



Moving on up



**A guide for parents with
children transferring to
secondary school in 2018**

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 2017.

If your child is currently in Year 6 and born
between 1 September 2006 and 31 August
2007, you will need to apply for a secondary
school place by 31 October 2017.

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Introduction

Welcome

Dear Parents and Carers

It can be challenging and time-consuming when you are choosing a school for your child, and we want to make this process as easy as possible for you.

That is why we have put together a brochure to guide you through the steps on how to find a school in Hammersmith & Fulham that is right for your family.

Before you decide on your six preferences, it's a good idea to research the admission criteria of schools, look at their Ofsted reports and visit the schools you like. And remember you can apply online.

I hope you find the information about the borough's schools and the advice on how to apply helpful, and wish you all the best in making your decisions.



Cllr Sue Macmillan

Cabinet Member for Children and Education
Hammersmith & Fulham Council



Introduction to Hammersmith & Fulham's secondary schools

This brochure is for parents of pupils aged between 11 and 16, focusing on issues for those with children transferring from primary to secondary school. It provides information about how and when to apply for a place, explains how admission decisions are made and gives information about each school to help parents decide which schools to apply for.

Hammersmith & Fulham offers a wide range of secondary school options including single-sex Catholic, Church of England and non-denominational schools for both boys and girls and a range of co-educational schools including Academies and Free Schools.

At present, the only school in the borough with a priority area is Hammersmith Academy and the chances of receiving a place at the school if you live outside the priority area are reduced. The fact you live in Hammersmith & Fulham or your child may attend a primary school in this local authority area will not give you priority in terms of gaining admission to one of our schools.

All the schools in the borough with the exception of the two Catholic schools will, however, consider the allocation of all or a percentage of their places on the basis of proximity to the school and you should consider carefully how far you live from each school and the distance from the school at which the last offer was made in previous years.

Hammersmith & Fulham's two Catholic schools have a reputation that extends beyond the borough and recruit pupils from a wide area. Lady Margaret School and Fulham Boys' School offer places within bands based on church

attendance and either on proximity to the school or random allocation, whilst Ark Burlington Danes Academy allocates a percentage of its places to children who are attending Church of England primary schools. Further on in the brochure you will find the admission policy for each school. You must read these to judge the likelihood of your child being offered a place.

It is important to check the admission criteria for each school to assess whether your child is likely to be offered a place. You can also find information on the number of applications each school received for admission in September 2017. The higher the number of applications, the harder it will be to gain a place, so looking at each school's criteria becomes even more important. You need to be aware the outcome can be different each year, depending on the number of applications submitted and the type of cohort that applies (eg the number of siblings). This information is therefore provided as a guide to help you to make an informed decision.

When considering your preferences, do not rely solely on what you may have heard about a school's reputation. Visit as many schools as possible on their open days or evenings. Take your son or daughter with you and, if you can, visit the school when it is at work.

Further details about each school can be found on pages 26-54. Each school also issues its own prospectus, available directly from the school.

Many of the questions parents raise are answered in this brochure, but if you need further information, the admissions team will be pleased to help.

Contacting the admissions team

The Hammersmith & Fulham admissions team works in partnership with the Royal Borough of Kensington and Chelsea and Westminster City Council as a joint service. The admissions team is based at Kensington Town Hall, Hornton Street, London W8 7NX.

E school.admissions@lbhf.gov.uk

W www.lbhf.gov.uk/schooladmissions

T 020 7745 6432/6433/6434

Lines are open Monday to Friday, 9.00am-2.00pm

Pan-London system

Every year around 80,000 pupils living in London transfer to secondary schools, many crossing borough boundaries to do so. All 33 London boroughs, together with councils bordering the capital, use a Pan London system to co-ordinate admissions to their secondary schools.

This co-ordinated admissions system is fairer and means more parents are offered one of their preferred schools at an earlier stage and fewer parents receive no initial offer at all. It is also easier for parents to manage, reducing anxiety for you and your children.

How the system works

Under the Pan-London Co-ordinated Admissions System (PLCAS), all parents must list the schools they want to apply for on their local authority's common application form, ranking them in order of preference. This is important, as potentially only one offer will be made and this will be for the highest-ranked school able to make the offer. This form (either paper or online) is returned to the local authority for the area in which the child lives.

The local authorities taking part in the PLCAS then use a secure computerised system to pass on details of the applications for schools in other areas. They will also co-ordinate the offer of places to make sure no child is offered more than one school place. The decision on whether

a place can be offered will continue to be made by the Admission Authority for each school. When a school receives more applications than places available (also referred to as oversubscribed), its published admissions criteria will be used to decide the order in which applicants will be offered places.

Schools will not be informed of where they are listed on the application form or other schools that have been applied for.

Where a child is eligible to be offered a place at more than one school, the local authority will hold the offer for the highest preference on the parents' form and release all other lower preference offers. These places can then be offered to other applicants. Potential offers are exchanged between local authorities until they are in a position to make the single best offer to parents using all available places.

All offers will be made on the same day: **1 March 2018**.

Gathering information

To make an informed decision about which secondary schools to apply for, you are advised to read the information about the schools in this brochure and research the schools you are interested in applying to.

You are advised to:

- Contact schools you are interested in directly to ask for a copy of their prospectus which will provide you with detailed information.



► You must submit your application by Tuesday 31 October 2017

- Visit schools' own websites to find out more detailed information. If you want to find out about Ofsted reports for H&F schools visit **www.ofsted.gov.uk**
- Check how places were offered last year for schools that offer on distance by viewing the 'distance maps' on the council website: **www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/cut-distance-maps**
- Arrange to attend schools' open days and evenings. These can be found in the individual school section.
- Talk to your child's primary school headteacher. They will have experience of previous transfers.
- Contact the admissions team for advice if you are unclear as to how the system works on **020 7745 6434** or email your query to **school.admissions@lbhf.gov.uk**

Considering the facts

Many schools receive more applications than they have places (also referred to as oversubscribed). To avoid disappointment you should consider whether your child has a realistic chance of gaining a place at your preferred school(s).

You are advised to consider the following:

- Look at how many applications were made for your preferred school(s) last year compared to how many places were available. This information can be found in the individual school section of this brochure on pages 26-54. The same information can be found for schools in other boroughs in their equivalent brochure. It is important to note the pattern of admissions can vary from year to year. As an example, living within the distance in which places were offered in a previous year does not guarantee a place will be offered in this year or future years.
- As indicated above, you can also view the distance maps located on the council website. Maps are also available for schools located in Kensington and Chelsea and Westminster, visit **www.rbkc.gov.uk/schools/admissions** and **www.westminster.gov.uk/school-admissions**
- You must read the admission criteria for the school(s) you would like to apply to. The criteria will determine the order of priority for each applicant. As an example, church schools will prioritise applicants who meet the respective faith criteria if that school receives more applications than places available.
- Not all schools give priority to children with siblings already attending the school so you will need to check the admission criteria.

- All church schools (and some Academies and foundation schools outside the borough) have additional supplementary forms to complete, which are available directly from the schools. Supplementary information forms must be returned to the school. The schools in Hammersmith & Fulham that require you to complete supplementary forms will be indicated in the school section.
- Within the schools section you will see how many appeals were submitted for each school and the number that were successful, which will be very few. Be realistic: remember you can state up to six preferences. Even after you have researched the schools and you have decided where to apply, you should not assume 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. Naming other schools will not affect your chances of being offered a place at a higher-preference school.
- Schools are not informed of other preferences you have made or the order you place them.
- The preferences you make are treated equally. This means 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 your order of 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. Take special care how you order your preferences.

Applying for schools outside Hammersmith & Fulham

You may also wish to consider schools outside the borough. Under the PLCAS, Hammersmith & Fulham residents can apply for schools anywhere in London and this will need to be listed on your application. Detailed information about schools outside the borough will be available directly from the schools and from the local authority for the area in which they are located.

The contact details for all London boroughs are provided on pages 64-65. Please remember to check the admission criteria to assess whether your child is likely to be offered a place.

Key dates

From 1 September 2017

You will be able to apply online at www.lbhf.gov.uk/schooladmissions

Paper applications will be available from the admissions team on request.

The *Moving on up* brochure will be available online with hard copies made available from H&F primary schools from 18 September.

31 October 2017

Closing date for applications

If you are applying online, you will have up until 11.59pm on 31 October to submit your application.

If you are applying via a paper form you will need to ensure your application is received by the admissions team by 5.00pm on 31 October.

1 March 2018

National offer day

All resident applicants that applied online will receive an email notification during the evening if they applied online. Resident applicants offered their first preference school will not be sent a letter in the post unless they submitted their application on a paper form.

An outcome letter will be sent on 1 March to all residents not offered their first preference.

15 March 2018

Deadline for successful applicants to accept or decline their school offer.

From 29 March 2018

Waiting list positions for schools held by the admissions team will be made available. Further offers will be made as result of withdrawals and late applications for schools with vacancies from this date.

11 May 2018

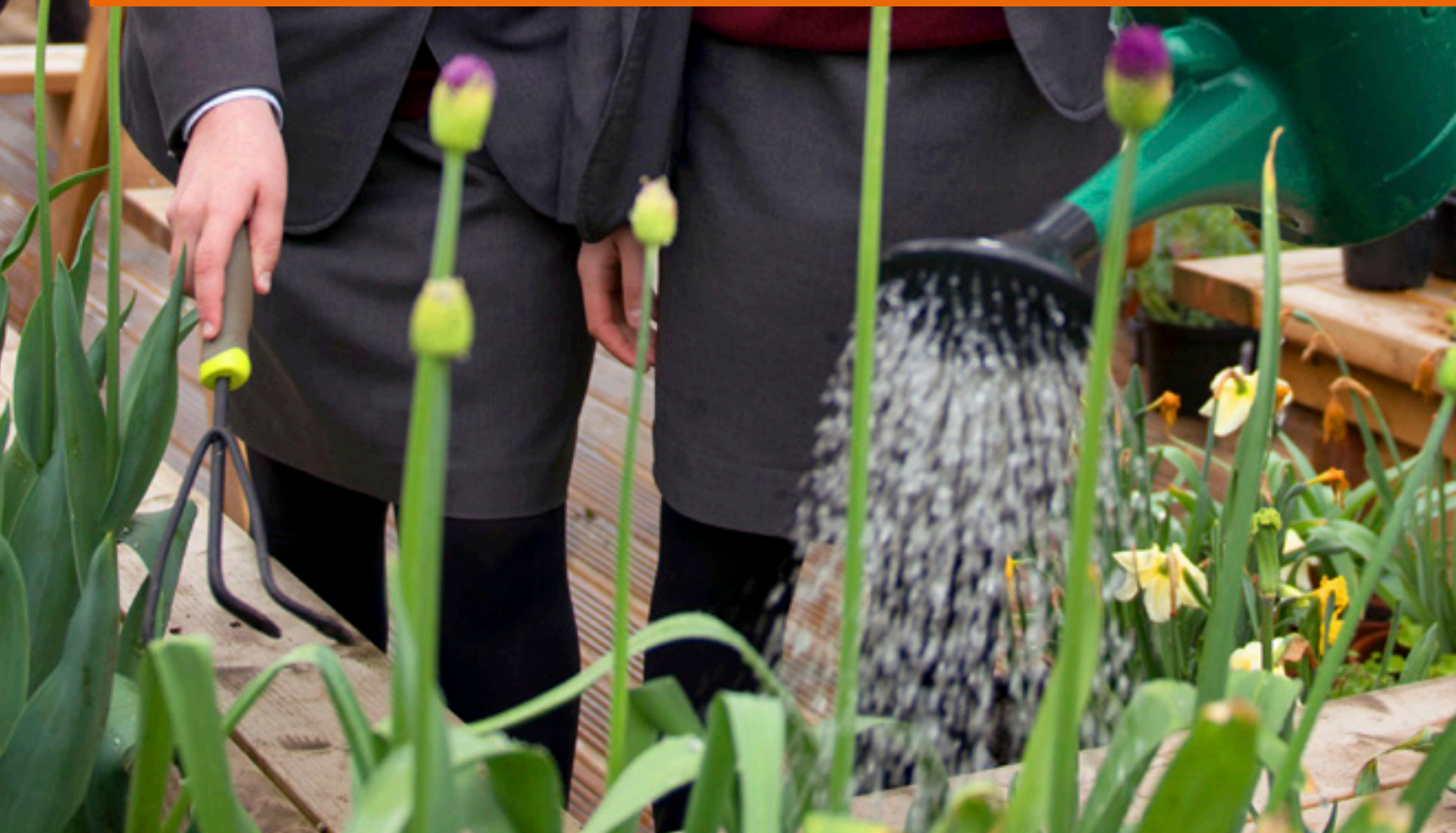
To ensure appeals are heard by the end of the summer term, appeals managed by the admissions team must be lodged by this date. You will need to check with voluntary aided school, Academies and Free Schools as deadline dates may vary.

June/July 2018

Appeals managed by the admissions team are heard by an independent panel. Voluntary aided, Academies and Free Schools will also arrange for appeals to be heard before the end of term.



The application process



The application process

Closing date for applications

The closing date for applications is 31 October 2017.

For all the reasons detailed on page 15 it is highly recommended you apply online at www.lbhf.gov.uk/schooladmissions

If you would prefer to complete a paper form, you must return it by the closing date to the address shown on the form. If you would like confirmation we have received your application, please indicate this when you submit the form. Make sure you use the correct postage if you return your form through the post. Incorrect postage may delay your application, preventing it from reaching the admissions team by the closing date.

Proof of address

The address you provide on your application must be your child's permanent address on close of applications, **31 October 2017**. You must not use a business address, childminder's or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship and is the main carer will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

If you have a genuine 50/50 share care arrangement with your child's other parent, it will be for you to determine the address that will be used as the main address for your child's application. Only one address will be used throughout the application process. If you are unable to agree on which address to use, the address of the parent making the Child Benefit claim will be used for the purpose of the application.

You do not need to provide us with documentary evidence of your address. Your details will be cross-referenced with internal council databases, and if we are unable to verify your address we will contact you for more information. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide one of more of the following:

- A mortgage statement/tenancy agreement.
- A recent utility bill or, if you have moved, your closure bill at your previous address.
- A Child Benefit/Inland Revenue document (if entitlement applies).
- For members of the UK Armed Forces and Crown Servants, an official letter confirming the address of your quarters. This can be provided before you have relocated to ensure your application is not disadvantaged.



If you own or rent more than one property, you should state this on your form. You will also need to provide proof of residence and occupancy for the address at which your child lives most of the time and is considered as the main family home.

If you move into a second property for a temporary period purely for the purpose of trying to be nearer to a school, we will use your normal, permanent residence for the purpose of processing the application.

Change of address

Any offer made to your child on **1 March 2018** is based on the address you indicated on your application. If you do not inform us of a change of address, any offer that is made to your child for a school that you would not have been eligible for will be withdrawn.

You must notify the admissions team if you move address. Your new address will not be updated until proof has been provided. If you move **after 8 December 2017**, your address will not be updated as the process for allocating places would have already started. We are able to send you correspondence to your new address, but your application will be processed using the address you submitted at the close of applications.

Exceptional need

All schools have experience in dealing with children with diverse needs. These may be educational, medical and/or social needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school.

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the area provided in your application, giving reasons supporting your case. Please be aware not all schools have this criterion in their policy, so it is advised you check this first.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must clarify which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular and the difficulties it will cause your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date **31 October 2017**. The admissions team is not

Fraudulent applications

The London Borough of Hammersmith & Fulham takes very seriously any attempt to obtain a school place by fraud. All cases are fully investigated and the use of internal and external agencies has improved detection rates. Council officers will carry out unannounced address visits as appropriate.

If you know someone who intends to or has used a false address to get a school place, you can report this confidentially to the admissions team on 020 7745 6434 or email school.admissions@lbhf.gov.uk

You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

If we find that a school place was obtained using a false address we will withdraw the offer, even after the child has started school, and re-offer to the child who was entitled to the place.

If it is decided not to remove the offer, normally when the child has been on roll for more than one term, any future sibling link will not apply.

responsible for contacting professionals for information about your case and any decision will be based on documents you submit by the closing date.

For own Admission Authority schools, and schools located in other areas, any additional documentation you provide will be passed on for the respective school's attention via the secure Pan-London system.

The notification date is **1 March 2018**. You will not be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria for the requested school.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision that the professional support provided clearly makes a case that the needs for the child can only be met at the school required as opposed to another local school.

Your personal information

The London Borough of Hammersmith & Fulham will handle information you have provided for school admission purposes in line with the Data Protection Act (DPA).

The information will be held in confidence, with only the necessary people working within the combined Children's Services able to access and handle it.

The council has a duty under the Children's Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the council may also use this information for other legitimate purposes and may share information (where necessary) with other council departments and external bodies.

Additional forms to complete

All Hammersmith & Fulham voluntary aided schools have additional Supplementary Information Forms (SIF) and/or a Priest Reference Form or Certificate of Catholic Practice (CCP) to complete, which are available directly from the schools or at www.lbhf.gov.uk/schooladmissions

These forms are necessary for the school governors to determine whether applicants meet their faith requirements or other criteria. If you are applying for a place on religious grounds, you will be required to provide proof of your church attendance and/or religious commitment on the SIF.

The SIF and all additional documents required must be returned to the school. The same will apply for church schools located in neighbouring local authorities. If you name the school on your application and do not complete a SIF, your child will be considered but it will reduce the chance of your child being offered a place. The school will not have any information to consider when judging your application against its admission criteria and, as such, your application will be ranked very low when decisions are made. It is therefore important you complete both forms.

Applications for children living abroad

Applications submitted by resident families working or temporarily living abroad will be processed with all other applicants and must be submitted by the closing date. The address where the child is living at the time of application and at the closing date will be used for the purpose of

processing. The applicant must inform the admissions team on their return for the address to be updated. Proof of address and occupancy will be required.

Members of the UK Armed Forces and Crown Servants

For members of the UK Armed Forces and Crown Servants an official letter confirming the address of your quarters is required. This can be provided before you have relocated to ensure your application is not disadvantaged.

Late applications

If you apply after the closing date without a valid reason, your application will only be considered after the offer date: **1 March 2018**. Your child's name will be added to waiting lists along with those unsuccessful applications considered in the initial allocation round.

If there is an exceptional reason for applying after the closing date and **by 8 December 2017** (for example, you have just moved to the area), it may be possible to consider your application with those that were made on time. Other circumstances will be considered and each case decided on its own merit.

Examples of reasons that **would not** be accepted include failure of a primary school to remind a parent to apply, late return from a family holiday or non-receipt of an application form due to postal issues. You are advised to contact the admissions team as soon as possible if submitting an application after the closing date.

Change of preferences

If you wish to change the order of preference of schools listed on your application form and you applied online, you can log back in to your account to change/add/delete preferences up until the closing date. If you did not apply online, you must email school.admissions@lbhf.gov.uk or write to the admissions team before the closing date.

It is not normally possible to accept any changes after the closing date. If you do want to add preferences or change your order of preferences after this date, you must inform the admissions team as indicated above. In most cases, new or changed preferences will be considered only after all other applications have been considered.

► **Some schools require you to complete a Supplementary Information Form (SIF)**

The application process



Completing your application

Guidance on completing your application (paper or online)

The online application is set out in a similar way to the paper form. The following guidance applies to both:

- Naming only the school you most want for your child will not increase his or her chance of being offered a place. It is therefore advised you name further preferences and ones you consider to be realistic options.
- If we receive more than one application for your child, the most recently dated application will be the one we process.
- Because of the demand for places at the most popular schools, your child may not be offered a place at your first preference.

Your child's name

Please write your child's name clearly and use the same name you have registered with your child's primary school.

Your child's date of birth

You should only be applying if your child is currently in Year 6 in primary school and their date of birth is between 1 September 2006 and 31 August 2007. If your child is in Year 6 and does not fall in this birth range, please speak to your primary school headteacher before completing the application.

Your child's home address

The address you give must be your child's permanent address on the closing date for applications. Please see page 10 for more information.

Your child's primary school

You must include the name of the primary school your child currently attends. If your child is being educated at home, please state this in the space provided.

Details of parent or carer

This section needs to be completed by the parent or carer of the child, who will also need to indicate they have parental responsibility. Only one parent needs to complete this section but you can indicate the name of the other parent in the space provided if you wish.

Relationship to child

Please indicate your relationship to the child (eg mother, father, grandmother, foster carer).

Children with a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan

You do not need to complete this application if your child has a statement of SEN or EHC plan as there is a separate process that is outlined on page 57 in this brochure. If your child is in the process of being assessed for a statement or EHC plan, please complete this application and make us aware of the circumstances. Doing so will ensure the school that is eventually offered to your child is fully aware before admission and can plan accordingly to be able to meet your child's needs.

Looked After Children

Looked After Children (also referred to as in "Public Care") and children who have been adopted or made subject to a child arrangement order or a special guardianship order immediately after having been Looked After receive priority for admission to school. The child's social worker must submit a letter to the 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 and current address.

Exceptional need

All schools have experience in dealing with children with diverse needs. These could be educational, medical and/or social needs. However, in very few exceptional cases, there may be reasons why a child may need to attend a specific school. Please refer to page 11 for further information.

School preferences

You can list up to six state-maintained schools, including any voluntary aided (church) schools, foundation schools, Free Schools and Academies, and any schools in neighbouring local authorities, in order of your preference. Please do not name independent/private fee-paying schools on this form – applications to these must be made separately.

You do not have to name six schools, but it is strongly advised you should name as many preferences as possible and include at least one school where you have a good chance of being offered a place.

You will need to read the admission criteria for the schools to determine the likelihood you have of gaining a place. Applying for only one school will not improve your chances of gaining a place at that school.

Siblings (brothers or sisters)

If your child has a brother or sister who is currently on roll, and will continue to be so, at one of your preferred schools at the time of admission for the child you are applying for, you must include their details where requested. Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are living at the same address. Please be aware the definition of sibling can vary, so you are strongly advised to check with relevant boroughs or schools for their definition and if the school gives priority to siblings.

Siblings of former pupils

Some schools give priority to siblings of former pupils in their admission criteria. This does not apply to all schools, so check the criteria for the school you are applying to. If you are applying under this criterion please list the name and date of birth of the former sibling and the school they attended in the relevant box.

Children of school staff

Some schools give priority in their admission criteria to children of staff. This does not apply to all schools, so check the criteria for the school you are applying to. Please indicate in the relevant section if you are applying under this criterion, naming the school you are applying for. You must also provide supporting evidence from the school.

Reasons for preference

Please note schools can only use their published admission criteria to decide which children qualify for a place. It is therefore not necessary to give reasons for your preferences. If, however, there are medical or social reasons why your child should attend the school you have named, please indicate these, as outlined above.

Declaration and signature of parent or carer

You must sign your application to certify you have parental responsibility for the child for whom you are applying and the address on the application is the main residence of the child. If you provide any false or misleading information on the application or in supporting papers, or withhold relevant information, it may render your application invalid and lead to the withdrawal of an offer of a place.

Apply online and save time

If you are a Hammersmith & Fulham resident you must complete the borough's common application to apply for a

secondary school place. We recommend you apply online at **www.lbhf.gov.uk/schooladmissions**

The council will co-ordinate the admission process with the other 32 London boroughs and neighbouring authorities to ensure no child receives more than one offer of a place at a secondary school in London on **1 March 2018**. The one offer received will be for the highest-preference school for which your child is eligible.

You will have the opportunity to express a preference for **up to** six secondary schools, Academies and Free Schools, including schools outside Hammersmith & Fulham. You must list them in order of preference. This means you should put your first preference (ie the school you most want your child to go to) at the top of the list, your second preference below and then continue adding any further preferences you would like to make. It is vital you put your school preferences in the order you would like them.

Applying online can be done in five easy steps

Why apply online?

- ✓ It is quick and easy to do.
- ✓ You can log back on to change or delete preferences up until 11.59pm on the closing date (ensure you resubmit your application if making changes).
- ✓ You are able to attach additional documents.
- ✓ You can register your mobile phone number to receive reminder alerts.
- ✓ You will automatically receive a confirmation email once you submit your application.
- ✓ During the evening of **1 March 2018** you will receive an email with the outcome of your application. Please wait until you have received the email before logging onto the Pan-London eAdmissions website.
- ✓ You will be able to accept or decline an offer of a school place online.

A step-by-step guide to applying online

1

- Click on '**Register to apply online**' and enter your email address. If you have previously applied using the online system you will be able to log in without the need for registration.
- You will receive an email with a username and a link. **You must click on the link to validate your email address.**
- You will then receive another email containing your username and password to apply online. This email will include a link to the start of the application process.

The screenshot shows the 'eAdmissions' website with a purple header. A sidebar on the left lists navigation options: 'In this section', 'School admissions home', 'Information & Guidance', 'Register to apply online' (highlighted), 'Edit your account', 'Login to your account', 'Find your nearest school', 'Local Authority details', and 'eAdmissions tutorials'. The main content area is titled 'User registration' and includes a 'Back' button and a 'Logout' button. It contains a section 'You may already have an account' with three bullet points: 'Have you ever used the ParentComms:Pay+ or ParentComms:Reporter?', 'Do you have a user account ending in .uso?', and 'Do you work in a school and have a USO user account ending in .xxx?'. Below this are links for existing users and a section 'Enter your details' for new users. The 'Enter your details' section includes fields for Title, First name, Last name, Postcode, Address (with a search button), Email address, and Home phone number.

2

- Enter your details.
- Make sure you enter your permanent address only. This will be verified against council records.

3

- Enter your child's details. Make sure you enter the information accurately.
- Make sure that you only apply for a child born between 1 September 2006 to 31 August 2007. If you enter a date of birth outside of this range you will not be able to progress to the next step.
- If you have twins or triplets you must remember to create a separate application for each child.

The screenshot shows the 'eAdmissions' website with a purple header. A sidebar on the left lists navigation options: 'In this section', 'School admissions home', 'Information & Guidance', 'Register to apply online', 'Edit your account', 'Login to your account' (highlighted), 'Find your nearest school', 'Local Authority details', and 'eAdmissions tutorials'. The main content area is titled 'Child Details - Step 1 of 3' and includes a 'Back' button and a 'Logout' button. It shows a progress bar at 33% Complete. The 'Enter Child's Details' section includes fields for First name, Middle name, Last name, Date of Birth (DD/MM/YYYY), Gender (Boy/Girl), Use your home address (checked), Council Tax Account Number for Child's home address, Relationship to child, Do you have parental responsibility (Yes/No), Is your child a twin or triplet etc. (multiple birth) (Yes/No), Tick if child is or has previously been in care of a local authority, and Tick if child has a statement of special educational needs or.

► To start your online application visit: www.eadmissions.org.uk or use the link from the council's website: www.lbhf.gov.uk/schooladmissions

The application process

4

- Add your school preferences by first selecting the local authority that each school falls within.
- **Make sure that you read the schools' admission criteria.** This will be a guide as to the likelihood of being offered a place at the school you are interested in.
- Select and add the schools you wish to apply for. You can apply for up to six schools.
- For each school selected you will be asked a number of questions (such as whether there is a sibling at the school). Make sure you answer the questions correctly.
- If you tick the social/medical box please ensure you provide additional documents either by attaching them to the application (after submitting) or by sending them to the admissions team.

5

- Check all of the details entered are correct.
- Read the declaration and tick the box to accept it.
- Click the **'Submit Application'** button.
- Once you have submitted your application you will be able to attach documents.
- You will receive an email confirmation.

You must click the submit button by the closing date of the 31 October 2017. If you do not do this, your application will not be processed.

If you apply online, you must not complete a paper application form

What will happen next

How decisions are made

The process

The admissions team will process any preferences you have made for Hammersmith & Fulham schools and pass on your child's details to schools that are responsible for their own admissions. If you have applied for schools that are not located in Hammersmith & Fulham, your preference(s) will be passed to the local authority that maintains those schools. At the same time, the admissions team will receive applications for Hammersmith & Fulham schools from residents in other local authorities. All these operations will be carried out via the Pan-London Co-ordinated Admissions System.

The order of your preferences is not revealed to the schools. This information is only known by your home local authority and the authority where the schools are located.

If any school has more applicants than places available, the published admission criteria will be used to decide the order in which applicants will be offered places. The same process is carried out across London and decisions are made by all Admission Authorities by a common deadline and relayed back to the home local authority. This co-ordinated process eliminates multiple offers and will result in your child being offered the highest potential school you named in your list of preferences (if an offer can be made). Examples are shown in the tables below.

You need to be realistic when deciding your school preferences. The following are examples of why an offer may not be made to your child if a school is oversubscribed:

- Other applicants live closer to the school and distance is the tie-breaker.
- You applied for Church school(s) but other applicants met a higher faith category requirement which meant lower categories in the criteria were not reached.
- You live outside of a priority area for a school. Places can only be offered beyond the area if places are available.
- You live close to the school or met the faith criteria but the tie breaker used is random allocation (lottery).

A breakdown of last year's admissions to each Hammersmith & Fulham school is included in the schools section of this brochure. You will find this information is available for all schools in the respective local authority brochure, which can be accessed online (neighbouring London local authority website addresses and contact details can be found on pages 64-65).

Example 1

Preference rank	School	Potential offer?	Outcome
1st	Hammersmith Academy	Yes	Place offered
2nd	Ark Burlington Danes Academy	No	Withdrawn as higher offer met
3rd	Phoenix Academy	Yes	Withdrawn as higher offer met
4th	Holland Park School	No	Withdrawn as higher offer met
5th	Kensington Aldridge Academy	No	Withdrawn as higher offer met
6th	London Oratory School	Yes	Withdrawn as higher offer met

Example 2

Preference rank	School	Potential offer?	Outcome
1st	Lady Margaret School	No	Placed on waiting list
2nd	Fulham Cross Girls School	Yes	Place offered
3rd	Hammersmith Academy	No	Withdrawn as higher offer met
4th	Hurlingham Academy	Yes	Withdrawn as higher offer met
5th	No preference made		
6th	No preference made		



Notifying you of the outcome

If you made your application online, you will be able to log on to the eAdmissions site using your username and password during the evening of **1 March 2018** to view the outcome of your application and accept or decline any offer made. Letters will only be sent in the post to residents not offered their first preference school and those that completed the paper application form. Letters will be sent on 1 March first class.

The letter will tell you the following:

- The name of the school that can offer you a place. If it has not been possible to offer any of the schools you applied for, the nearest alternative school will be offered to you, if there is one available.

- That any preferences for schools listed lower than the school offered have been withdrawn.
- How to accept the place you have been offered. You should not reject the place unless you have a place secured elsewhere and should indicate the name of the alternative school on the reply slip (or online).
- If you have not been offered one of your school preferences, the reason why and who to contact for further information*.
- Waiting list and appeal information and who to contact for further details.
- The details of schools which have vacancies, if you did not receive an offer for any of your preferences and you do not want to accept the alternative school offered to you.

*The notification letter does not go into the detail of why a place could not be offered and can only inform you that your child did not receive a high enough priority in the oversubscription criteria. You will be able to obtain more detailed information from the local authority where the school is located or the school itself if it is its own Admission Authority. Please contact the admissions team in the first instance. They will be able to advise you.

Waiting lists

Your child's name will automatically be added to the waiting list for any Hammersmith & Fulham schools that could not be offered. Any schools you named as a lower preference than the school offered to your child would have been withdrawn under the co-ordinated arrangements. You will need to re-apply to these schools if you want your child to be included on a waiting list.

If you have not been offered a place at a school in another borough and require waiting list information, you will need to contact the school or the borough that maintains the school.

Waiting lists are ordered in accordance with the published admission criteria for each school and places will be offered to children as vacancies arise with no differentiation between on-time or late applications.

The management of the waiting lists for Fulham College Boys' School, Fulham Cross Girls' School, Hurlingham Academy and Phoenix Academy are delegated to the admissions team. Waiting list positions will be available from **29 March 2018**. Waiting lists for the remaining schools in Hammersmith & Fulham are the responsibility of the respective schools. You will need to contact the school directly for an update of your child's waiting list position.

As a result of vacancies arising, the governors or admissions team on behalf of the school will determine who is offered the next place(s) in accordance with the published admission criteria and waiting list ranking. You will be notified of any offer that can be made by the admissions team from **29 March 2018**.



A child's position on the waiting list can go down as well as up. For example, if a new application is submitted and they meet a higher priority against the admission criteria for the school, the waiting list will need to be revised to include the new applicant. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can never be any guarantee a place will be offered.

You will be contacted at some point during the academic year to indicate continued interest to remain on the waiting list. If you do not respond, your child's name will be removed from the list unless you inform us otherwise. This exercise is carried out to ensure waiting lists only ever include children who would take up an offer for a school if it became available.

Appeal arrangements

You can make an appeal to each school where your application has been unsuccessful. Appeals are heard by an independent panel. The school will explain to the panel why a place could not be allocated to your child. You will then be heard by the panel and will need to show the school's published admission arrangements were not correctly applied or there are special reasons why your child should be given a place even though the school is full.

More detailed information about admission appeals is available at www.lbhf.gov.uk/schooladmissions. Guidance will also be provided with your appeal form should you decide to pursue this right.

If you would like to seek independent advice you may wish to contact the Child Law Advice Service which provides free legal information, advice and representation to children, their families and carers. Please see their website www.childlawadvice.org.uk/school-admissions for further details or call **0300 330 5485**, Monday to Friday for advice.

Making final arrangements for starting school

The headteacher of the secondary school where your child has been offered a place will invite you to visit the school before the end of the summer term 2018. You will have the opportunity to look around the school and to discuss questions such as school uniform, books, travel arrangements, midday meals and possible financial help.

By the start of the summer holidays, the arrangements for your child's transfer to a new school should have been completed so they can look forward to starting there in September.

► **Your child's name will automatically be added to the waiting list for any H&F schools that could not be offered**

The application process



Frequently asked questions

What does the law require?

Of parents:

It is the duty of the parent of every child aged five to 16 to ensure the child receives efficient, full-time education, suitable to his or her age, ability or aptitude (and to any special need), either by regular attendance at school or otherwise.

Of local authorities:

It is the duty of every local authority to ensure sufficient primary and secondary schools of appropriate character and with necessary equipment are available to provide all pupils in the area with education suitable to their different ages, abilities and aptitudes.

Does the law guarantee my child a place in the school of my choice?

No. The law states parents may express a preference for any school; however, if more parents express a preference for a school than the number of places available, there has to be an order of priority to decide which children to offer places to. The law allows parents to appeal to an independent panel if their child is refused a place at a school of their preference. Please refer to the section on appeals on page 20 for further information.

Will a school know where I listed it in my application?

No. All applications are treated equally against each school's published admission criteria. Schools are not provided with the preference order as it has no relevance to the decision-making process.

Do I have priority for a school place in the borough I live in?

No. It is against the law for local authorities to give priority to their own residents.

Can I change or withdraw my preferences after I have submitted my application?

Once you have submitted your application, you can change the order of your preferences and the schools you have listed up until the closing date. Changes cannot be made to your application after the closing date except in exceptional circumstances.

The distance you have calculated from my home to the school is further away than the distance I have calculated on a measuring system I used on the internet. What do I do?

The local authority's geographical measuring system is used for calculating distances from home to school. Distances measured by other means (eg private car, pedometer or on the internet) are likely to be calculated on a different basis and should not be relied upon as evidence the local authority's distance calculation is incorrect. The local authority's measuring system is designed to be precise, reliable and consistent, and is used for all applications.

The school I have applied for has random allocation to decide who is offered a place. How does this work?

Some schools use random allocation instead of distance in order to determine a rank number order when there are more applications than places available. This may also be referred to as a lottery or ballot. Schools can decide how they apply this method but it must be supervised by someone independent of the school. This can be an individual or an external organisation.

When places become available, random allocation must be used each time to determine the next offer. This will mean that there is no ordered waiting list for schools that use random allocation. Each time random allocation is applied, a record is kept that will show the rank number given to the applicants.

If I decide I prefer a school I listed lower than the school I was offered, can I be considered for a place?

Any preferences that are listed lower than the school offered are automatically withdrawn, so any lower preferences will no longer exist. Any requests after offers have been made for lower preferences will be treated as a new late application. If the school has a vacancy, then it will be possible to offer your child a place and withdraw the original offer made to you. If the school is full your child's name will be added to the waiting list.

A young male student with light brown hair, wearing a dark blue school jacket over a white shirt and a striped tie, is shown in profile, looking down at a book he is holding. The book has a blue cover with white text and a repeating pattern of small white trees. The background is a blurred library or bookshelf. A white rectangular box with a blue border is overlaid on the image, containing the text 'School information'.

School information

The logo for The Hurlingham Academy, featuring a stylized blue tree with a white figure inside it, representing a person jumping or running.

The Hurlingham
Academy

School information

Overview

This section contains basic information for each school and a summarised version of the oversubscription criteria. You are advised to read the full admission arrangements for each school you are interested in applying to. These can be obtained directly from the respective school, their website and the local authority's website.

As many Hammersmith & Fulham residents apply for schools located in Kensington and Chelsea and Westminster, the link to the pages where you will find the full admission policy and arrangements for schools within these boroughs are provided.

For voluntary aided (church) schools it is important you read the notes that apply to the religious affiliation. These can be found in each schools full admission policy and arrangements.

For Kensington and Chelsea:

www.rbkc.gov.uk/schools/admissions

For Westminster:

www.westminster.gov.uk/consultations-admission-arrangements



Common definitions

To avoid repetition, the following common definitions will apply to each school and Academy in this section (unless indicated otherwise in the school's criteria).

For all schools included in this brochure, children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan that names the school will be allocated a place before any other allocations are made. Further information can be found on page 57.

Looked After Children (also referred to as in "Public Care")

Children in care of the local authority and children who have been adopted or made subject to a child arrangement or a special guardianship order immediately following having been Looked After. The child's social worker must submit a letter to the admissions team confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.

Siblings (brothers and sisters)

Children already attending the school who will continue to do so on the date of admission of the applicant. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant.

Distance from home to school

Unless indicated otherwise in the individual admission criteria for each school, distances are calculated using a straight line (as the crow flies) measurement from the child's home "address point" (determined by Ordnance Survey data) to the main school gate (as determined by Hammersmith & Fulham Council using its computerised measuring system). The child living closest to the school will receive the highest priority; accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house), priority will be given to those who live closest to the ground floor, then by ascending flat number order. Routes are measured to four decimal places (if necessary).

If, in the unlikely event two or more applicants live exactly the same distance from the school, the offer of a place will be decided by random allocation, which will be carried out independently of the school.



Exceptional need

If this priority forms part of the school's admission criteria, the governors may, on an individual basis, give priority to applicants who can demonstrate admission to the school is necessary on the grounds of professionally supported educational, medical and/or social need and that only this school can meet this need. Parents/carers must supply details of any such special factors at the time of the original application, together with recent supporting documentation. Such applications will not be considered without professional support – such as a letter or report from a doctor, consultant or social worker. Further guidance can be found on page 11.

Children from multiple births (eg twins, triplets)

Each school must set out in its admission arrangements how it considers applicants from multiple births when the admission limit may be exceeded to admit all children. In most cases, places will be offered to all children. You are, however, advised to check the full policy for the school(s) you are applying for if this is a concern for you as different rules may apply.

Ark Burlington Danes Academy



Wood Lane, London W12 0HR 📞 020 8735 4950 ✉ bda.school@burlingtondanes.org

Headteacher/principal
Michael Ribton

Nearest Tube station
White City (Circle Line)

Bus routes
220, 7, 272, 72

Type of school
Academy, mixed

Specialism
Maths, performing arts

Ages
Reception to 18

DfE number
205 6905

**Number of pupils to be
admitted in September 2018**
180

► **For detailed information about the school, please visit their website:**
www.burlingtondanes.org

School information

Admission criteria

The below criteria has been summarised and you will need to refer to the school's website for the full admission policy and arrangements: **www.burlingtondanes.org/secondary/admissions-policy**

You can also obtain further information by visiting the school on the dates set out below.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority:

1. Looked After and previously Looked After Children*.
2. Children of staff at the school where there is a demonstrable skill shortage – children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
3. Siblings*.
4. Up to 25% of the remaining places will be allocated to children who attend Church of England primary schools in the London boroughs of Brent, Ealing, Hammersmith & Fulham, Kensington and Chelsea and Westminster and, where there are more applications in this category than places, places will be offered on distance*.
5. Children of staff in the school – where there is no demonstrable skill shortage, priority may be given where the Academy is oversubscribed to a child of a person who will have been employed in the Academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
6. Distance from home to school*.

Sixth form

Please see the school website for information on applying to sixth form: **www.burlingtondanes.org/sixth-form/welcome**



How places were offered in 2017

Total applications submitted: 725

6 places allocated to pupils with SEN/EHC plans.

Criterion	Offers
LAC priority	2 offers
Siblings	54 offers
Church of England places	29 offers up to 1.9118 miles straight-line
Distance	89 offers up to 0.7940 miles straight-line

Appeals information

2017: 14 heard, 6 upheld

2016: 38 heard, 4 upheld

2015: 44 heard, 5 upheld

Open days and evenings

Open evening

Thursday 5 October at 5.00pm

For further dates and information please refer to the school's website

*Common definitions can be found on pages 24-25.

The Fulham Boys School



Mund Street, Gibbs Green, London W14 9LY **T** 020 7381 7100 **E** info@fulhamboysschool.org

Headteacher/principal

Alun Ebenezer

Nearest Tube stations

West Kensington (District Line);
West Brompton (District Line
and Overground)

Bus routes

391, 28, 190, 74, 430

Type of school

Free School, Church of England,
boys

Ages

11-18

DfE number

205 4001

Number of pupils to be

admitted in September 2018
120

Additional forms to complete

Supplementary Information Form
(SIF) to be returned direct to school

► **For detailed information about the school, please visit their website:**
www.fulhamboysschool.org

School information

Admission criteria

The below criteria has been summarised and you will need to refer to the school's website for the full admission policy and arrangements: **www.fulhamboysschool.org**

You can also obtain further information by visiting the school on the dates set out below.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority:

All applicants will be required to take a banding test in November. The purpose of this test is for FBS to achieve a comprehensive spread of ability. Applicants will be placed in one of three ability bands. Those not sitting the test will be treated as 'unbanded' and offered places only if they are unfilled by banded applicants. Priority within each band will then be given to:

1. Looked After and previously Looked After Children*.
2. Exceptional need*.
3. Founders' children.

The remaining places within each band will then be split equally by faith and open places.

Faith places

If faith places in any band are oversubscribed, applications will be prioritised in the following order:

- a) Boys with a sibling* in the school on the date of admission.
- b) Boys who themselves or their parents/carers are practising members of the Church of England, who are resident in Admissions Zone 1**.
- c) Boys who themselves or their parents/carers are practising members of other Christian churches, who are resident in Admissions Zone 1**.
- d) Boys who themselves or their parents/carers are practising members of the Church of England, who are resident in Admissions Zone 2**.
- e) Boys who themselves or their parents/carers are practising members of other Christian churches, who are resident in Admissions Zone 2**.
- f) Other boys who themselves or their parents/carers are practising members of the Church of England or other Christian churches.



Open places

If open places in any band are oversubscribed, applications will be prioritised in the following order:

- a) Boys with a sibling* in the school on the date of admission.
- b) Boys who are resident in Admissions Zone 1**.
- c) Boys who are resident in Admissions Zone 2**.
- d) Other boys.

Tie-break

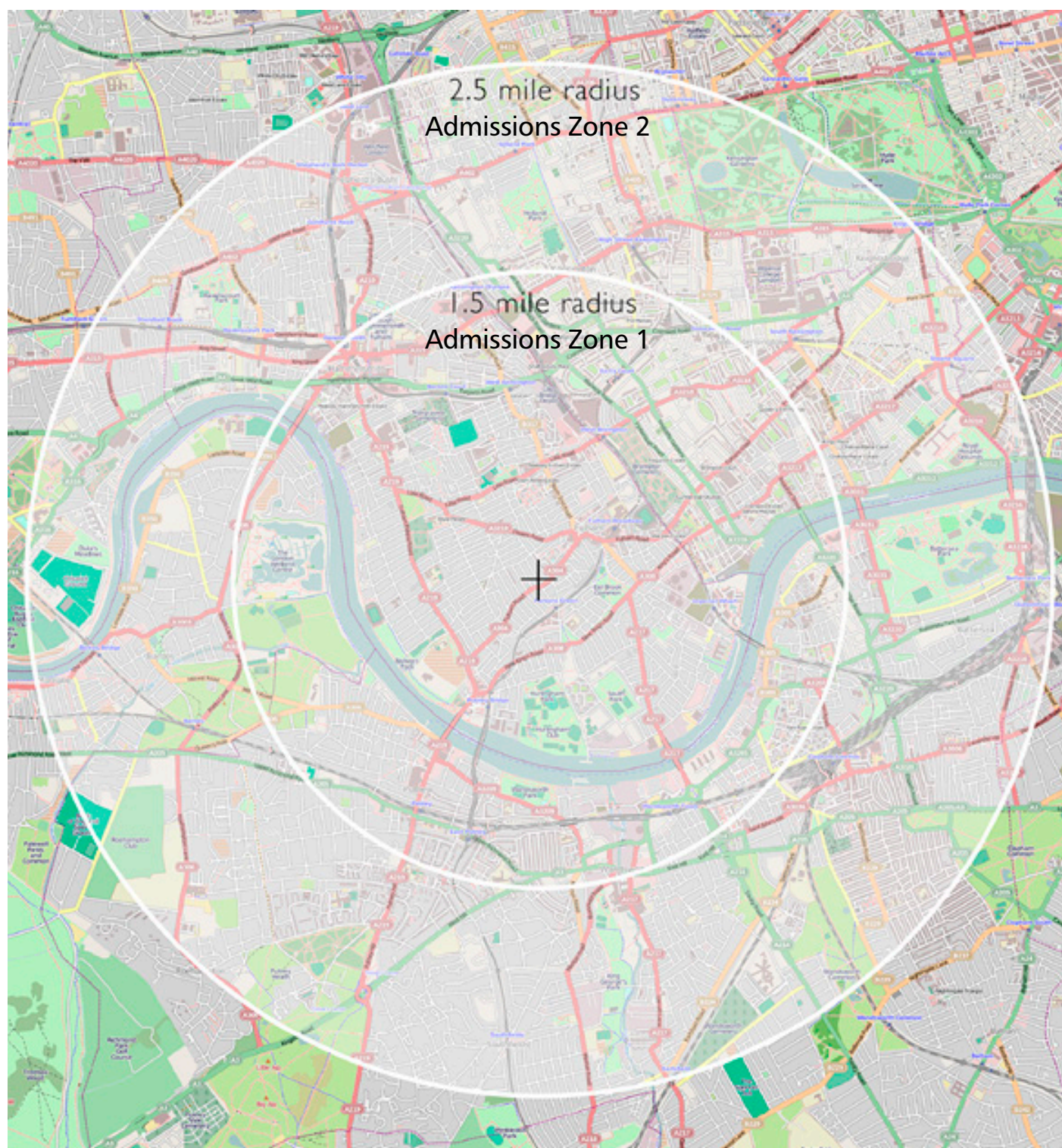
If any band remains oversubscribed after application of the above criteria, places will be assigned by random allocation. The process will be conducted independently by computer program.

*Common definitions can be found on pages 24-25.

**Refer to the map overleaf for information on Admissions Zones.

(Criteria continue overleaf)

The Fulham Boys School priority catchment area



► **For detailed information about the school, please visit their website:**
www.fulhamboysschool.org

How places were offered in 2017

Total applications submitted: 392

2 places allocated to pupils with SEN/EHC plans.

Criterion	Band 1	Band 2	Band 3
LACs/Exceptional need/Founders' children	0	0	1
Faith places	15 offers, comprising: <ul style="list-style-type: none"> • 1 sibling offer • 14 distance offers at random in Admissions Zone 1 	30 offers, comprising: <ul style="list-style-type: none"> • 6 sibling offers • 10 Admissions Zone 1 offers • 11 Admissions Zone 2 offers • 3 distance offers made at random to boys living outside the Admissions Zones 	13 offers, comprising: <ul style="list-style-type: none"> • List exhausted, i.e. all Band 3 Faith applicants offered
Open places	15 offers, comprising: <ul style="list-style-type: none"> • 2 sibling offers • 13 distance offers at random in Admissions Zone 1 	30 offers, comprising: <ul style="list-style-type: none"> • 4 sibling offers • 26 distance offers at random in Admissions Zone 1 	16 offers, comprising: <ul style="list-style-type: none"> • 6 sibling offers • 10 distance offers at random in Admissions Zone 1

Appeals information

2017: 1 heard, none upheld

2016: None

2015: None

Sixth form admissions

The school will be admitting its first intake to sixth form in September 2019. The admissions policy for sixth form applications and relevant oversubscription criteria will be consulted on two years before this date.

Open days, open evenings and test dates

Open days and evenings

Tuesday 3 October, talks at 6.00pm and 7.00pm

Thursday 5 October at 9.15am, 11.15am and 2.15pm

Banding test

Friday 17 November and Friday 24 November



Fulham College Boys' School



Kingwood Road, London SW6 6SN T 020 7381 3606 E fcbs@fulhamcollege.net

Executive Principal

Peter Haylock

Nearest Tube stations

Parsons Green, Putney Bridge, Fulham Broadway (District Line); Barons Court (District and Piccadilly Lines); Hammersmith (Hammersmith & City, Circle, District and Piccadilly Lines)

Bus routes

74, 220, 430, 295, 190, 211, 424, 14, 414

Type of school

Academy, boys

Specialism

Science

Ages

11-16

DfE number

205 4106

**Number of pupils to be
admitted in September 2018**

120

► **For detailed information about the school, please visit their website:**
www.fulhamcollegeboys.net

Admission criteria

The below criteria has been summarised and you will need to refer to the school's website for the full admission policy and arrangements: **www.fulhamcollegeboys.net/students/admissions**

You can also obtain further information by visiting the school on the dates set out below.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority:

1. Looked After and previously Looked After Children*.
2. Exceptional need*.
3. Siblings* already on the roll within any of the Fulham College Academy Trust schools; Fulham College Boys', Fulham Cross Girls' and the Fulham Enterprise Studio.
4. Distance from home to school*.

Twins, triplets and multiple births

In the case of a tie-break for children of multiple births, offers will be made to the siblings and be considered as an excepted pupil in accordance with the Admissions Code.

Sixth form

Please see the school website for information on applying to sixth form: **www.fulhamenterprise.net**

How places were offered in 2017

Total applications submitted: 103

All applicants who applied were offered a place.

Appeals information

There have been no appeals lodged over a three-year period.

Open days and evenings

Wednesday 27 September, 4.00-7.00pm

Tuesday 3 October, 9.00-10.30am

Wednesday 11 October, 4.00-7.00pm

Thursday 12 October, 9.00-10.30am



*Common definitions can be found on pages 24-25.

Fulham Cross Girls' School



Munster Road, London SW6 6BP **T** 020 7381 0861 **E** school@fulhamcross.lbhf.sch.uk

Executive Principal

Peter Haylock

—

Nearest Tube stations

Hammersmith (Hammersmith & City, Circle, District and Piccadilly Lines); Fulham Broadway (District Line); Barons Court (District and Circle Lines)

Bus routes

74, 220, 430, 295, 190, 211, 424, 14, 414

—

Type of school

Academy, girls

Specialism

Languages

Ages

11-16

—

DfE number

205 4315

—

Number of pupils to be admitted in September 2018

125

► For detailed information about the school, please visit their website: www.fulhamcross.net

School information

Admission criteria

The below criteria has been summarised and you will need to refer to the school's website for the full admission policy and arrangements: www.fulhamcross.net/admissions. You can also obtain further information by visiting the school on the dates set out below. After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority:

1. Looked After and previously Looked After Children*.
2. Exceptional need*.
3. Siblings* already on the roll within any of the Fulham College Academy Trust schools; Fulham College Boys, Fulham Cross Girls' and the Fulham Enterprise Studio.
4. Distance from home to school*.

Twins, triplets and multiple births

In the case of a tie-break for children of multiple births, offers will be made to the siblings and be considered as an excepted pupil in accordance with the Admissions Code.

Sixth form

Please see the school website for information on applying to sixth form: www.fulhamenterprise.net

How places were offered in 2017

Total applications submitted: 280

0 places allocated to pupils with SEN/EHC plans.

Criterion	Offers
Siblings	32 offers
Distance	Remaining places offered up to 3.1598 miles straight-line distance

Appeals information

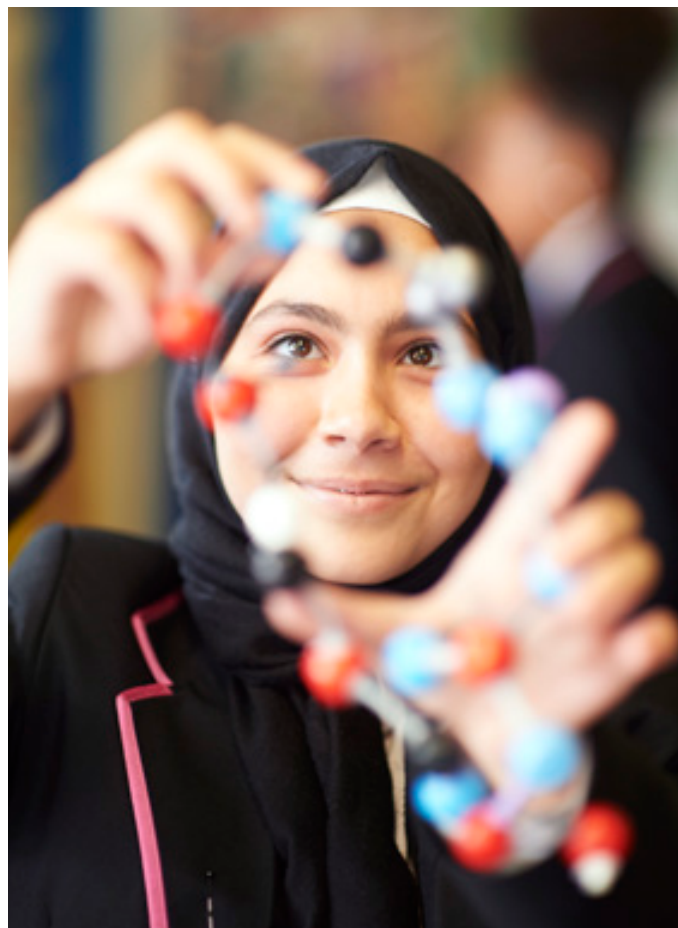
There have been no appeals heard over a three-year period.

Open days and evenings

Wednesday 27 September, 4.00-7.00pm

Tuesday 3 October and Thursday 12 October, 9.00-10.30am

*Common definitions can be found on pages 24-25.



Hammersmith Academy



25 Cathnor Road, London W12 9JD 📞 020 8222 6000 ✉ info@hammersmithacademy.org

Headteacher/principal

Gary Kynaston BEd, MA, NPQH

Nearest Tube stations

Goldhawk Road (Hammersmith & City Line) Ravenscourt Park (District Line)

Bus routes

94, 207, 228, 237, 260, 266, 283, 607

Type of school

Academy, mixed

Specialism

Creative & digital media and IT

Ages

11-18

DfE number

205 6906

Number of pupils to be admitted in September 2018

120

Additional forms to complete

A completed banding test registration form must be returned to the academy by midday 8 September. Parents of children attending the banding in September will be informed of their band by 31 October. Forms are available from the academy website or directly from the academy office

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The Hurlingham Academy



Peterborough Road, London SW6 3ED **T** 020 7731 2581 **E** info@thehurlinghamacademy.org.uk

Principal
Leon Wilson

Nearest Tube station
Parsons Green (District Line)

Bus routes
28, 295, 424, C3, 22, 44

Type of school
Academy, mixed

Ages
11-16

DfE number
205 4002

**Number of pupils to be
admitted in September 2018**
150

► **For detailed information about the school, please visit their website: www.thehurlinghamacademy.org.uk**

School information

Admission criteria

The below criteria has been summarised and you will need to refer to the school's website for the full admission policy and arrangements: www.thehurlinghamacademy.org.uk

You can also obtain further information by visiting the school on the dates set out below.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority:

1. Looked After and previously Looked After Children*.
2. Exceptional need*.
3. Siblings*.
4. Distance from home to school*.

Sixth form

The Hurlingham Academy sixth form will be opening in 2018. It will offer the continuity and stability of education from year 7 through to university. Please see the school website for information on applying to sixth form: www.thehurlinghamacademy.org.uk

How places were offered in 2017

Total applications submitted: 185

All applicants who applied were offered a place.

Appeals information

There have been no appeals lodged over a three-year period.

Open days and evenings

Open evening

Thursday 28 September, 5.00-7.30pm
Headteacher will speak at 6.15pm

Open mornings

Monday 2 to Friday 6 October, 9.00am-12.00 noon
Monday 9 October, 9.00am-12.00 noon
Wednesday 11 October, 9.00am-12.00 noon
Monday 16 October, 9.00am-12.00 noon
Wednesday 18 October, 9.00am-12.00 noon



*Common definitions can be found on pages 24-25.

Lady Margaret School



Parsons Green, London SW6 4UN **T** 020 7736 7138 **E** admin@lady-margaret.lbhf.sch.uk

Headteacher/principal
Ms Elisabeth Stevenson

Nearest Tube station
Parsons Green (District Line)

Bus routes
14, 22, 414, 424

Type of school
Academy, Church of England, girls

Ages
11-18

DfE number
205 4632

**Number of pupils to be
admitted in September 2018**
120

Additional forms to complete
Supplementary Information Form
(SIF) to be returned direct to school

► For detailed information about the school, please visit their website: www.ladymargaret.lbhf.sch.uk

Admission criteria

The below criteria has been summarised and you will need to refer to the school website for the full admission policy and arrangements: www.ladymargaret.lbhf.sch.uk/admissions-year-7. You can also obtain further information by visiting the school on the dates set out below.

Foundation and open places

67 foundation places will be reserved for girls who have attended services at a Church of England church or churches at least fortnightly for a minimum of three years.

53 open places will be reserved for girls of any or no religion. Unsuccessful foundation applicants will automatically be considered for open places.

Ability bands

Applications for foundation and open places will be separately divided into the three ability bands making six categories, depending on the girl's ability and the nature of her application:

1. **Foundation Band 1.** 17 places for girls of above-average ability who are entitled to apply for foundation places.
2. **Foundation Band 2.** 33 places for girls of average ability who are entitled to apply for foundation places.
3. **Foundation Band 3.** 17 places for girls of below-average ability who are entitled to apply for foundation places.
4. **Open Band 1.** 13 open places for girls of above-average ability.
5. **Open Band 2.** 27 open places for girls of average ability.
6. **Open Band 3.** 13 open places for girls of below-average ability.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority within each band:

1. Looked After and previously Looked After Children*.
2. Siblings*. A girl does not qualify for sibling priority if:
 - a) her older sister will not be a pupil at the school in the admission year; or
 - b) her home address is at a greater straight line distance from the school than the home address of her older sister at the time of the latter's admissions; or
 - c) her older sister first joined the school at Year 12.
3. Distance from home to school*.

*Common definitions can be found on pages 24-25.

Sixth form admissions

We welcome applications to join us in September 2017, when our anticipated sixth form intake will be 120 girls, taking into account both internal and external candidates. Please see the school website for information on applying to sixth form: www.ladymargaret.lbhf.sch.uk/sixth-form-welcome

How places were offered in 2017

Total applications submitted: 830

2 places allocated to pupils with SEN/EHC plans.

3 places offered to Looked After or Previously Looked After children.

24 places offered to girls with siblings.

Criterion	Offers
Foundation Band 1	17 offers, up to 1.7085 miles straight-line distance
Foundation Band 2	33 offers, up to 3.1695 miles straight-line distance
Foundation Band 3	17 offers, up to 2.4771 miles straight-line distance
Open Band 1	13 offers, up to 0.2496 miles straight-line distance
Open Band 2	26 offers, up to 0.5494 miles straight-line distance
Open Band 3	12 offers, up to 0.2758 miles straight-line distance

Appeals information

2017: 6 heard, none upheld

2016: 12 heard, 1 upheld

2015: 14 heard, 1 upheld

Open days and test dates

Open days

Thursday 5 and Friday 6 October, at various times. Please visit the school website to book a place

Banding test

Friday 17 November

The London Oratory School



Seagrave Road, London SW6 1RX **T** 020 7385 0102 **E** admin@los.ac

Headteacher/principal

Daniel Wright MA

Nearest Tube stations

Fulham Broadway (District Line);
West Brompton (District Line
and Overground)

Bus routes

11, 14, 211, 295, 74, 190, 430,
28, 391, 328, C3

Type of school

Academy, Catholic, boys

Specialism

Music

Ages

11-18

DfE number

205 5400

**Number of pupils to be
admitted in September 2018**

160

Additional forms to complete

Supplementary Information Form
(SIF) to be returned direct to school

► **For detailed information about the school, please visit their website:**
www.london-oratory.org

School information

Admission criteria*

The below criteria has been summarised and you will need to refer to the school's website for the full admission policy and arrangements: **www.london-oratory.org**

You can also obtain further information by visiting the school on the dates set out below.

After the allocation of children with SEN or EHC plan**, the admission criteria will be applied in the following order of priority:

The oversubscription criteria below will be applied in order of category. Within Category B each criterion is applied in the given order to determine which applications go forward for consideration against the next criterion. This means those who meet criterion 1 are carried forward for assessment against 2, then those meeting both 1 and 2 are carried forward for assessment against 3 and so on to produce a ranked list.

Category A

Catholic Looked After and previously Looked After Children**.

Category B

Catholic children from practising Catholic families.

Parents will be required to provide validated evidence the child and at least one of his parents are Catholic. The priest's reference form will be used to verify the Catholic parent(s) and their son practise their faith.

1. Candidate and his Catholic parent (where the child resides with only one parent, or where the child resides with both parents but only one is Catholic) or parents (where the child resides with both parents and both are Catholic) who meet their obligations in respect of Mass attendance on Sundays and Holy Days of Obligation and have done so for the past three years. This obligation is laid out in Canon Law, canons 1246, 1247, 1248 (copies of which are reproduced in the full admissions policy available on the school's website). Mass attendance must be verified by priest's reference.
2. Candidates who received baptism up to six months after birth, unless there is good reason otherwise supported by valid evidence. (Where a child has been adopted the calculation is made from date of adoption order.)



3. Sibling**.
4. Candidates who are a sibling** of a former pupil (sibling of former pupil is defined as a brother or sister of whole or half-blood of a former pupil registered at the school and who completed at least one full year of education at the school).
5. Candidates who at the time of application attend the Oratory Primary School, Bury Walk, Cale Street, London SW3 6QH.

Category C

Other Catholic children.

*At the time of going to print the admission arrangements are subject to an objection from the schools' adjudicator. Please check school's website for updates.

**Common definitions can be found on pages 24-25.

(Criteria continue overleaf)

Category D

Non-Catholic children.

If any places remain after the applications have been considered under Categories A to C places will be allocated to non-Catholic applicants in the following order:

1. Other Looked After and previously Looked After Children**.
2. Members of the Eastern Christian churches (which include the Orthodox churches).
3. Members of the Church of England.
4. Members of other Christian denominations.
5. Members of non-Christian faiths.
6. Other children.

In criteria D2 to D5 above, validated documentary evidence of membership of the faith will need to be provided by the priest or relevant religious body.

Tie-break

In the event of a tie for a place after the above criteria have been applied, a ballot system of random allocation will be used with each tied candidate's name being entered into the ballot and names then selected randomly by an independent external organisation (The Electoral Reform Services), until a rank of all candidates has been established.

If the school is oversubscribed by practising Catholic applicants, no children from Category C or D will be included in the tie-break.

Sixth form

Each year the school admits 40 external candidates to the sixth form for A Level and AS courses.

The school will only consider candidates suitable for the A Level and AS courses published by the school. All places will be offered conditional on candidates meeting the requirements for advanced courses for the year concerned.

Parents and pupils are advised to attend one of the meetings for parents and prospective pupils, which will provide advice on options and entry requirements for particular courses.

Please see the school website for information on applying to sixth form: www.london-oratory.org/sixth-form/92.html

How places were offered in 2017

Total applications submitted: 939

3 places allocated to pupils with SEN/EHC plans.

Criterion	Offers
Catholic LAC (A)	2 offer
Practising Catholic boys (B2)	155 offers based on random ballot to those fulfilling Catholic criteria

Appeals information

2017: 50 heard, 2 upheld

2016: 49 heard, 5 upheld

2015: 44 heard, 6 upheld

Open days and evenings

Monday 11 September, 6.30pm

Tuesday 19 September, 6.30pm

Tuesday 26 September, 6.30pm

Monday 2 October, 2.30pm

► For detailed information about the school, please visit their website: www.london-oratory.org

School information



Phoenix Academy



The Curve, Shepherd's Bush, London W12 0RQ **T** 020 8749 1141 **E** admin@phoenix.lbhf.sch.uk

Executive Headteacher

Mr Oliver Knight

Nearest Tube stations

White City (Central Line);
Wood Lane (Circle and
Hammersmith & City Lines);
East Acton (Central Line)

Bus routes

7, 70, 72, 95, 220, 228, 272, 283

Type of school

Academy, mixed

Ages

11-19

DfE number

205 4314

**Number of pupils to be
admitted in September 2018**

150

► **For detailed information about the school, please visit their website:**
www.phoenixacademy.org.uk

School information

Admission criteria

Below is a summary of the admission criteria, you will need to refer to the school website for the full admission policy and arrangements: **www.phoenixacademy.org.uk**

You can also obtain further information by visiting the school on the dates set out below.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority within each band:

1. Looked After and previously Looked After Children*.
2. Exceptional need*.
3. Siblings*.
4. Distance from home to school by shortest walking route.

Sixth form

Please see the school website for information on applying to sixth form: **www.phoenixacademy.org.uk**

How places were offered in 2017

Total applications submitted: 148

All applicants who applied were offered a place.

Appeals information

There have been no appeals lodged over a three-year period.

Open days and open evening

Open mornings

Tuesday 3 October at 9.00am

Wednesday 4 October at 9.00am

Open evening

Thursday 5 October at 5.30pm



*Common definitions can be found on pages 24-25.

Sacred Heart High School



212 Hammersmith Road, London W6 7DG ☎ 020 8748 7600 ✉ info@sacredh.lbhf.sch.uk

Headteacher/principal

Marian Doyle MA

Nearest Tube stations

Hammersmith (Circle, Hammersmith & City, District and Piccadilly Lines), Kensington Olympia (District Line and Overground)

Bus routes

72, 220, 283, 295, 27, 190, 266, 269, 391, 9, 10, 33, 419, 485, 609

Type of school

Academy, Catholic, girls

Specialism

Maths, computing

Ages

11-18

DfE number

205 4620

Number of pupils to be admitted in September 2018
198

Additional forms to complete
Supplementary Information Form (SIF) to be returned direct to school

► **For detailed information about the school, please visit their website:**
www.sacredhearthigh.org.uk

School information

Admission criteria

The below criteria has been summarised and you will need to refer to the school website for the full admission policy:
www.sacredhearthigh.org.uk/admissions

You can also obtain further information by visiting the school on the dates set out below.

To preserve the school's comprehensive character by establishing a balanced intake across the ability range, the school will allocate all candidates into one of three bands by means of a non-verbal reasoning test. Admission will be as near as possible to the ratio of 25:50:25 of the national ability range.

Once allocated to an ability band, the test result will have no further relevance to the outcome of an application.

In the event of oversubscription in any band, it will be the admissions criteria and not the test score which determine whether or not a place is allocated.

Accordingly, in 2018 the school will admit 198 pupils into year 7 divided as follows:

- 49 girls allocated by the school to band 1;
- 100 girls allocated by the school to band 2; and
- 49 girls allocated by the school to band 3.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority:

Oversubscription criteria

1. Catholic 'looked after' girls and Catholic girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after.
2. Catholic girls with a Certificate of Catholic Practice who have an exceptional medical or social need which makes it necessary for them to attend Sacred Heart High School Hammersmith, and no other school.
3. Catholic girls with a Certificate of Catholic Practice who have a sister on the roll at the school at the time of the application deadline.
4. Catholic girls with a Certificate of Catholic Practice who attend any Catholic primary school in any of the London boroughs which adjoin the borough of Hammersmith & Fulham, to include the borough of Hammersmith & Fulham, ('the Adjoining Boroughs'): Brent; Ealing; Hammersmith & Fulham; Hounslow; Kensington and Chelsea; Richmond upon Thames; Wandsworth.
5. Catholic girls with a Certificate of Catholic Practice.
6. Catholic girls who have an exceptional medical or social need which makes it necessary for them to attend Sacred Heart High School Hammersmith, and no other school.
7. Catholic girls who have a sister on the roll of the school at the application deadline.
8. All other Catholic girls.
9. Any other 'looked after' girls and girls who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders, immediately after having been looked after of any faith or no faith.



*Common definitions can be found on pages 24-25.

(Criteria continue overleaf)

10. Girls who are members of Eastern Christian Churches (including Orthodox Churches).
11. Girls who are members of the Church of England.
12. Girls who are members of other Christian Denominations.
13. Girls who are members of faiths other than Christian.
14. All other girls not falling within any of the above criteria.

Tie-break

Where the school becomes oversubscribed within any of the above categories priority will be given based on distance.

For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots in the presence of an independent witness will be used as the final tie-breaker.

Sixth form

In 2017 the school will admit the published admission number (PAN) of 150 pupils into Year 12 as follows: 110 internal applicants; and 40 external applicants.

In the event there are fewer than 110 internal applicants, the extra places will be offered to external applicants up to the PAN of 150.

Please see the school website for information on applying to sixth form: www.sacredhearthigh.org.uk/admissions/sixth-form-admissions



How places were offered in 2017*

Total applications submitted: 758

4 places allocated to pupils with SEN/EHC plans.

Criterion	Offers
Criterion 1 – LAC	1
Criterion 2 – Exceptional need	2
Criterion 3 – Sibling	30
Criterion 4 – Feeder school	132
Criterion 5 – Catholic girls with a Certificate of Catholic Practice	29 offers up to 3.7913 miles straight-line

*Please note the admission arrangements have changed for the 2018 entry therefore, the outcomes will not be comparable.

Appeals information

2017: 23 heard, 2 upheld

2016: 28 heard, 2 upheld

2015: 37 heard, 2 upheld

Open days, open evenings and test dates

Open days and evenings

Thursday 14 September

9.30-11.00am, Headteacher presentation at 10.40am

4.00-6.00pm, Headteacher presentation at 5.30pm

Wednesday 20 September

9.30-11.00am, Headteacher presentation at 10.40am

4.00-6.00pm, Headteacher presentation at 5.30pm

Banding test

Wednesday 15 November

► **For detailed information about the school, please visit their website: www.sacredhearthigh.org.uk**

School information



West London Free School



Palingswick House, 241 King Street, London W6 9LP ☎ 020 8600 0670 ✉ admin@wlfs.org

Headteacher/principal

H R Jones

Nearest Tube stations

Ravenscourt Park (District Line)
and Hammersmith (Hammersmith
& City, Circle, District and
Piccadilly Lines)

Bus routes

27, 190, 266, 267, 391, H91

Type of school

Free School, mixed

Specialism

Music

Ages

11-18

DfE number

205 4000

**Number of pupils to be
admitted in September 2018**
130

Additional forms to complete
Music aptitude application to
be returned to the school

Admission criteria

The below criteria has been summarised and you will need to refer to the school's website for the full admission policy and arrangements: www.wlfs.org/year-7

You can also obtain further information by visiting the school on the dates set out below.

After the allocation of children with SEN or EHC plan*, the admission criteria will be applied in the following order of priority:

1. Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children whose parents are founders of the West London Free School and who have been granted this provision by the Secretary of State for Education.
3. Up to 12 children who have applied to be considered under the musical aptitude scheme. More information about how to apply for a musical aptitude test, as well as an application form, can be found on the school's website at www.wlfs.org/admissions/musical-aptitude
4. Children who will have siblings in the school at the time when they are admitted to the school, provided those siblings joined the school before 31 July 2016.
5. Children of the school's staff who've been employed for two or more years at the time at which the application for admission to the school is made or who have been recruited to fill a vacant post for which there's a demonstrable skill shortage.
6. All children who are pupils at the West London Free School Primary and the Earl's Court Free School Primary, provided they are applying in either 2020, 2021 or 2022. If there are more applicants in this category than there are places, places will be offered to those children who live nearest to the school, measured by the straight-line distance from the school gate to the child's home. The distance criteria will be measured from the front gate of Palingswick House, 241 King Street, London W6 9LP, to the child's home.
7. Children who will have siblings in the school at the time when they are admitted to the school. If there are more applicants in this category than there are places, places will be offered to those children who live nearest to the school, measured by the straight-line distance from the school gate to the child's home. The distance criteria will be measured from the front gate of Palingswick House, 241 King Street, London W6 9LP, to the child's home.
8. Children who will have siblings at the West London Free School Primary at the time when they are admitted to the school, provided those siblings are due to transfer to secondary school in 2020, 2021 or 2022.
9. After places have been filled under the first eight criteria, 50% of any remaining places will be offered to those children who live nearest to the school, measured by the straight-line distance from the school gate to the child's home. The distance criteria will be measured from the front gate of the school, i.e. Palingswick House, to the child's home.
10. After places have been filled under the first nine criteria, two thirds of any remaining places will be offered to children living within a one-mile radius of the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
11. After places have been filled under the first ten criteria, any remaining places will be offered to children living within a radius of between one and three miles of the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
12. After places have been filled under the first eleven criteria, any remaining places will be offered to children living beyond three miles from the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

Tie-break

Random allocation will be applied in the event of two or more applicants tying, e.g. Children with the same distance from home to school.

Twins and same-year siblings

Where applications are received from multiple birth or same-year siblings the following procedure will be followed: if one child is selected for a place according to one of the numbered oversubscription criteria, the multiple birth/same-year sibling will be ranked immediately below looked after children.

*Common definitions can be found on pages 24-25.

Musical aptitude scheme

Full details of the specialist music scheme are given on the school's website: www.wlfs.org/admissions/musical-aptitude

Parents and carers who wish their children to be considered for a specialist music place must complete a supplementary application form. A candidate for a specialist music place will be required to attend a musical aptitude test at the school. Further details of the location and times for tests will be sent to applicants for specialist music places. The results of the aptitude tests will be used to determine the offer of places under criterion 3. The school will take all reasonable steps to inform parents of the outcome of selection tests before 31 October 2017.

Sixth form

Please see the school website for information on applying to sixth form: www.wlfs.org/admissions/sixth-form



How places were offered in 2017

Total applications submitted: 1,285

4 places allocated to pupils with SEN/EHC plans.

Criterion	Offers
LAC	1 offer
Founders' children	4 offers
Music aptitude	12 offers
Siblings	54 offers (includes siblings attending linked primary schools)
Straight line	23 offers up to a distance of 0.3389 miles straight-line distance
Within a 1 mile radius	15 offers allocated by random ballot
Within a 1-3 mile radius	7 offers allocated by random ballot

Appeals information

2017: 14 heard, 0 upheld

2016: 9 heard, 0 upheld

2015: 7 heard, 0 upheld

Open days, open evenings and test dates

Open days and evenings

Saturday 23 September, 10.00am-4.00pm

(six sessions of one hour each)

To register a place refer to school's website

Music aptitude application deadline

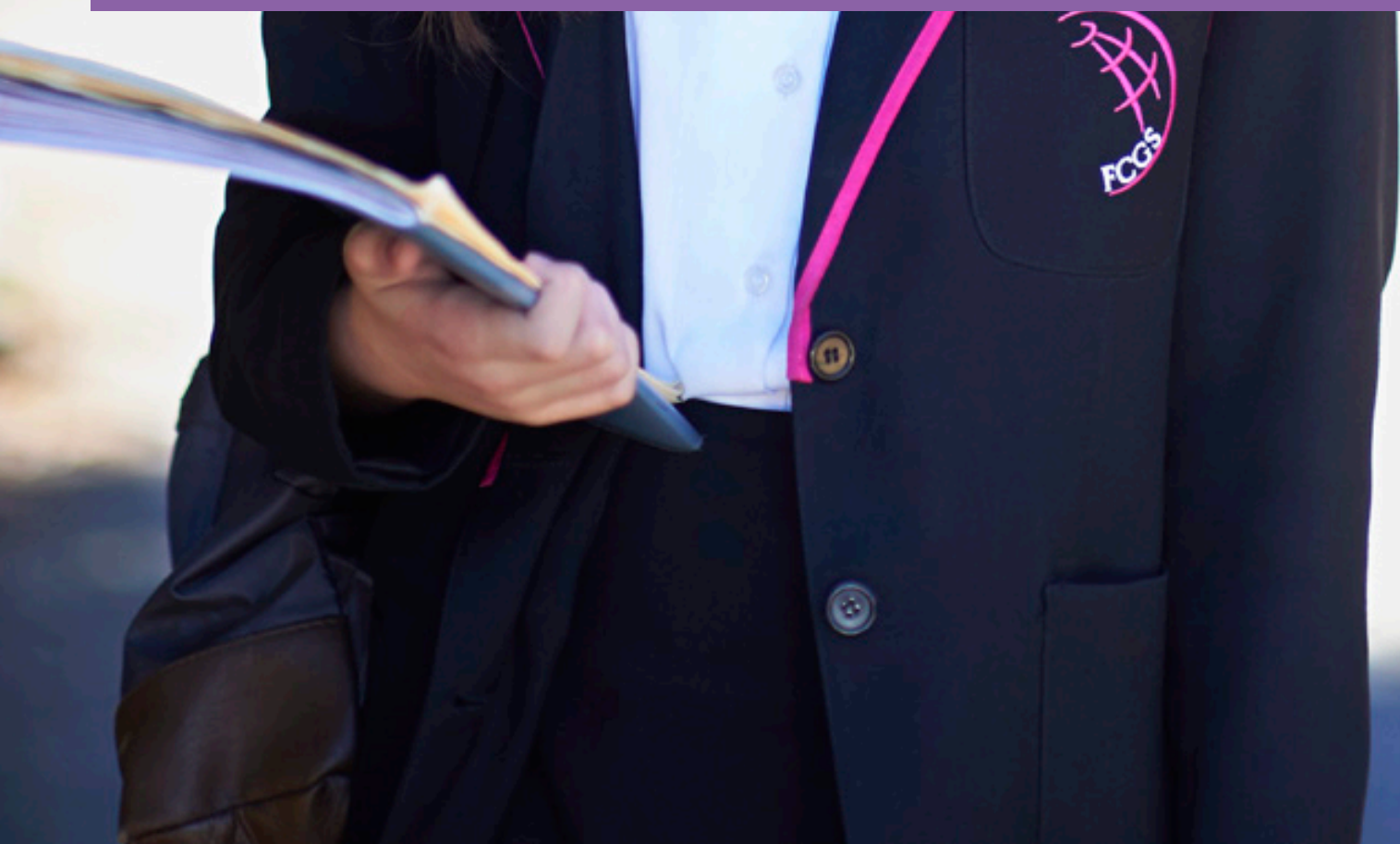
Friday 6 October at 12 noon

Music aptitude test date

Thursday 19 October



Additional information



Additional information

In-year admissions

W www.lbhf.gov.uk/schooladmissions

T 020 7745 6434

An in-year admission is when an application for a school place needs to be made outside the normal admission round (the first year of entry to a school). In most cases your reason for making an application will be that you have moved to a new address, moved from abroad or you would like to transfer your child from one school to another. There is a separate process for applying in-year for a school place.

Fair access protocol

W www.lbhf.gov.uk/schooladmissions

T 020 7745 6434

Every school is committed to taking its share of vulnerable children who are hard to place in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the school governing bodies are empowered to give absolute priority to a child whose admission is requested under Hammersmith & Fulham's fair access protocol, which carries the agreement of both the governing body and local authority for the current admission year. School governing bodies have this power even for cases when admitting such a child would cause the school to exceed its published admissions number.



Support for school attendance

T 020 8753 6600

After you have been allocated a school place, making sure your child attends school regularly and on time every day is really important, not only to make sure they have the best possible chance to get the most out of their education but also because children who are not in school are more likely to get into trouble outside school or be vulnerable. Parents have a legal responsibility to get their children to school, but if you are having difficulties with this, it is important you talk to school staff, who are there to help you.

You or school staff may feel you need some extra help. Each borough has professional staff who work with families with children who are not attending school. They are based in the Early Help Team if you live in Hammersmith & Fulham and you can contact them on **020 8753 6600**. This multi-disciplinary team will work with schools, children and parents to improve children's school attendance and reduce unnecessary absence and truancy.

There is also a central team – the ACE Team – concentrating on the following areas of work: attendance (issuing penalty notices or processing legal action on behalf of schools for entrenched non-attendance, when Early Help are not involved), child employment and children in entertainment, elective home education and children missing education. This team is based at Kensington Town Hall and can be contacted on **020 7745 6610**.

Children with Disabilities Team

T 020 7598 4921

This team offers information, advice, support and practical help to families with children who have a permanent and substantial disability or long-term illness that affects their everyday living. The team offers advice on how to access services available for children and young people who have disabilities. The initial way to contact the team is through the duty social worker who is available on **020 7598 4921**, 9.00am-5.00pm.

Special Educational Needs and Education, Health and Care needs assessments

T 020 7361 3311

Most children and young people with Special Educational Needs (SEN) and/or disabilities will have their needs met within local mainstream early years settings, schools or colleges. Hammersmith & Fulham works with all settings to help them with identifying, assessing and making provision for pupils with SEN. All mainstream school and college settings have funding so that they can meet the needs of pupils with SEN.

If you are applying to a new school and you think your child may have a special educational need, the first step is to talk with the headteacher and/or SENCO when you visit the school. They will be able to talk to you about the support they provide for children with learning needs and how they could meet your child's needs. They must also publish this information on their websites: this is usually called their SEN Information Report.

The local authority expects all mainstream schools to support children with special educational needs, and to work with parents to develop an SEN Support Plan: this will record what is happening to support your child, and the progress s/he is making as a result.

Some children and young people with SEN or disabilities may need support that cannot be provided from the resources of a mainstream school alone. Once all the resources and support in the school have been put into place and there has been time to see what the effect is, the school may then discuss the possibility of an Education, Health and Care (EHC) Needs Assessment with you. This assessment is coordinated by the local authority and as well as education, it involves health and social care assessments. However, the school would discuss this in detail with you before requesting an assessment, and an assessment would only take place with your clear agreement.

If your child already has an EHC plan, the information relating to the application process set out in this brochure does not apply to you as the local authority needs to work with you to agree the best place for your child. To discuss these arrangements, please contact the Special Educational Needs Service on **020 7361 3311**.

Educational Psychology Service

T 020 7361 3311

Every school has a link educational psychologist (EP) – a specialist in how children, young people and young adults develop and learn.

Schools have a limited amount of free access to an EP to support them manage Special Educational Needs processes and systems. In addition schools can buy in school visits from their link educational psychologist.

Help may be asked for when pupils show difficulties with their social-emotional development (including wellbeing/mental health), behaviour, learning or progress generally in school. Educational psychologists can only directly work with a named pupil if parents/carers give informed consent. Parents/carers themselves may ask for their help through the school.

Educational psychologists can also provide general consultative support and guidance for groups or school wide issues as well as research and training.

Assistance with home-to-school travel

W www.lbhf.gov.uk/schooladmissions

T 020 7745 6434

All children under 16 in full-time education can travel free on bus and tram services. All school pupils will be required to carry a Zip Oyster photocard to travel free on buses and trams. For further information, please visit the Transport for London (TfL) website at **www.tfl.gov.uk**

It is expected children who are resident in Hammersmith & Fulham make use of the concessions offered by TfL, including free travel across London. However, there may be circumstances where travel assistance is required outside the scope of free arrangements offered by TfL. In this instance, the London Borough of Hammersmith & Fulham will take account of the statutory requirements.

The full policy and application form are available at **www.lbhf.gov.uk/schooladmissions** or by contacting the admissions team.

Free school meals and school clothing grants

W www.lbhf.gov.uk/contact_counciltax_benefits

T 020 8753 6681

Free school meals are available on application to children attending state maintained schools in Hammersmith & Fulham whose parent(s) or guardian(s) are receiving one of these benefits:

- Income Support
- Income Based Job Seekers Allowance
- National Asylum Seekers Support Scheme (NASS)
- Pension Credit
- Child Tax Credit (gross annual income less than £16,190) but not Working Tax Credit
- Income Related Employment and Support Allowance
- Income-based and Contribution based JSA and ESA on equal basis
- Working Tax Credit 'run-on' – the payment someone will receive for a further four weeks (only) after they stop qualifying for Working Tax Credit
- Universal Credit.

Children already receiving free school meals at primary school will continue to receive them at secondary school as long as their parent/carer still qualifies for these benefits, but you will need to advise us which secondary school your child will be attending.

You can contact us by calling **020 8753 6681** between 9.00am and 5.00pm. You can also book an appointment online or download an application form at **www.lbhf.gov.uk/contact_counciltax_benefits**. The service is located at h&f Direct Centre, 1st Floor, Town Hall Extension, King Street, W6 9JU and is open Monday to Friday, 9.00am to 5.00pm.

School clothing grants are available to help parents resident in Hammersmith & Fulham buy school uniform for their children. If you live outside Hammersmith & Fulham you should apply to your own authority. The criteria for qualifying for clothing grants are the same as listed above for free school meals entitlement, as are the contact and appointment details.

► **All children under 16 in full-time education can travel free on bus and tram services with a Zip Oyster photocard**

Additional information



14-19 education options

Education choices for 14-19 year olds

A separate brochure is produced which provides detailed information on the education choices for 14-19 years olds in Hammersmith & Fulham and beyond: *Pathways to Success, Education Options for 14-19 year olds*.

W www.lbhf.gov.uk/14to19pathways

University Technical Colleges (UTCs)

UTCs are free, non-selective, high-quality education secondary schools for students aged 14-19 years old.

Backed by employers and universities, UTCs combine technical, practical and academic learning in a curriculum offering students first-hand experience of life in the working environment.

UTCs specialise in science, technology, engineering and maths (STEM) subjects which are designed to be applied in the workplace. The curriculum will include up to two specialisms linked to regional skills gaps. In addition, students can study GCSEs, A Levels and other relevant qualifications matched to the UTC specialisms.

Each University Technical College aims to deliver approximately 600 places for 14-19 provision. Grouped under nine regional areas each UTC catchment area may cover more than one local authority.

UTCs that will be in reasonable travelling distance for Hammersmith & Fulham residents are provided as follows:

Sir Simon Milton Westminster UTC

Transport, Engineering, construction.

Sutherland Street, London SW1V 4LH

T 020 3506 9277

E enquiries@westminsterutc.co.uk

W www.westminsterutc.co.uk

South Bank Engineering UTC

Engineering for building and health sectors.

56 Brixton Hill, London SW2 1QS

T 020 7738 6115

E info@southbank-utc.co.uk

W www.southbank-utc.co.uk

Studio Schools

A studio school is a type of secondary provision which is designed to give students practical skills in workplace environments as well as traditional academic and vocational courses of study. In addition, students can access the National Curriculum academic and vocational qualifications. Hammersmith & Fulham has one studio school.

Fulham Enterprise Studio

The Studio School is open to boys and girls aged 14-19 and offers a different mainstream education, with out-of-school learning a key feature. The sixth form will accept applications from young people attending any school, with priority given to students attending Fulham College Boys' School and Fulham Cross Girls' School.

Kingwood Road, London SW6 6SN

T 020 7381 3606

E fes@fulhamcollege.net

W www.fulhamenterprise.net



Sixth form and post-16 education in Hammersmith & Fulham

Ealing, Hammersmith and West London College

Ealing, Hammersmith and West London College offers sixth form provision along with a range of courses and apprenticeship pathways. For more information and to enrol contact the college.

Gliddon Road, Hammersmith, London W14 9BL

T 020 8741 1688

E lis@wlc.ac.uk

W www.wlc.ac.uk

William Morris Sixth Form

William Morris Sixth Form (WMSF) was established in 1994 as the country's first 16-19 comprehensive school, providing education to students from Hammersmith & Fulham as well as young people from across the whole of London.

The sixth form offers a very wide range of subjects at AS and A Level, BTEC, GCSE and the Extended Project Qualification, as well as an extensive enrichment and sports programme.

The sixth form has a long-standing reputation for providing a supportive and inclusive environment where the needs of each individual student are understood and met. Each year nearly 300 students successfully progress to university, including Russell Group universities and Oxbridge.

WMSF is able to admit up to 400 new students each year and welcomes applications from all students who will be aged 16-18 on 31 August in the year of starting their programme. WMSF is oversubscribed, so it is strongly advised all students apply before the end of January to secure an interview.

St Dunstan's Road, London W6 8RB

T 020 8748 6969

E info@wmsf.ac.uk

W www.wmsf.ac.uk



Independent schools

Independent fee-paying schools

All of the following schools are independent fee-paying schools, although each one offers some form of scholarship or bursary scheme.

Please contact the schools for further information, application forms and any queries about the application process.

More detailed information is available from the Independent Schools' Council at www.isc.co.uk and the Independent Schools Directory and Resource at www.independentschools.co.uk or from schools direct.

These schools do not form part of the Pan-London Admissions System and you must apply to them directly.



Godolphin and Latymer School

Godolphin and Latymer School is an independent school for girls aged 11-18. Entry at age 11 is on a competitive basis.

Iffley Road, London W6 0PG

T 020 8741 1936

E office@godolphinandlatymer.com

W www.godolphinandlatymer.com

Latymer Upper School

Latymer Upper School is an independent, co-educational day school. Girls have been in the sixth form since 1996, and in 2004 girls were admitted to the lower school. The school is now fully co-ed in every year group. Entrance is by examination and interview in the spring term.

King Street, London W6 9LR

T 020 8629 2024

E head@latymer-upper.org

W www.latymer-upper.org

St James Senior Girls' School

St James Senior Girls' School is an independent day school for girls aged 10-18.

Earsby Street, London W14 8SH

T 020 7348 1777

E schoolsec@sjsg.org.uk

W www.stjamessschools.co.uk

St Paul's Girls' School


St Paul's Girls' School is an independent secondary day school for girls from 11-18 years of age. There are approximately 730 pupils, with 200 in the sixth form. Entry at 11+ is by examination and interview.

Brook Green, London W6 7BS

T 020 7603 2288

E admissions@spgs.org

W www.spgs.org

A young boy with dark hair and glasses, wearing a school uniform, is looking off to the side with a thoughtful expression. He is sitting at a desk in a classroom, with other students visible in the background. The text "Locations and contacts" is overlaid on the image.

Locations and contacts

Locations and contacts

Contact details for diocesan authorities

The Diocese of Westminster Education Service and London Diocesan Board for Schools provide additional information about education in Catholic and Church of England schools respectively.

Diocese of Westminster Education Service (Catholic)

W www.rcdow.org.uk/education

T 020 7798 9005

London Diocesan Board for Schools (Church of England)

W www.ldbs.co.uk

T 020 7932 1100

Contact details for neighbouring boroughs

Detailed information about schools outside Hammersmith & Fulham, Westminster and Kensington and Chelsea is available directly from schools or the local authority in which they are situated.

Please remember to check the admission arrangements for your preferred schools to assess whether you are likely to be offered a place. You may also be required to complete a supplementary form. If you live outside Hammersmith & Fulham but wish to apply for a school in Hammersmith & Fulham, you will need to apply on the common application form of the local authority where you live.



Borough	Telephone	Email	Website
Barnet	020 8359 7651	school.admissions@barnet.gov.uk	www.barnet.gov.uk
Barking and Dagenham	020 8215 3004	infos@lbdd.gov.uk	www.lbdd.gov.uk/admissions
Bexley	020 8303 7777	schooladmissions@bexley.gov.uk	www.bexley.gov.uk/admissions
Brent	020 8937 3110	school.admissions@brent.gov.uk	www.brent.gov.uk
Bromley	020 8313 4044	school.admissions@bromley.gov.uk	www.bromley.gov.uk
Camden	020 7974 1625	admissions@camden.gov.uk	www.camden.gov.uk
City of London	020 7332 1002	fyi@cityoflondon.gov.uk	www.cityoflondon.gov.uk
Croydon	020 8726 6400	school.admissions@croydon.gov.uk	www.croydon.gov.uk
Ealing	020 8825 5511/5522	mainroundadmissions@ealing.gov.uk	www.ealing.gov.uk
Enfield	020 8379 5501	enfield.school.admissions@enfield.gov.uk	www.enfield.gov.uk
Greenwich	020 8921 8043	school-admissions@royalgreenwich.gov.uk	www.royalgreenwich.gov.uk
Hackney	020 8820 7501/7489	admissions@learningtrust.co.uk	www.learningtrust.co.uk/admissions
Haringey	020 8489 1000	schooladmissions@haringey.gov.uk	www.haringey.gov.uk
Harrow	020 8901 2620	schooladmissions@harrow.gov.uk	www.harrow.gov.uk
Havering	01708 434600	schooladmissions@haverling.gov.uk	www.haverling.gov.uk
Hillingdon	01895 556644	admissions@hillingdon.gov.uk	www.hillingdon.gov.uk
Hounslow	020 8583 2711	admissions@hounslow.gov.uk	www.hounslow.gov.uk/admissions
Islington	020 7527 5515	admissions@islington.gov.uk	www.islington.gov.uk/admissions
Kensington and Chelsea	020 7745 6432	school.admissions@rbkc.gov.uk	www.rbkc.gov.uk/schools/admissions
Kingston upon Thames	020 8547 4610	kingston.admissions@achievingforchildren.org.uk	www.kingston.gov.uk
Lambeth	020 7926 9503	schooladmissions@lambeth.gov.uk	www.lambeth.gov.uk/eadmissions
Lewisham	020 8314 8282	schooladmissions@lewisham.gov.uk	www.lewisham.gov.uk
Merton	020 8274 4906	admissions@merton.gov.uk	www.merton.gov.uk
Newham	020 8430 2000	pupil.services@newham.gov.uk	www.newham.gov.uk
Redbridge	020 8554 5000	admissions@redbridge.gov.uk	www.redbridge.gov.uk
Richmond upon Thames	020 8547 5569	richmond.admissions@achievingforchildren.org.uk	www.richmond.gov.uk
Southwark	020 7525 5337	schools.admissions@southwark.gov.uk	www.southwark.gov.uk
Sutton	020 8770 5000	admissions@sutton.gov.uk	www.sutton.gov.uk
Tower Hamlets	020 7364 5006	school.admissions@towerhamlets.gov.uk	www.towerhamlets.gov.uk
Waltham Forest	020 8496 3000	admissions@walthamforest.gov.uk	www.walthamforest.gov.uk
Wandsworth	020 8871 7316	admissions@wandsworth.gov.uk	www.wandsworth.gov.uk
Westminster	020 7745 6433	schooladmissions@westminster.gov.uk	www.westminster.gov.uk

London Borough of Hammersmith & Fulham

Locations of H&F primary schools, nurseries and early years centres

Community primary schools

- 1 Addison Primary School**
Addison Gardens W14 0DT
- 2 Avonmore Primary School**
Avonmore Road W14 8RL
- 3 Brackenbury Primary School**
Brackenbury Road W6 0BA
- 4 Flora Gardens Primary School**
Dalling Road W6 0UD
- 5 Kenmont Primary School**
Valliere Road NW10 6AL
- 6 Melcombe Primary School**
Fulham Palace Road W6 9ER
- 7 Miles Coverdale Primary School**
Coverdale Road W12 8JJ
- 8 Normand Croft Primary School**
Bramber Road W14 9PA
- 9 Old Oak Primary School**
Mellitus Street W12 0AS
- 10 Sir John Lillie Primary School**
Lillie Road SW6 7LN
- 11 Wendell Park Primary School**
Cobbold Road W12 9LB
- 12 Wormholt Park Primary School**
Bryony Road W12 0SR

Voluntary aided primary schools

- 1 All Saints C of E Primary School**
Bishops Avenue SW6 6ED
- 2 Good Shepherd Catholic Primary School**
Gayford Road W12 9BY
- 3 Holy Cross Catholic Primary School**
Basuto Road SW6 4BL
- 4 John Betts Primary School**
Paddenswick Road W6 0UA
- 5 Larmenier and Sacred Heart Catholic Primary School**
41a Brook Green W6 9BL
- 6 St Augustine's Catholic Primary School**
Disbrowe Road W6 8QE
- 7 St John XXIII Primary School**
(formerly Pope John Catholic Primary School)
1 India Way W12 7QT

- 8 St John's Walham Green C of E Primary School**
Filmer Road SW6 6AS
- 9 St Mary's Catholic Primary School**
Masbro Road W14 0LT
- 10 St Paul's C of E Primary School**
Worlidge Street W6 9BP
- 11 St Peter's C of E Primary School**
33 St Peter's Road W6 9BA
- 12 St Stephen's C of E Primary School**
Uxbridge Road W12 8LH
- 13 St Thomas of Canterbury Catholic Primary School**
Estcourt Road SW6 7HB
- 14 The London Oratory School – Junior House***
Seagrave Road SW6 1RX

Primary academies and free schools

- 1 Ark Bentworth Primary Academy**
Bentworth Road W12 7AJ
- 2 Ark Burlington Danes Primary Academy**
Du Cane Road W12 0TN
- 3 Ark Conway Primary Academy**
Hemlock Road W12 0QT
- 4 Ark Swift Primary Academy**
Australia Road W12 7PT
- 5 Earl's Court Free School Primary****
Cambridge Grove W6 0LB
- 6 Fulham Primary School**
Halford Road SW6 1JU
- 7 Greenside Primary School**
Westville Road W12 9PT
- 8 Langford Primary School**
Gilstead Road SW6 2LG
- 9 Lena Gardens Primary School**
Lena Gardens W6 7PZ
- 10 Queen's Manor Primary School**
Lysia Street SW6 6ND
- 11 Sullivan Primary School**
Peterborough Road SW6 3BN
- 12 Thomas's Academy**
New King's Road SW6 4LY
- 13 West London Free School Primary**
Cambridge Grove W6 0LB

Voluntary aided primary bilingual schools

- 1 The Fulham Bilingual**
Clancarty Road SW6 3AA
Affiliated with Holy Cross Catholic Primary School (**3**)

Community nursery schools and early years centres

- 1 Bayonne Nursery**
50 Paynes Walk W6 8PF
- 2 James Lee Nursery School**
Gliddon Road W14 9BH
- 3 Randolph Beresford Early Years Centre**
Australia Road W12 7PH
- 4 Vanessa Nursery School**
Cathnor Road W12 9JA

Special educational needs schools

- 1 Cambridge School (11-16)**
61 Bryony Road W6 0LB
- 2 The Courtyard at Langford Primary School (5-11)**
Gilstead Road SW6 2LG
- 3 Jack Tizard School (5-11)**
South Africa Road W12 7PA
- 4 Miles Coverdale School Language Impairment Unit (5-11)**
Coverdale Road W12 8JJ
- 5 Queen's Manor Primary School Learning Difficulties Unit (5-11)**
Lysia Street SW6 6ND
- 6 Queensmill School (3-19)**
Askham Road W12 0NW
- 7 Woodlane High School (11-16)**
Du Cane Road W12 0TN

*Please note that this school does not form part of the primary admissions process, applications are made directly to the school.

**Temporary site.

Locations of H&F secondary schools



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

**The Pan-London eAdmissions site opens
on 1 September 2017.**

**If your child is currently in Year 6 and born
between 1 September 2006 and 31 August
2007, you will need to apply for a secondary
school place by 31 October 2017.**

For further information contact:
Admissions Team, Green Zone, 2nd Floor
Town Hall, Hornton Street W8 7NX

020 7745 6434

**Email: school.admissions@lbhf.gov.uk
www.lbhf.gov.uk/schooladmissions**

