

# Hints and tips

Applying to a primary school  
for entry in September 2017




[www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

Apply online:  
**[www.lbhf.gov.uk/  
eadmissions](http://www.lbhf.gov.uk/eadmissions)**

The Pan-London eAdmissions site  
opens on 1 September 2016.

If your child was born between  
1 September 2012 and 31 August  
2013, you will need to apply for a  
primary (reception) school place  
by 15 January 2017.



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# 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 until the closing date of **15 January 2017**.
- You can log back on 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, with your application reference number, once you submit your application.
- You are able to attach additional documents.
- During the evening of **17 April 2017**, you will be sent an email with the outcome of your application. Paper applicants will not know their result until they receive their letter in the post.
- Once you have received this email, you can log onto the Pan-London eAdmissions website and accept or decline your offer.

If you would prefer to complete a paper application form, please contact the admissions team.

All applicants – including those who applied online – will receive a letter in the post with the outcome of their application. These should arrive on 18 April 2017 if there are no postal delays.

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# 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.

Hammersmith & Fulham's full admissions brochure will be available online from 1 September 2016 at: **[www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)**

Copies of the brochure will also be available on request from the admissions team.

Where possible, parents/carers are encouraged to access information online. The website above provides links to the eAdmissions application site and to each of the schools' websites, which will provide you with detailed information. All the contacts you need can be found in the brochure of the local authority where schools are located.



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# 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 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 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.



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# Hints and tips for applying

## **Familiarise yourself with the admission criteria for schools**

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

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.
- Your child may attend the nursery, and you may wish for them to remain there, but you should be aware that most schools do not prioritise their nursery children in their criteria.
- 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.

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





## **You can apply for up to six preferences**

Please remember that you can apply for up to six school preferences. Even after you have researched the schools and you have decided where to apply, unless you are 100 per cent sure that your child will be offered a place (if, for example, there will be a brother or sister attending and this gives priority in the school's 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. There are schools in neighbouring local authorities that may be closer to your home address and it is advised that you also consider these schools.

Naming other schools will not affect your chance of being offered a place at a higher preference. 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 offers for more than one of your preferences. As only 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 in the system.



## **Do I need to provide additional information?**

Voluntary aided (church) schools will require you to complete a supplementary information form (SIF). Forms for Hammersmith & Fulham church schools will be available from the individual schools and on the council's website. The 'Starting School' brochure states which Hammersmith & Fulham schools require a SIF. The online system will alert you when you enter any preference for a 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 make sure that you also submit the application itself, naming the school in your list of preferences.

## **You must submit your application on time**

You must submit your application by **15 January 2017**. If you are a Hammersmith & Fulham 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 for it being late, your application will be considered after all 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?**

No. 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. The primary schools admissions brochure is a good source of information.

You should include at least one school in your list where you are reasonably certain your child meets the criteria (e.g. 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).

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## ► You must submit your application by 15 January 2017

For further advice you can speak to the admissions team, or the school itself if it is a voluntary aided school or an academy. They 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 higher preference 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.

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# Schools, nurseries and early years centres in Hammersmith & Fulham

## Community primary schools

- 1** Addison Primary School
- 2** Avonmore Primary School
- 3** Brackenbury Primary School
- 4** Flora Gardens Primary School
- 5** Fulham Primary School\*
- 6** Kenmont Primary School
- 7** Melcombe Primary School
- 8** Miles Coverdale Primary School
- 9** Normand Croft Community School for Early Years and Primary Education
- 10** Old Oak Primary School
- 11** Queen's Manor Primary School\*
- 12** Sir John Lillie Primary School
- 13** Sullivan Primary School\*
- 14** Wendell Park Primary School
- 15** Wormholt Park Primary School

## Voluntary aided primary schools

- 1** All Saints C of E Primary School
- 2** The Good Shepherd Catholic Primary School
- 3** Holy Cross Catholic Primary School
- 4** John Betts Primary School
- 5** Larmenier and Sacred Heart Catholic Primary School
- 6** St John XXIII Catholic Primary School
- 7** St Augustine's Catholic Primary School
- 8** St John's Walham Green C of E Primary School
- 9** St Mary's Catholic Primary School
- 10** St Paul's C of E Primary School

- 11** St Peter's C of E Primary School
- 12** St Stephen's C of E Primary School
- 13** St Thomas of Canterbury Catholic Primary School
- 14** The London Oratory School – Junior House

## Academies and free schools

- 1** Ark Bentworth Academy
- 2** Ark Conway Primary Academy
- 3** Ark Swift Primary Academy
- 4** Ark Burlington Danes Primary
- 5** Earl's Court Free School Primary\*\*
- 6** Lena Gardens Primary School
- 7** West London Free School Primary
- 8** Greenside Primary School
- 9** Langford Primary School
- 10** Thomas's Academy

## Voluntary aided bilingual schools

- 1** The Fulham Bilingual  
Affiliated with Holy Cross Catholic  
Primary School (**3**)

## Community nursery schools and early years centres

- 1** Bayonne Nursery
- 2** James Lee Nursery School
- 3** Normand Croft School for Early Years and Primary Education
- 4** Randolph Beresford Early Years Centre
- 5** Vanessa Nursery School

\*In the process of converting to an academy. \*\*Temporary site.



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Information from this document  
can be made available in alternative  
formats and in different languages.  
If you require further assistance or  
more information, please use the  
contact details opposite.

**Admissions Team**

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