

# Hints and tips

Applying for a secondary  
school place for entry in  
September 2024



If your child was born between **1 September 2012**  
and **31 August 2013**, you will need to apply for a  
secondary school place by **31 October 2023**.

Apply online for your child's secondary school place  
[www.westminster.gov.uk/school-admissions](http://www.westminster.gov.uk/school-admissions)

The Pan-London eAdmissions site opens on  
**1 September 2023**.



City of Westminster

Schools

## THE BENEFITS OF APPLYING ONLINE

- It is quick and easy to do.
- You can apply online, 24 hours a day, seven days a week, up until the closing date: **31 October 2023**.
- 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 **1 March 2024** you will be sent an email informing you that your outcome is available.
- Once you have received this email, you can log onto the Pan-London eAdmissions website, **www.eadmissions.org.uk** and accept or decline your offer.

If you would prefer to complete a paper application form, please contact the Admissions Team (contact details on the back page).

## WHERE TO OBTAIN THE INFORMATION YOU NEED

Each September all local authorities provide information for parents that sets out the admissions process and procedures. This leaflet has been produced to provide you with some basic hints and tips on the application process and as a first point of reference to obtain more detailed information.

Westminster's brochure will be available online from the beginning of September at **www.westminster.gov.uk/school-admissions**

The brochure explains the application process in detail and sets out the admission criteria for each school in Westminster.

Where possible, parents/carers are encouraged to access information online. You can also obtain more detailed information from each of the secondary schools by either attending open days/evenings, or visiting their websites.

All the contacts you will need can be found in the local authority brochure where the schools are located.

## RESEARCH, RESEARCH, RESEARCH

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

You can do this by:

- Reading the admission criteria to find out if your child is likely to be offered a place, and look at how places were offered in the previous year.
- Attending open days/evenings held at the schools. The dates and times are included in this leaflet.
- Checking if the school you want to apply to requires your child to take a test.
- Checking if the school requires additional forms to be completed. This would normally apply to church schools.
- Speak to your child's primary school. They will have knowledge of where pupils have applied in previous years and the schools that are normally offered.
- Contacting the Admissions Team for advice if you are unclear on how the system works. You will find contact details on the inside cover of this leaflet.

## FAMILIARISE YOURSELF WITH THE ADMISSION CRITERIA FOR SCHOOLS

When you begin researching schools, you will need to read the admission criteria for the school(s) you want to apply to. The admission criteria is often very different for each school so you must read the criteria carefully in order to assess the likelihood of your child being offered a place.

To give you some examples of what to check for:

- Church schools will give priority to applicants that can demonstrate practice of the respective faith if they receive more applications than places available.
- There are schools that will require your child to sit a fair banding test.
- Not all schools give priority to siblings so you will need to check this first.

- Distance from home to school is often used as a tie-breaker, but there are schools that use random allocation (lottery).
- Some schools have a priority area and/or feeder primary schools.

These are some factors that you need to be aware of when deciding which schools to apply for.

In all cases, if a school receives more applications than places available, the school's admission criteria must be applied. There is no guarantee that your child will be offered a place at your preferred school, even if it is the closest school to where you live.

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## YOU CAN APPLY FOR UP TO SIX SCHOOLS

Please remember that you can apply for up to six schools. Even after you have researched the schools and you have decided where to apply, unless you are confident that your child will be offered a place (for example there will be a brother or sister on roll and the school lists this as a priority in the criteria), you should not assume that your child will be offered a place.

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

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

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## TAKE SPECIAL CARE HOW YOU ORDER YOUR PREFERENCES

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

It is important that you list schools in the order of your preference. The reason for this is because if more

than one offer of a school is returned to us, you will be offered the school that is listed the highest.

For example if preference 2, 3 and 4 are returned as 'Offer', only preference 2 will be offered. Preference 3 and 4 offers will be withdrawn and put back in the coordinated system for other applicants. Your child's name will be placed on a waiting list for Preference 1 as this school could not make an offer.

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## DO I NEED TO PROVIDE ADDITIONAL INFORMATION?

There are some schools, usually church schools, which require you to complete a Supplementary Information Form (SIF). The SIFs for Westminster schools are available from the individual schools and on the Westminster City Council website.

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

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

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## YOU MUST SUBMIT YOUR APPLICATION ON TIME

You must submit your application by **31 October 2023**. If you submit your application form after this date without a valid reason, your

application will be considered after all of those which were submitted on time. This will greatly affect your chances of being offered the school you want.

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

You might not be offered one of your preferences, but to increase your chances of being offered one of your preferred schools, you must research the admission criteria for the schools you are interested in.

You should put at least one school in your list where you are reasonably certain your child ranks highly in the school's criteria.

As examples, this could be if there is a sibling already at the school and this is a high priority indicated in the school's criteria. Also, if your nearest school offers the majority of its places based on distance, then you are encouraged to add to your list of preferences.

As the majority of schools in the City of Westminster, and neighbouring boroughs will be full, any application you submit at a later stage may mean you will not qualify for a place but will be added to a waiting list.

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

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

Any preferences lower than the offered school will be withdrawn as these schools would have been placed back into the coordinated system and offered to other applicants.

You will automatically be placed on the waiting list for schools that were not able to offer your child a place.

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

## WESTMINSTER SECONDARY SCHOOL OPEN DAYS AND TEST DATES

## THE GREY COAT HOSPITAL

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

 020 7969 1998

To visit the school, parents must book an appointment via the website. All Open Events take place at the school site at Greycoat Place, SW1P 2DY. Language and Banding tests take place at the school site, 98 Regency Street, SW1P 4GH.

**Open events**

Tuesday 26 September, 1.45pm – 3.20pm  
 Wednesday 4 October, 1.45pm – 3.20pm  
 Monday 9th October, 1.45pm – 3.20pm  
 Thursday 12th October, with one evening session starting at 5.00pm and another at 6.00pm

**Language aptitude test**

Friday 13 October

**Banding test**

Friday 1 December

## HARRIS ACADEMY ST. JOHN'S WOOD

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

 020 7722 8141

**Open evening**

Thursday 5 October 2023, 5pm – 7pm

**Open mornings**

Tuesday 10 October, 9am – 10am  
 Thursday 12 October, 9am – 10am

## KING SOLOMON ACADEMY

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

 020 7563 6900

King Solomon Academy is an all-through school with no external places available to apply via the Pan-London Admissions Process. If you would like to apply for a place at this school to join a potential Year 7 waiting list, please contact the Admissions Team for advice on the in-year application route.

## MARYLEBONE BOYS' SCHOOL

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

 020 3143 7100

**Open evening**

Thursday 28 September, 5pm

**Open morning**

Tuesday 3 October, 9.15am  
 Thursday 5 October, 9.15am

## PADDINGTON ACADEMY

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

 020 7479 3900

**Open evening**

Thursday 12 October, 5pm – 7pm

**Open mornings**

Wednesday 27 September, 9am – 10am  
 Monday 2 October, 9am – 10am  
 Thursday 5 October, 9am – 10am

## PIMLICO ACADEMY

 [pimlico.futureacademies.org](http://pimlico.futureacademies.org)

 020 7828 0881

**Open mornings**

Tuesday 10th October, 9am – 10.30am  
 Tuesday 17th October, 9am – 10.30am

**Open evening**

Thursday 5th October, 4pm – 7pm

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

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

 020 7328 3434

**Open evening**

Tuesday 19 September 2023,  
 5pm – 7pm

**Open mornings**

Wednesday 20 September, 9.15am – 10am  
 Thursday 21 September, 9.15am – 10am  
 Friday 22 September, 9.15am – 10am

**Banding test**

Saturday 2 December 2023, 9am

## ST. GEORGE'S CATHOLIC SCHOOL

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

 020 7328 0904

**Open day**

Tuesday 3 October

## ST. MARYLEBONE C.E. SCHOOL

 [stmaryleboneschool.com](http://stmaryleboneschool.com)

 020 7935 4704

**Open evening**

Wednesday 13 September 2023, 5 – 7pm

**Open mornings**

Tuesday 12th September 2023,  
 8.35am – 10am  
 Wednesday 13th September,  
 8.35am – 10am  
 Thursday 14th September 2023,  
 8.35am – 10am  
 Friday 15th September 2023,  
 8.35am – 10am

**Supplementary information form deadline**

Tuesday 31 October 2023

**Clergy form deadline**

Friday 24 November 2023

**Banding test** Saturday 18 November 2023.

Applicants will book a time slot when they complete a Supplementary Information Form.

**Performing Arts places****Performing Arts place application form deadline**

Friday 15 September 2023

**Music and Choral 1st round aptitude test date**

Thursday 21 September 2023,  
 slots from 3.30pm

**Dance aptitude test date**

Saturday 30 September 2023

**Drama aptitude / Music and Choral 2nd round aptitude test date**

Saturday 7 October 2023

## WESTMINSTER ACADEMY

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

 020 7121 0600

### Open mornings

Friday 15 September, 9.30am  
Wednesday 20 September, 9.30am  
Tuesday 3 October, 9.30am  
Thursday 12 October, 9.30am

### Open evening

Tuesday 26 September, 4.30pm – 6.30pm  
Attendees are asked to register for all events here: [forms.gle/pxsMjnw7EXpeiifW9](https://forms.gle/pxsMjnw7EXpeiifW9)

## WESTMINSTER CITY SCHOOL

 [wcsch.com](http://wcsch.com)

 020 7963 6300

### Open events (at Palace Street):

#### Open mornings

Friday 22 September, 9.30am – 11.30am  
Friday 6 October, 9.30am – 11.30am  
Friday 20 October, 9.30am – 11.30am

#### Open day

Saturday 30 September, 9.30am – 12pm

#### Open evening

Thursday 5 October, 5pm – 7pm

Our open events and tours are aimed at those interested in Year 7 entry in September 2023. **Numbers are restricted and places must be booked in advance by visiting the school website.**

#### Banding test

Saturday 11 November



## CONTACTING THE ADMISSIONS TEAM

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

 020 7745 6433

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

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