH AND CARE NEEDS ASSESSMENTS
westminster.gov.uk/special-education-and-additional-needs
020 7361 3311

The majority of children and young people with Special Educational Needs (SEN) or disabilities will have their needs met within local mainstream early years settings, schools or colleges. Westminster City Council ensures there are arrangements in place within these settings for identifying, assessing and making provision for pupils with SEN. If you believe your child has a special learning need, it is always advisable to discuss this with the headteacher when you visit the school to which you are thinking of applying. Each school has a budget for meeting the needs of pupils with SEN and will be able to talk to you about the support they provide for children with learning needs and how they will meet your child’s needs. The local authority expects mainstream schools to work with parents to track children’s progress and record the outcomes and agreed provision in an SEN support resourced plan.

Some children and young people with SEN or disabilities may need a level or type of support that cannot be provided by a mainstream school and/ or within a mainstream school’s budget. For such pupils it may be necessary to carry out an Education, Health and Care (EHC) needs assessment. The local authority can then decide whether an EHC plan should be written. An EHC plan details how a child’s additional needs will be met. If your child has an EHC plan or an SEN, the information set out in this booklet relating to the application process does not apply to you. To discuss the arrangements which will need to be made for your child please contact 020 7361 3311.

EDUCATIONAL PSYCHOLOGY SERVICE
westminster.gov.uk/education-psychology
020 7361 3311

Every school has the support of an educational psychologist – a specialist in how children, young people and young adults develop and learn. Help may be asked for when pupils show...
difficulties with their social-emotional (including well-being/mental health) behaviour, learning or progress generally in school. Educational psychologists can only directly work with a named pupil if parents/carers give informed consent. Parents/carers themselves may ask for their help through the school. Educational psychologists can also provide general consultative support and guidance for groups or school wide issues as well as research and training.

**ASSISTANCE WITH HOME-TO-SCHOOL TRAVEL**
westminster.gov.uk/assistance-home-to-school-travel
020 7745 6433

All children under 16 in full-time education can travel free on bus and tram services. All school pupils will be required to carry a Zip Oyster photocard to travel free on buses and trams. For further information, please visit the Transport for London (TfL) website at tfl.gov.uk

It is expected children who are resident in Westminster make use of the concessions offered by TfL, including free travel across London. However, there may be circumstances where travel assistance is required outside the scope of free arrangements offered by TfL. In this instance, Westminster City Council will take account of the statutory requirements. The full policy and application form are available at westminster.gov.uk/schooltravel or by contacting the Admissions Team.

**FAMILY INFORMATION SERVICE (FIS)**
westminster.gov.uk/family-information-service
020 7641 7929

The FIS provides a statutory information service to prospective parents, parents, carers, guardians, children and young people up to their 20th birthday. The service offers accurate, impartial information and guidance on childcare, activities for children and young people, and other children’s and young people’s services in Westminster. The FIS holds information on Ofsted-registered childcare, as well as holiday provision and services for young people and general information including help with childcare costs, healthy eating and parenting support.

Other available information includes:
- **Out-of-school childcare and play:** details of clubs providing childcare and play activities for 5 to 12-year-olds in your area.
- **Schools:** lists of primary and secondary schools, information on home education and independent schools.
- **Leisure:** swimming classes, soft play, dance, music, sport, library story-time, martial arts and other information on activities for children and young people.
- **Special needs:** support groups and services for children and young people aged up to 25.
- **Support groups for parents and carers:** contact details for local support groups such as children’s centres.

**FREE SCHOOL MEALS**
westminster.gov.uk/free-school-meals
020 7641 3412

Children whose parents receive any one of the following are entitled to free school meals:
- **Income Support.**
- **Income Based Jobseekers Allowance.**
- **Income-related Employment and Support Allowance.**
- **Support under Part VI of the Immigration and Asylum Act 1999 (parents who are supported by the National Asylum Support Service or their home local council’s central asylum team).**
- **Child Tax Credit,** provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty’s Revenue and Customs) that does not exceed £16,190 (as of 6th April 2012).
- **Working Tax Credit** during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week.
- **A guarantee element of State Pension Credit.**
- **Universal Credit.**

Please note that the government could change the criteria for eligibility at any time. Application forms are available from all Westminster schools or Pupil Benefits at westminster.gov.uk/free-school-meals

If your child attends a Westminster school, you should apply on a Westminster form regardless of where you live. Entitlements are reviewed yearly and parents are responsible for ensuring applications are renewed every year and Pupil Benefits is notified of any change in their circumstances or if their child changes school.

If you think your child is entitled to free school meals, it is very important you apply for them even if your child eats a packed lunch. This is because the amount of money a school receives from the government is linked to the number of children entitled to free school meals.
APPLYING FOR A NURSERY PLACE

There are four nursery schools and 32 nursery classes at primary schools maintained by the council, as well as a nursery class at King Solomon Academy.

NURSERY SCHOOLS

Dorothy Gardner Nursery Centre
The centre is run in conjunction with Children’s Services and offers integrated care and education.
Head of centre: Sanchia Lyon

- 293 Shirland Road, W9 3JY
- 020 8969 5835
- dorothygardner.co.uk
- office@dorothygardner.co.uk

Dorothy Gardner Nursery Centre
The centre is run in conjunction with Children’s Services and offers integrated care and education.
Head of centre: Sanchia Lyon

- 293 Shirland Road, W9 3JY
- 020 8969 5835
- dorothygardner.co.uk
- office@dorothygardner.co.uk

Mary Paterson Nursery School
Headteacher: Sylvie Gambell

- 13 Riverton Close, W9 3DS
- 020 8969 9683
- marypatersonnursery.co.uk
- office@marypatersonnurseryschool.co.uk

Portman Early Childhood Centre
The centre is run in conjunction with Children’s Services and Church Street Sure Start and offers integrated care, education and family support services for children and their families.
Headteacher: Joanna White

- 12 Salisbury Street, NW8 8DE
- 020 7641 5435
- portmancentre.co.uk

- 12 Salisbury Street, NW8 8DE
- 020 7641 5435
- portmancentre.co.uk

NURSERY CLASSES AT WESTMINSTER PRIMARY SCHOOLS

Nursery classes offer 15 hours of early learning a week. Full-time nursery places are allocated by schools to children who meet the agreed criteria. You are welcome to find out from each school whether it offers full-time places and how it allocates them. You will need to apply directly to the schools in the spring term to secure a nursery place for a September start. Some schools may allocate nursery places earlier, so please contact your chosen school directly for more information. Please note nurseries in primary schools may have limited vacancies for in-year admissions.

NURSERY CHILDREN TRANSFERRING TO RECEPTION CLASS

Please note there is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in its reception. There is a separate application procedure for reception class places at schools. All schools have admission criteria, which they use to allocate places when they are oversubscribed. It is also important to be aware that if you have a younger child attending the nursery section of the school you are applying to, the sibling connection does not apply. Only children who will be on roll of the main school when the new child starts school will be considered as a sibling link.

HOW TO APPLY

To apply for a nursery class place at a Westminster primary school or maintained nursery, you will need to apply directly to the school/nursery.

You are welcome to contact schools to arrange a visit and make an application.

ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS AND MAINTAINED NURSERY SCHOOLS

There may not be enough places in the nursery school or class to take all the children who would like to attend. For community schools and maintained nursery schools, where there are more applications than places, schools will allocate places in the following order:

1. Looked After Children and previously Looked After Children who ceased to be so because they were adopted or became subject to a child arrangement order. Priority also extends to applicants with a sibling attending Barrow Hill Junior School. This is in line with the linked sibling priority that already exists between these schools for admission from reception onwards.

2. Children with a sibling already attending the nursery school or class, or the main school of which the nursery school is part, at the time of admission. In the case of the nursery class at Robinsfield Infant School, this priority also extends to applicants with a sibling attending Barrow Hill Junior School.

3. Children with an exceptional medical or social need for a place at the particular school concerned.

4. Children for whom the school or nursery class is the nearest nursery provision in a community school. Prioritisation within this group is given to those living nearest to the school as measured by the shortest walking distance.

5. Children who live nearest the school as measured by the shortest walking distance.

VOLUNTARY AIDED SCHOOLS AND ACADEMIES

Voluntary aided schools and Academies have their own criteria for deciding which children should have a place in their nursery classes. Parents should contact each school directly for more information.

FULL-TIME NURSERY PLACES

The criteria for allocating full-time nursery places at schools differ between schools. Parents should contact each school directly for more information.

EARLY YEARS EDUCATION AND CHILDCARE

The council is responsible for supporting the delivery of quality education and childcare across Westminster. This is delivered through a range of early years and nursery settings, including 12 Children’s Centres, which provide family support, adult learning opportunities and access to employment advice.

Eligible parents of two, three and four-year-olds can access a funded part-time early education place for three hours a day, 15 hours a week, up to 38 weeks a year. Visit westminster.gov.uk/childcare, contact the Family Information Service: 020 7641 7929 or email fis@westminster.gov.uk for further information.

Tachbrook Nursery School
Headteacher: Liz Hillyard

- Cockburn House, Aylesford Street, SW1V 3RT
- 020 7641 8725
- tachbrookenursery.co.uk

NURSERY SCHOOLS

APPLYING FOR A NURSERY PLACE

There are four nursery schools and 32 nursery classes at primary schools maintained by the council, as well as a nursery class at King Solomon Academy.

NURSERY SCHOOLS

Dorothy Gardner Nursery Centre
The centre is run in conjunction with Children’s Services and offers integrated care and education.
Head of centre: Sanchia Lyon

- 293 Shirland Road, W9 3JY
- 020 8969 5835
- dorothygardner.co.uk
- office@dorothygardner.co.uk

Dorothy Gardner Nursery Centre
The centre is run in conjunction with Children’s Services and offers integrated care and education.
Head of centre: Sanchia Lyon

- 293 Shirland Road, W9 3JY
- 020 8969 5835
- dorothygardner.co.uk
- office@dorothygardner.co.uk

Mary Paterson Nursery School
Headteacher: Sylvie Gambell

- 13 Riverton Close, W9 3DS
- 020 8969 9683
- marypatersonnursery.co.uk
- office@marypatersonnurseryschool.co.uk

Portman Early Childhood Centre
The centre is run in conjunction with Children’s Services and Church Street Sure Start and offers integrated care, education and family support services for children and their families.
Headteacher: Joanna White

- 12 Salisbury Street, NW8 8DE
- 020 7641 5435
- portmancentre.co.uk

- 12 Salisbury Street, NW8 8DE
- 020 7641 5435
- portmancentre.co.uk

NURSERY CLASSES AT WESTMINSTER PRIMARY SCHOOLS

Nursery classes offer 15 hours of early learning a week. Full-time nursery places are allocated by schools to children who meet the agreed criteria. You are welcome to find out from each school whether it offers full-time places and how it allocates them. You will need to apply directly to the schools in the spring term to secure a nursery place for a September start. Some schools may allocate nursery places earlier, so please contact your chosen school directly for more information. Please note nurseries in primary schools may have limited vacancies for in-year admissions.

NURSERY CHILDREN TRANSFERRING TO RECEPTION CLASS

Please note there is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in its reception. There is a separate application procedure for reception class places at schools. All schools have admission criteria, which they use to allocate places when they are oversubscribed. It is also important to be aware that if you have a younger child attending the nursery section of the school you are applying to, the sibling connection does not apply. Only children who will be on roll of the main school when the new child starts school will be considered as a sibling link.

HOW TO APPLY

To apply for a nursery class place at a Westminster primary school or maintained nursery, you will need to apply directly to the school/nursery.

You are welcome to contact schools to arrange a visit and make an application.

ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS AND MAINTAINED NURSERY SCHOOLS

There may not be enough places in the nursery school or class to take all the children who would like to attend. For community schools and maintained nursery schools, where there are more applications than places, schools will allocate places in the following order:

1. Looked After Children and previously Looked After Children who ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

2. Children with an exceptional medical or social need for a place at the particular school concerned.

3. Children with a brother or sister already attending the nursery school or class, or the main school of which the nursery school is part, at the time of admission. In the case of the nursery class at Robinsfield Infant School, this priority also extends to applicants with a sibling attending Barrow Hill Junior School. This is in line with the linked sibling priority that already exists between these schools for admission from reception onwards.

4. Children for whom the school or nursery class is the nearest nursery provision in a community school. Prioritisation within this group is given to those living nearest to the school as measured by the shortest walking distance.

5. Children who live nearest the school as measured by the shortest walking distance.

VOLUNTARY AIDED SCHOOLS AND ACADEMIES

Voluntary aided schools and Academies have their own criteria for deciding which children should have a place in their nursery classes. Parents should contact each school directly for more information.

FULL-TIME NURSERY PLACES

The criteria for allocating full-time nursery places at schools differ between schools. Parents should contact each school directly for more information.

EARLY YEARS EDUCATION AND CHILDCARE

The council is responsible for supporting the delivery of quality education and childcare across Westminster. This is delivered through a range of early years and nursery settings, including 12 Children’s Centres, which provide family support, adult learning opportunities and access to employment advice.

Eligible parents of two, three and four-year-olds can access a funded part-time early education place for three hours a day, 15 hours a week, up to 38 weeks a year. Visit westminster.gov.uk/childcare, contact the Family Information Service: 020 7641 7929 or email fis@westminster.gov.uk for further information.
CONTACT DETAILS FOR NEIGHBOURING BOROUGHS

Detailed information about schools outside Westminster, Hammersmith & Fulham and Kensington and Chelsea is available directly from schools or the local authority in which they are situated.

Please remember to check the admission arrangements for your preferred schools to assess whether you are likely to be offered a place. You may also be required to complete a supplementary form. If you live outside Westminster but wish to apply for a school in Westminster, you will need to apply on the common application form of the local authority where you live.

**BRENT**
- brent.gov.uk
- school.admissions@brent.gov.uk
- 020 8937 3110

**CAMDEN**
- camden.gov.uk
- admissions@camden.gov.uk
- 020 7974 1625

**EALING**
- ealing.gov.uk
- mainroundadmissions@ealing.gov.uk
- 020 8825 5522

**HOUNSLOW**
- hounslow.gov.uk
- admissions@hounslow.gov.uk
- 020 8583 2721

**LAMBETH**
- lambeth.gov.uk/eadmissions
- 020 7926 9503

**WANDSWORTH**
- wandsworth.gov.uk
- admissions@wandsworth.gov.uk
- 020 8871 7316

CONTACT DETAILS FOR DIOCESAN AUTHORITIES

The Diocese of Westminster Education Service and London Diocesan Board for Schools provide additional information about education in Catholic and Church of England schools respectively.

**Diocese of Westminster Education Service (Catholic)**
- rcdow.org.uk/education
- 020 7798 9005

**London Diocesan Board for Schools (Church of England)**
- schools.london.anglican.org
- 020 7932 1100

---

Westminster Your choice for primary education 2017 Apply online at westminster.gov.uk/admissions
CONTACT DETAILS

✉️ schooladmissions@westminster.gov.uk
(strpost) westminster.gov.uk/admissions
📞 020 7745 6433