

Primary In-Year Admission Common Application Form

**This form is an interactive PDF.
To complete it please take the following steps:**

- 1** Download the PDF form to your computer and save locally.
- 2** Complete the form using Adobe Acrobat, do not complete it in your internet browser.
You can download the latest Adobe Acrobat Reader free of charge from the Adobe website.
- 3** Submit the completed form to: **school.admissions@rbkc.gov.uk**

Please note: By saving the PDF form to your computer you can save it periodically meaning you don't need to complete the whole form in one session.

DATE RECEIVED

Primary In-Year Admission Common Application Form

OFFICE USE ONLY
YEAR GROUP
PUPIL ID
PWSP
LETTER CODE - ACK

Please read the guidance notes prior to completing the form.

1. Details of Child

First name				Surname			
Please <input checked="" type="checkbox"/> tick: Boy <input type="checkbox"/> Girl <input type="checkbox"/>				Child's date of birth			
		Day	Month	Year	Child's home address		
Name of local authority				Postcode			
Council Tax number							

2. Details of Parent or Carer

Title	First name	Surname	
Home telephone		Relationship to child (e.g. mother, father, etc)	
Work telephone		Other contact: (optional)	
		Name	
Mobile			
Email address (please PRINT)		Relationship to child	
Address (if different from above)		Mobile	
Postcode			
		Email address (please PRINT)	

3. Children in Public Care

Is your child Looked After by a local authority?

Yes No

Was your child previously looked after but was then adopted or became subject to a child arrangement order or special guardianship order?

Yes No

4. Background Information

Does your child have a statement of Special Educational Needs or Education, Health and Care Plan?

Yes No

If **YES**, do not complete this form please contact the Special Educational Needs Team on 020 7361 3311.

Has your child been permanently excluded from a previous school?

Yes No

If **YES**, please provide details in the additional information box part 9 including name of school, dates of exclusion and reason for exclusion.

5. Educational History

Is your child presently attending school?

Yes No

IF YES:

Please provide details of your child's current school

School name

School address

Postcode

Start date

Day	Month	Year
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IF NO:

Please confirm the details of last school attended and state reason your child is out of school (include details of overseas school if applicable)

School name

School address

Postcode

Start date

Day	Month	Year
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Leaving date

Day	Month	Year
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Reason for leaving

6. School Preferences

Please name up to 6 school preferences from the schools participating in the locally co-ordinated admissions scheme listed on pages 2-3 of the guidance notes. The schools on the list marked with an asterisk * will also require an additional supplementary information form to be returned directly to the school.

1st preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Day	Month	Year
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Boy Girl

Reason for application:

4th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Day	Month	Year
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Boy Girl

Reason for application:

2nd preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Day	Month	Year
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Boy Girl

Reason for application:

5th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Day	Month	Year
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Boy Girl

Reason for application:

3rd preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Day	Month	Year
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Boy Girl

Reason for application:

6th preference school

Name of school:

Local authority:

Brother or sister attending the school

Name:

Date of birth:

Please tick:

Day	Month	Year
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Boy Girl

Reason for application:

7. Child who has entered or re-entered the UK within the last 6 months

Child's date of entry to the UK

Day	Month	Year
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Anticipated length of stay

Child's country of origin

Will your child require English language support?

Yes No

8. Fair Access Admissions

If it is not possible to secure a school place within a reasonable time of registering an in-year application your case may be referred for a placement in accordance with Fair Access arrangements. Further information can be found on page 1 of the guidance notes. If it is necessary to make a referral, the Fair Access Panel will need as much information as possible to make an informed decision. Add any supporting notes in the Additional Information box below. **Please tick if your child:**

- | | |
|--|---|
| <input type="checkbox"/> Is new to the area with a high level of need including special education needs, disabilities, or medical conditions and without an EHC plan | <input type="checkbox"/> Returning from a Pupil Referral Unit or Alternative Provision who needs to be integrated into mainstream education |
| <input type="checkbox"/> Has had significant attendance problems | <input type="checkbox"/> Other hard to place pupils (as determined by the School Admissions Team) |

9. Additional Information – including any medical or social needs

Please use this space to state reason(s) for applying for a school place in year. If your child has special needs or requirements that the school would need to be aware of please detail below and attach additional evidence if appropriate.

10. Declaration

- I wish to apply for a place at each of the schools named in part 6, and I have listed these schools in my order of preference.
- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. I understand that other council services may be consulted in this connection.

Parent's/Carer's Signature

For online applications,
please print name

Date:

Day

Month

Year

10. Submit application

Please click on the SUBMIT button to send your form by email to: school.admissions@rbkc.gov.uk

Privacy Notice

For Admissions and Access to Education

Purpose for processing your information

The School Admission service is the coordinator body for the application process for schools and academies and the initial contact point for school admissions related enquiries.

We collect the following information:

Information we request from you is for the purpose of processing your school application. These are: full name of your child, date of birth, home address, parent/carers full name, address if different from your child, your contact details including phone numbers and email address, Council Tax number, current or previous education provision, professional supporting documents if relevant to your application, background education history if applying for as an in-year admission, country of origin if a new arrival to the country and length of stay in the UK.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

The initial application for a school place can either be submitted online or a hard copy paper. Additional information will be requested either by letter, email, telephone or face-to-face.

Who the information is shared with

The Admissions Team may also use your information for other legitimate purposes and may share (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school applications to fulfil the Council's safeguarding duty and comply with the Prevent Strategy, to provide Central Government bodies with mandatory data returns; the Home Office to notify of potential illegal immigration and the Police may request information at any time as part of a criminal investigation.

Internal bodies are; the SEND team, the Virtual School, the Data Team, the Early Help Service, the MASH Team and Safeguarding service, the Early Years' Service, Governance and Legal Services.

External bodies are; schools/academies (previous, current and applied for); other Councils/boroughs and the Police. Central Government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudicator; the Home Office and the Department of Work and Pension.

For the purpose of validating proof of address, the School Admissions Team will refer to data held by any of the services mentioned above, internal Council Tax records, the Housing Team and Fraud Team.

How long do we keep your information?

The Admissions Team will keep your application record for 3 years. After this time, it will be deleted.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Have your data transferred or copied should you move to another authority.
- Not be subject to automated decision-making including profiling.

To submit a Subject Access Request email:
school.admissions@rbkc.gov.uk or
schooladmissions@westminster.gov.uk

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The School Admissions Team can be contacted on tel: 020 7745 6432 or 6433 between 9.00am-2.00pm Monday to Friday.

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please email: **school.admissions@rbkc.gov.uk** or **schooladmissions@westminster.gov.uk**. Your concerns will be investigated via the respective Council's complaints procedure.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website: **www.ico.org.uk/concerns/handling/**

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.

Guidance notes

For completing the Primary In-Year Admission Common Application Form

1. Details of Child

Proof of address – The address listed on the form must be the address where your child normally lives. The address of a grandparent, other relative or any person looking after your child during the day must not be used. If you are resident in one of the two boroughs we will seek to check your residence against council tax records.

If you are resident in another borough, or if you are not registered for Council Tax you will need to provide proof of your address with your child's application. Evidence that will be acceptable includes a mortgage/tenancy agreement, recent utility bill in your name (within last 3 months), Child Benefit (if eligible) or Inland Revenue documents.

2. Details of Parent or Carer

This section should be completed by the main parent or carer, who has parental responsibility for the child. Optional second contact details can be supplied for cases where the main contact may have difficulty in communicating with the Admissions Team and permission is given to act on their behalf.

If there is a dispute as to the main carer due to a separation or Family Court proceedings, the Admissions Team will make a decision based on evidence submitted both both parties.

3. Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to school. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

The child's social worker must submit a letter to the School 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, date of birth and current address.

4. Background Information

A child who has a statement of Special Educational Needs or Educational, Health and Care Plan must contact the Special Educational Needs Team or equivalent team in their home authority for guidance on procedures relating to moving schools.

5. Educational History

Please ensure that this section is fully completed failure to do so may delay the processing of your application. The Admissions Team reserves the right to contact the previous or current school for further information.

6. School Preferences

Please remember you are applying for schools at a time when places have already been allocated, so you will need to be aware that schools that you may prefer, or are closest to your home, may not be able to offer a place. Admissions Officers will be able to offer you guidance on schools that may have vacancies or short waiting lists within the two boroughs and beyond.

If you feel there are exceptional reasons for your child to be considered as a priority on a waiting list for a particular school, you must indicate this in the area provided or in the Additional Information box on part 8 of the form. All requests for priority consideration must be supported by a professional, such as a doctor or a social worker. Please be aware that not all schools have this criterion in their admissions policy.

If your child has a sibling (brother or sister) who is currently on roll at your preferred school you must include their details where requested. The definition of sibling is indicated in the admission criteria for each school.

Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are at the same address.

Those schools that are participating in the locally agreed co-ordinated in year admissions scheme are listed on pages 2-3 of the guidance notes. You can name any of these schools on this Common Application Form. Those schools that also require a supplementary form (SIF) are marked with an asterisk*. The SIF is available directly from the school.

7. Child who has entered or re-entered the UK in the last 6 months

Please provide details of the date your child entered the UK if within the last 6 months. The Admissions Team reserves the right to ask for additional evidence confirming the basis upon which a child has been admitted to the UK and their present residency status.

8. Fair Access Protocol

We would like to ensure that the most vulnerable children resident in Kensington and Chelsea or Westminster who may be without school provision secure a suitable place as soon as possible and that schools with vacancies are not required to admit a disproportionate number of children who may require additional support.

A referral for a school placement in accordance with Fair Access arrangements is made by the Admissions Team. A parent/carer cannot request a Fair Access referral or placement. Referrals are only made for children without a school place.

9. Additional Information

Please provide information you feel is relevant to the reasons for your application including expanding on any exceptional reasons why your child should be considered as a priority for your preferred school.

10. Declaration

The application will not be valid unless it has been completed by the parent/carer with parental responsibility.

Westminster City Council – Schools participating in In-Year co-ordination

School name and address	Telephone	Website
*All Souls CE Primary School, Foley Street, W1W 7JJ	020 7641 4707	www.allsoulsprimary.co.uk
Ark Atwood Primary School, Amberley Road, W9 2IY	020 7266 7070	www.arkatwoodprimary.org
Ark King Solomon Academy, Penfold Street, NW1 6RX and Crompton Street, W2 1ND (multi-site all-through school)	020 7563 6900	www.kingsolomonacademy.org
Barrow Hill Junior School, Bridgeman Street, NW8 7AL	020 7641 5005	www.bhjs.co.uk
*Burdett Coutts and Townshend CE Primary, Rochester Street, SW1P 2QQ	020 7828 6790	www.burdettcoutts.co.uk
*Christ Church Bentinck CE Primary school, Cosway Street, NW1 5NS	020 3351 4135	www.ccbprimary.co.uk
Churchill Gardens Primary School, Ranelagh Road, SW1V 3EU	020 7798 2050	www.cgpacademy.org.uk
Edward Wilson Primary School, Senior Street, W2 5TL	020 3214 3930	www.edwardwilson.org.uk
Essendine Primary School, Essendine Road, W9 2LR	020 7641 4382	www.essendineprimary.co.uk
Gateway Academy, Capland Street, NW8 8LN	020 7723 4977	www.gateway-academy.co.uk
George Elliot Primary School, Marlborough Hill, NW8 0NH	020 7722 2000	www.georgeeliotschool.co.uk
Hallfield Primary School, Hallfield Estate, W2 6JJ	020 7087 4960	www.hallfieldschool.org.uk
*Hampden Gurney CE Primary, Nutford Place, W1H 5HA	020 7641 4195	www.hampdengurneyschool.org.uk
Millbank Academy, Erasmus Street, SW1P 4HR	020 7641 5945	www.millbankacademy.org.uk
*Our Lady of Dolours Catholic Primary School, Cirencester Street, W2 5SR	020 7641 4326	www.ourladydolours.co.uk
Pimlico Primary School, Lupus Street, SW1V 3AT	020 7802 1909	www.pimlicoprimary.org
Queens Park Primary, Droop Street, W10 4DQ	020 7641 5860	www.queensparkprimaryschool.co.uk
Robinsfield Infant School, Ordnance Hill, NW8 6PX	020 7641 5019	www.robinsfieldinfant.co.uk
Soho Parish CE Primary School, Great Windmill Street, W1D 7LF	020 7432 7320	www.sohoparish.co.uk
*St Augustine's CE Primary School, Kilburn Park Road, NW6 5XA	020 7328 0221	www.st-augustines-primary.co.uk
*St Barnabas' CE Primary School, St Barnabas Street, SW1W 8PF	020 7641 4232	www.stbarnabasprimary.org.uk
*St Clement Danes CE Primary School, Drury Lane, WC2B 5SU	020 3096 9745	www.st-clementdanes.westminster.sch.uk
*St Edward's Catholic Primary School, Lisson Grove, NW1 6LH	020 7723 5911	www.stedwardsprimary.co.uk
*St Gabriel's CE Primary School, Churchill Gardens Road, SW1V 3AG	020 7641 6300	www.stgabrielsprimary.co.uk
*St George's Hanover Square CE Primary School, South Street, W1K 2XH	020 7629 1196	www.sghsprimary.co.uk
*St James' & St John Primary School, Craven Terrace, W2 3QD	020 7504 0535	www.stjamesandstjohnschool.co.uk
*St Luke's CE Primary School, Fernhead Road, W9 3EJ	020 7641 5855	www.stlukesprimary.org.uk
*St Mary Magdalene CE Primary School, Rowington Close, W2 5TF	020 7504 0555	www.st-marymagdalene.westminster.sch.uk
*St Mary's Bryanston Square CE Primary School, Enford Street, W1H 1DL	020 7641 4130	www.stmarys.bryanston.net
*St Matthew's CE Primary School, Old Pye Street, SW1P 2DG	020 7504 0500	www.stmwschool.org.uk
*St Peter's CE (Chippenham Mews) Primary School, Chippenham Mews, W9 2AN	020 7641 4385	www.stpeterscm.co.uk
*St Peter's Eaton Square CE Primary School, Lower Belgrave Street, SW1W 0NL	020 7504 0537	www.stpeaton.org.uk
*St Saviour's CE Primary School, Shirland Road, W9 2JD	020 7641 6414	www.stsavioursprimary.co.uk
*St Stephen's CE Primary School, Westbourne Park Road, W2 5QH	020 3351 4488	www.st-stephensprimary.co.uk
*St Vincent's Catholic Primary School, St Vincent Street, W1U 4DF	020 7641 6110	www.stvincentsprimary.org.uk
*Westminster Cathedral Catholic School, Bessborough Place, SW1V 3SE	020 7641 5915	www.westminstercathedralprimary.org.uk
Wilberforce Primary School, Beethoven Street, W10 4LB	020 7641 5865	www.wilberforceprimary.org

Royal Borough of Kensington & Chelsea – Schools participating in In-Year co-ordination

School name and address	Telephone	Website
Ark Brunel Academy, Middle Row, W10 5AT	020 7565 5875	www.arkbrunelprimary.org
Ashburnham Primary School, Blantyre Street, SW10 0DT	020 7352 5740	www.ashburnhamcommunityschool.org.uk
Avondale Park Primary School, Sirdar Road, W11 4EE	020 7727 7727	www.avondalepark.rbkc.sch.uk
Barlby Primary School, Barlby Road, W10 6BH	020 8969 3988	www.barlby.rbkc.sch.uk
Bevington Primary School, Bevington Road, W10 5TW	020 8969 0629	www.bevington.rbkc.sch.uk
Bousfield Primary School, South Bolton Gardens, SW5 0DJ	020 7373 6544	www.bousfieldprimaryschool.co.uk
Colville Primary School, Lonsdale Road, W11 2DF	020 7229 6540	www.colville.rbkc.sch.uk
Fox Primary School, Kensington Place, W8 7PP	020 7727 7637	www.fox.rbkc.sch.uk
*Holy Trinity C of E Primary School, Sedding Street, SW1X 9DE	020 7881 9860	www.ht.rbkc.sch.uk
Marlborough Primary School, Draycott Avenue, SW3 3AP	020 7589 8553	www.mpschool.co.uk
*Oratory Catholic Primary School, Bury Walk, Cale Street, SW3 6QH	020 7589 5900	www.oratory.rbkc.sch.uk
*Our Lady of Victories Catholic Primary School, Clareville Street, SW7 5AQ	020 7373 4491	www.olv.rbkc.sch.uk
Oxford Gardens Primary School, Oxford Gardens, W10 6NF	020 8969 1997	www.oxfordgardens.rbkc.sch.uk
Park Walk Primary School, Park Walk, Kings Road, SW10 0AY	020 7352 8700	www.parkwalk.rbkc.sch.uk
*St Barnabas and St Philip's CE Primary School, Earls Court Road, W8 6EJ	020 7937 9599	www.sbsp.rbkc.sch.uk
*St Charles Catholic Primary School, St Charles Square, W10 6EB	020 8969 5566	www.st-charles.rbkc.sch.uk
*St Clement and St James CE Primary School, Penzance Place, W11 4PG	020 7603 9225	www.scsj.rbkc.sch.uk
*St Cuthbert with St Matthias CE Primary School, Warwick Road, SW5 9UE	020 7373 8225	www.scwsm.rbkc.sch.uk
*St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ	020 7727 8523	www.franassisi.rbkc.sch.uk
*St Mary Abbots CE Primary School, Kensington Church Court, W8 4SP	020 7937 0740	www.sma.rbkc.sch.uk
*St Mary's Catholic Primary School, East Row, W10 5AW	020 8969 0321	www.st-marys.rbkc.sch.uk
*St Thomas CE Primary School, Appleford Road, W10 5EF	020 8969 2810	www.st.rbkc.sch.uk
Thomas Jones Primary School, St Marks Road, W11 1RQ	020 7727 1423	www.thomasjonesschool.org

The following schools have not chosen to participate in the locally agreed co-ordinated in year admission scheme and will accept applications directly. It will **NOT** be possible for the authority to process an application for one of these schools and if you name one of these schools the details of your application will not be forwarded to the school.

Westminster – Schools NOT participating in In-Year co-ordination

School name and address	Telephone	Website
*St Joseph's Catholic Primary School, Lanark Road, W9 1DF	020 7286 3518	www.stjosephsschool.org.uk
*St Mary of the Angels Catholic Primary School, Shrewsbury Road, W2 5PR	020 7792 1883	www.stmaryangels.co.uk
*St Vincent de Paul Catholic Primary School, Morpeth Terrace, SW1P 1EP	020 7641 5990	www.svpschool-primary.org.uk

Royal Borough of Kensington and Chelsea – Schools NOT participating in In-Year co-ordination

School name and address	Telephone	Website
*Christ Church CE Primary School, Robinson Street, SW3 4AA	020 7352 5708	www.chchchelsea.rbkc.sch.uk
Kensington Primary Academy, 205 Warwick Road, W14 8PU	020 3146 7870	www.wlfs-kpa.org
*Servite Catholic Primary School, Fulham Road, SW10 9NA	020 7352 2588	www.serviteprimaryschool.co.uk
*St Joseph's Catholic Primary School, Cadogan Street, SW3 2QT	020 7589 2438	www.stjosephs.rbkc.sch.uk

Contact details

The Admissions and Access to Education Team are based at Kensington Town Hall, Hornton Street, London W8 7NX

T 020 7745 6432/6433

E schooladmissions@westminster.gov.uk

E school.admissions@rbkc.gov.uk