



Hints and tips Applying for a primary school reception year place to start from September 2015

If your child was born between
1st September 2010 and 31st August 2011,
you will need to apply for a primary school
place by 15th January 2015.



**APPLY ONLINE FOR
YOUR CHILD'S PRIMARY
SCHOOL PLACE**
westminster.gov.uk/admissions

**THE PAN-LONDON
ADMISSIONS SITE
OPENS ON 1ST
SEPTEMBER 2014**



The benefits of applying online

- It is quick and easy to do.
- You can apply from any location with internet access, 24 hours a day, seven days a week, up until the closing date: **Thursday 15th January 2015**.
- You can log back in to change or delete preferences up until 11.59pm on the closing date.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application with an application reference number.
- You are able to attach additional documents.
- During the evening of **Thursday 16th April 2015** you will be sent an email with the outcome of your application. Paper applicants will not know their result until they receive their letter on **Friday 17th April 2015**.
- All applicants – including those who applied online – will receive a letter in the post with the outcome of their application on **Friday 17th April 2015**.

Where to obtain the information you need

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

Westminster's full Admissions Brochure will be available online at **westminster.gov.uk/admissions** from September. It will also be available on request from the School Admissions Team.

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



Image by a pupil at
Hampden Gurney CE Primary School

Research, research, research!

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

You can do this by making sure you read the admission criteria to find out if your child is likely to be offered a place, and look at the previous year's intakes.

Visit the schools you are interested in and make a list of questions you would like to ask before you go. The School Admissions Team is also able to offer you advice based on previous years' intakes.

You should pay particular attention to the admission criteria for schools that receive a higher number of applications, and check in the Admissions Brochure how places were offered last year.

This information should give you an indication of how likely your child is to be offered a place. It is provided to you as a guide only and can change year to year depending on the number of applications received. There is no guarantee that your child will be offered a place at your local school; this will depend on how many applications are received for the places available.

Familiarise yourself with the admission criteria for schools

When you do your research, you will need to read the admission criteria for the school(s) you want to apply to.

You must read the criteria carefully, especially if it states that the school received more applications than places available in the previous year. When this happens, the admission criteria must be applied and places are offered in the priority order that is set out. Church schools will give priority to applicants that demonstrate practice of the respective faith.

Your child may already attend the nursery class of a primary school and you may wish for them to continue onto the reception class. In most cases this is not a problem, but you must still apply by the closing date. However, for the majority of schools, there is no priority for a child in the nursery to be offered a place in the reception class of the same school.



Image by a pupil at Millbank Academy

You can state up to six preferences

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

You should also consider other schools where you know you will have a good chance of gaining a place. Naming other schools will not affect your chances of being offered a place at a higher preference school. Schools are not informed of other preferences you have made or the order in which you place them.

Take special care how you order your preferences

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

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



Image by a pupil at Queen's Park Primary School

Do I need to provide additional information?

Most church schools require you to complete a supplementary information form (SIF). The SIFs for Westminster schools are available from the individual schools and on the Westminster City Council website. The primary schools Admissions Brochure states which schools require a SIF and/or any other documents. The online system will alert you when you enter a preference for any school that requires additional forms to be completed.

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

You must submit your application on time

You must submit your application by **Thursday 15th January 2015**. If you are a Westminster resident, you will not be able to apply online after this date, and will need to request a paper form.

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



Image by a pupil at Hampden Gurney CE Primary School



Image by a pupil at Hallfield Primary School

Will I definitely be offered one of my preferences?

No. To increase your chances of being offered a place at one of your preferred schools, you must do your research into the admission criteria for the schools you are interested in. The primary schools Admissions Brochure is a good source of information. You should make sure you include at least one school in your list where you are reasonably certain your child meets the criteria (i.e. brother or sister already at the school or your distance from home to school would have meant you would have gained entry in previous years).

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

What happens to the preferences that I have not been offered?

Any preferences lower than the offered school will be withdrawn. You will automatically be placed on the waiting list for school(s) that were not able to offer your child a place. You also have the right of appeal to an Independent Appeal Panel against the decision.

However, you need to be aware that by law, infant classes should not exceed 30, so there are very limited grounds that an appeal can be upheld. Further information can be obtained from the primary schools Admissions Brochure.



Image by a pupil at Queen's Park Primary School

Contacting the School Admissions Team

School Admissions Team

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

Telephone: **020 7745 6433**

Email: **schooladmissions@westminster.gov.uk**

Website: **westminster.gov.uk/admissions**