

Hints and tips

Applying for a secondary
school place for entry in
September 2023

If your child was born between **1 September 2011**
and **31 August 2012**, you will need to apply for a
secondary school place by **31 October 2022**.

Apply online for your child's secondary school place
www.westminster.gov.uk/school-admissions

The Pan-London eAdmissions site opens on
1 September 2022.



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 2022**.
- 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 2023** 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.

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.

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.

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.

YOU MUST SUBMIT YOUR APPLICATION ON TIME

You must submit your application by **31 October 2022**. 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.

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.

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

 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

Thursday 29 September, 1.45 – 3.20pm

Wednesday 5 October, 1.45 – 3.20pm

Tuesday 11 October, 1.45 – 3.20pm

Thursday 13 October, 5pm and 6pm

Language aptitude test

Friday 14 October

Banding test

Thursday 1 December

HARRIS ACADEMY ST. JOHN'S WOOD

 harrisstjohnswood.org.uk

 020 7722 8141

Open evening

Wednesday 5 October, 5 – 7pm

Open mornings

Tuesday 11 October, 9 – 10am

Thursday 13 October, 9 – 10am

KING SOLOMON ACADEMY

 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

 020 3143 7100

Open evening

Thursday 29 September, 5.30 – 7.30pm

Open morning

Tuesday 4 October, 9 – 10.20am

PADDINGTON ACADEMY

 paddington-academy.org

 020 7479 3900

Open evening

Thursday 13 October, 5 – 7pm

Open mornings

Wednesday 28 September, 9 – 10am

Monday 3 October, 9 – 10am

Thursday 6 October, 9 – 10am

PIMLICO ACADEMY

 pimlico.futureacademies.org

 020 7828 0881

Open mornings

Tuesday 27 September, 9 – 10.30am

Tuesday 4 October, 9 – 10.30am

Open evening

Tuesday 20 September 4.30 – 7pm

ST. AUGUSTINE'S C.E. HIGH SCHOOL

 stahigh.org

 020 7328 3434

Open evening

Tuesday 20 September, 5 – 6.30pm

Open mornings

Wednesday 21 September, 9.15 – 10am

Thursday 22 September, 9.15 – 10am

Friday 23 September, 9.15 – 10am

Banding test

Saturday 26 November, 9am

ST. GEORGE'S CATHOLIC SCHOOL

 stgeorgesrc.org

 020 7328 0904

Open evening

Please contact the school for details

ST. MARYLEBONE C.E. SCHOOL

 stmaryleboneschool.com

 020 7935 4704

Open evening

You do not need to book a place for the open days/evenings

Wednesday 14 September, 5 – 7pm

Open mornings

Friday 9 September, 8.35 – 10am

Tuesday 13 September, 8.35 – 10am

Thursday 15 September, 8.35 – 10am

Friday 16 September, 8.35 – 10am

Supplementary information form deadline

Monday 31 October

Clergy form deadline

Friday 25 November

Banding test Saturday 19 November.

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

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

Friday 16 September

Music and Choral 1st round aptitude test date

Thursday 22 September, 4.30pm

Drama aptitude test date

Saturday 1 October

Dance aptitude test / Music and Choral 2nd round aptitude test

Saturday 8 October

WESTMINSTER ACADEMY

 westminsteracademy.org.uk

 020 7121 0600

Open mornings

Friday 23 September, 9.30 – 10.45am

Wednesday 28 September, 9.30 – 10.45am

Tuesday 11 October, 9.30 – 10.45am

Thursday 20 October, 9.30 – 10.45am

Open evening

Tuesday 4 October, 4.30 – 6.30pm

Attendees are asked to register for all events here: westminsteracademy.org.uk/221/11-16-admissions

WESTMINSTER CITY SCHOOL

 wcsch.com

 020 7963 6300

Open events (at Palace Street):

Open mornings

Friday 16 September, 9.30 – 11.15am

Friday 30 September, 9.30 – 11.15am

Friday 14 October, 9.30 – 11.15am

Open day

Saturday 24 September, 10 – 11.30am
(with Year 12)

Open evening

Thursday 6 October, 5 – 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 12 November, morning



CONTACTING THE ADMISSIONS TEAM

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

 020 7745 6433

 schooladmissions@westminster.gov.uk

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