

Hints and tips

Applying for a secondary school place for entry in September 2018

If your child was born between 1st September 2006 and 31st August 2007, you will need to apply for a secondary school place by 31st October 2017.

APPLY ONLINE FOR YOUR CHILD'S SECONDARY SCHOOL PLACE

westminster.gov.uk/admissions



THE PAN-LONDON ADMISSIONS SITE OPENS ON 1ST SEPTEMBER 2017



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: **Tuesday 31st October 2017.**
- 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 1st March 2018** 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

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

Westminster's full Admissions Brochure will be available online at **westminster.gov.uk/admissions** from September. It will also be available from your child's primary school from **Monday 18th September 2017.**

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 Admissions Brochure.

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.
- Speaking to your primary school head teacher. They will have experience based on previous transfers.
- Contacting the Admissions Team for advice if you are unclear on how the system works.

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. You must read the criteria carefully, as some schools may require your child to take a test and church schools will give priority to applicants that demonstrate practice of the respective faith.

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, 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.

The reason it is so important to list the schools in the order of your preference

is that when results are returned to the Admissions Team, we may receive an offer 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.

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 **Tuesday 31st October 2017**. 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 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 include at least one school in your list where you are reasonably certain your child meets the criteria (i.e. sibling already at the school and this is a high priority in the school's criteria).

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 school preferences lower than the offered school will be withdrawn. 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).



Artwork by pupil from Westminster Academy

WESTMINSTER SECONDARY SCHOOL OPEN DAYS AND TEST DATES

THE GREY COAT HOSPITAL

 gch.org.uk

 020 7969 1998

Tuesday 26th September, 2pm

Monday 2nd October, 2pm

Thursday 5th October, 5pm and 6pm

Wednesday 11th October, 2pm

Monday 16th October, 5pm and 6pm

Language aptitude test

Tuesday 3rd October (outcome of test notified by the end of October)

Assessment test

Tuesday 28th November

HARRIS ACADEMY ST. JOHN'S WOOD

(PREVIOUSLY KNOWN AS QUINTIN KYNASTON)

 qk.org.uk

 020 7722 8141

Open evening

Wednesday 11th October, 5 – 7pm

Open mornings: 9 – 10am

Tuesday 17th October

Thursday 19th October

KING SOLOMON ACADEMY

 kingsolomonacademy.org

 020 7563 6900

Ordinarily there are no available places at this school as Year 6 children automatically move onto Year 7. Any vacancies that may arise will be offered to applicants with a sibling at the school.

MARYLEBONE BOYS' SCHOOL

 maryleboneschool.org

 020 3475 6968

Monday 2nd October, 9 – 11am

Thursday 5th October, 5.30 – 7.30pm

Wednesday 11th October, 9 – 11am

Banding test: Saturday 2nd December
The school will contact you with the further details.

PADDINGTON ACADEMY

 paddington-academy.org

 020 7479 3900

Thursday 5th October, 5 – 7pm

Friday 6th October, 11am – 12noon

Thursday 12th October, 9 – 10am

PIMLICO ACADEMY

 pimlicoacademy.org

 020 7828 0881

Tuesday 26th September, 8.30am

Wednesday 27th September, 8.30am

Thursday 28th September, 5.30pm

ST. AUGUSTINE'S C.E. HIGH SCHOOL

 staugustineshigh.org

 020 7328 3434


Tuesday 19th September, 5 – 6.30pm

Tuesday 26th, Wednesday 27th and Thursday 28th September, 9.15 – 9.30am for guided tour and 10am for Headteacher's talk.

Banding test: Saturday 2nd December

ST. GEORGE'S CATHOLIC SCHOOL

 stgeorgesrc.org

 020 7328 0904

Tuesday 3rd October at 9.30 – 11.30am
5.30 – 7.30pm

ST. MARYLEBONE C.E. SCHOOL

 stmaryleboneschool.com

 020 7935 4704

Performing Arts open days

Music and Choral Aptitude

Tuesday 27th June, 8.45 – 10am

Dance and Drama Aptitude

Wednesday 28th June, 8.45 – 10am

Performing Arts application deadline:

Wednesday 20th September.

The school will contact you with further details.

Music and Choral 1st round aptitude

test: Thursday 28th September, 4.30pm

Music and Choral 2nd round aptitude

test: Saturday 7th October. Please contact the school for further details.

Dance & Drama aptitude test date:

Saturday 7th October. Please contact the school for further details.

Open days/evenings

Tuesday 12th September, 8.45 – 10am

Wednesday 13th September, 5 – 7pm

Friday 15th September, 8.45 – 10am

Tuesday 19th September, 8.45 – 10am


Wednesday 20th September, 8.45 – 10am

Banding test:

Saturday 11th November, 9am

WESTMINSTER ACADEMY

 westminsteracademy.org.uk

 020 7121 0600

Open mornings: 9 – 10.30am

Monday 18th September

Tuesday 26th September

Wednesday 11th October

Thursday 19th October

Open evening Tuesday 3rd October, 5 – 7pm

WESTMINSTER CITY SCHOOL

📧 wcsch.com

☎ 020 7963 6300

Thursday 28th September, 4.30 – 6.30pm

Saturday 30th September, 12 – 2pm

Monday 2nd October, 9.30 – 11am

Wednesday 4th October, 9.30 – 11am

Tuesday 10th October, 9.30 – 11am

Wednesday 11th October, 9.30 – 11am

Banding test: Saturday 9th December, 9.30 – 11am



Artwork by pupil from Westminster Academy

CONTACTING THE ADMISSIONS TEAM

Admissions Team

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

☎ 020 7745 6433

✉ schooladmissions@westminster.gov.uk

📧 westminster.gov.uk/admissions