

# Hints and tips

Applying for a primary  
(reception) school place for  
entry in September 2024

If your child was born between **1 September 2019**  
and **31 August 2020**, you will need to apply for a  
primary school place by **15 January 2024**.

Apply online for your child's primary school place  
[www.westminster.gov.uk/school-admissions](http://www.westminster.gov.uk/school-admissions)

The Pan-London eAdmissions site opens on  
**1 September 2023**.



City of Westminster

**Schools**

## THE BENEFITS OF APPLYING ONLINE

- It is quick and easy to do.
- You can apply from any location with internet access, 24 hours a day, seven days a week, up until the closing date: **15 January 2024**.
- You can log back in to change or delete preferences up until 11.59pm on the closing date.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application with an application reference number.
- You are able to attach additional documents.
- During the evening of **16 April 2024** you will be sent an email informing you that your outcome is available.
- Once you have received this email, you can log onto the Pan-London eAdmissions website to accept or decline your offer.



Artwork by pupil from King Solomon Academy

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## WHERE TO GET THE INFORMATION YOU NEED

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

Westminster's full Admissions Brochure will be available online at [www.westminster.gov.uk/school-admissions](http://www.westminster.gov.uk/school-admissions) from **1 September 2023**.

Where possible, parents/carers are encouraged to access information online. You can also obtain more detailed information from each of the primary schools by either attending arranged open days/evenings, or visiting their websites. All the contacts you will need can be found in the Admissions Brochure.

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## RESEARCH, RESEARCH, RESEARCH

If you have not already done so, you must research the schools that you are interested in applying to.

You can do this by making sure you read the admission criteria to find out if your child is likely to be offered a place, and looking at the previous years' intakes.

Visit the schools you are interested in and make a list of questions you would like to ask before you go. The Admissions Team is also able to offer you advice based on previous years' intakes.

You should pay particular attention to the admission criteria for schools that receive a higher number of applications, and check in the Admissions Brochure how places were offered last year.

This information should give you an indication of how likely your child is to be offered a place. It is provided to you as a guide only and can change year to year depending on the number of applications received.

There is no guarantee that your child will be offered a place at your local school; this will depend on how many applications are received for the places available.

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## FAMILIARISE YOURSELF WITH THE ADMISSION CRITERIA FOR SCHOOLS

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

You must read the criteria carefully, especially if it states that the school received more applications than places available in the previous year. When this happens, the admission criteria must be applied and places are offered in the priority order that is set out. Church schools may give priority to applicants that demonstrate practice of the respective faith.

Your child may already attend the nursery class of a primary school and you may wish for them to continue onto the reception class, but you must still apply by the closing date.

For the majority of schools, there is no priority for a child in the nursery to be offered a place in the reception class of the same school. Not all schools give priority to siblings so you will need to check this first.

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## YOU CAN APPLY FOR UP TO SIX SCHOOLS

Please remember that you can apply for up to six schools. Even after you have researched the schools and you have decided where to apply, you should not assume that your child will be offered a place.

You should also consider other schools where you know you will have a good chance of gaining a place. 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 in which you place them.

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## TAKE SPECIAL CARE HOW YOU ORDER YOUR SCHOOL PREFERENCES

The school preferences you make are treated equally. This means that no matter where you place a school in your list of preferences, it will be treated in the same way as all other applicants who also chose that school – regardless of where they have placed the school in their list.

It is important that you list schools in the order of your preference. The reason for this is because if more than one offer of

a school is returned to us, you will be offered the school that is listed the highest. For example if preference 2, 3 and 4 are returned as 'Offer', only preference 2 will be offered. Preference 3 and 4 offers will be withdrawn and put back in the coordinated system for other applicants. Your child's name will be placed on a waiting list for preference 1 as this school could not make an offer.

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## DO I NEED TO PROVIDE ADDITIONAL INFORMATION?

Most church schools require you to complete a supplementary information form (SIF). The SIFs for Westminster schools are available from the individual schools and on the Westminster City Council website. The primary schools Admissions Brochure states which schools require a SIF and/or any other documents. The online system will alert

you when you enter a preference for any school that requires additional forms to be completed.

You must return the SIF and any other documents such as baptism certificates to the school, but be sure that you also name the school in your list of preferences.

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## YOU MUST SUBMIT YOUR APPLICATION ON TIME

You must submit your application by **15 January 2024**.

If you submit your application after this date without a valid

reason, your application will be considered after all of those which were submitted on time. This will greatly affect your chances of being offered the school you want.



Artwork by pupil from Hallfield Primary School

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## WILL I DEFINITELY BE OFFERED ONE OF MY PREFERENCES?

You might not be offered one of your preferences but to increase your chances of being offered a place at one of your preferred schools, you must do your research into the admission criteria for the schools you are interested in. The primary schools Admissions Brochure is a good source of information. You should put at least one school in your list where you are reasonably certain your child ranks highly in the school's criteria

(i.e. brother or sister already at the school or your distance from home to school would have meant you would have gained entry in previous years).

For further advice you can speak to the Admissions Team or the school (if a church school), who will be able to offer you guidance on the likelihood of your child being offered a place based on the information you provide. It is not possible to give any guarantee of the outcome of your application.



Artwork by pupil from Hallfield Primary School

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## WHAT HAPPENS TO THE PREFERENCES THAT I HAVE NOT BEEN OFFERED?

Any preferences lower than the offered school will be withdrawn. You will automatically be placed on the waiting list for higher preference school(s) that were not able to offer your child a place. You also have the right of appeal to an Independent Appeal Panel against the decision.

However, you need to be aware that by law, infant classes should not exceed 30, so there are very limited grounds that an appeal can be upheld. Further information will be included in the primary schools Admissions Brochure.



Artwork by pupil from King Solomon Academy



**Artwork** by pupil from Hallfield Primary School

### CONTACTING THE ADMISSIONS TEAM

🏠 2nd Floor, Town Hall,  
Hornton Street, W8 7NX

☎ 020 7745 6433

✉ schooladmissions@westminster.  
gov.uk

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