

Guidance notes

For completing the Primary In-Year Admission Common Application Form

1. Details of Child

Proof of address – The address listed on the form must be the address where your child normally lives. The address of a grandparent, other relative or any person looking after your child during the day must not be used. If you are resident in one of the two boroughs we will seek to check your residence against council tax records.

If you are resident in another borough, or if you are not registered for Council Tax you will need to provide proof of your address with your child's application. Evidence that will be acceptable includes a mortgage/tenancy agreement, recent utility bill in your name (within last 3 months), Child Benefit (if eligible) or Inland Revenue documents.

2. Details of Parent or Carer

This section should be completed by the main parent or carer, who has parental responsibility for the child. Optional second contact details can be supplied for cases where the main contact may have difficulty in communicating with the Admissions Team and permission is given to act on their behalf.

If there is a dispute as to the main carer due to a separation or Family Court proceedings, the Admissions Team will make a decision based on evidence submitted both both parties.

3. Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to school. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

The child's social worker must submit a letter to the School 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, date of birth and current address.

4. Background Information

A child who has a statement of Special Educational Needs or Educational, Health and Care Plan must contact the Special Educational Needs Team or equivalent team in their home authority for guidance on procedures relating to moving schools.

5. Educational History

Please ensure that this section is fully completed failure to do so may delay the processing of your application. The Admissions Team reserves the right to contact the previous or current school for further information.

6. School Preferences

Please remember you are applying for schools at a time when places have already been allocated, so you will need to be aware that schools that you may prefer, or are closest to your home, may not be able to offer a place. Admissions Officers will be able to offer you guidance on schools that may have vacancies or short waiting lists within the two boroughs and beyond.

If you feel there are exceptional reasons for your child to be considered as a priority on a waiting list for a particular school, you must indicate this in the area provided or in the Additional Information box on part 8 of the form. All requests for priority consideration must be supported by a professional, such as a doctor or a social worker. Please be aware that not all schools have this criterion in their admissions policy.

If your child has a sibling (brother or sister) who is currently on roll at your preferred school you must include their details where requested. The definition of sibling is indicated in the admission criteria for each school.

Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are at the same address.

Those schools that are participating in the locally agreed co-ordinated in year admissions scheme are listed on pages 2-3 of the guidance notes. You can name any of these schools on this Common Application Form. Those schools that also require a supplementary form (SIF) are marked with an asterisk*. The SIF is available directly from the school.

7. Child who has entered or re-entered the UK in the last 6 months

Please provide details of the date your child entered the UK if within the last 6 months. The Admissions Team reserves the right to ask for additional evidence confirming the basis upon which a child has been admitted to the UK and their present residency status.

8. Fair Access Protocol

We would like to ensure that the most vulnerable children resident in Kensington and Chelsea or Westminster who may be without school provision secure a suitable place as soon as possible and that schools with vacancies are not required to admit a disproportionate number of children who may require additional support.

A referral for a school placement in accordance with Fair Access arrangements is made by the Admissions Team. A parent/carer cannot request a Fair Access referral or placement. Referrals are only made for children without a school place.

9. Additional Information

Please provide information you feel is relevant to the reasons for your application including expanding on any exceptional reasons why your child should be considered as a priority for your preferred school.

10. Declaration

The application will not be valid unless it has been completed by the parent/carer with parental responsibility.

Westminster City Council – Schools participating in In-Year co-ordination

School name and address	Telephone	Website
*All Souls CE Primary School, Foley Street, W1W 7JJ	020 7641 4707	www.allsoulsprimary.co.uk
Ark Atwood Primary School, Amberley Road, W9 2IY	020 7266 7070	www.arkatwoodprimary.org
Ark Paddington Green Primary, Park Place Villas, W2 1SP	020 7641 4122	www.pgprimary.co.uk
Barrow Hill Junior School, Bridgeman Street, NW8 7AL	020 7641 5005	www.bhjs.co.uk
*Burdett Coutts and Townshend CE Primary, Rochester Street, SW1P 2QQ	020 7828 6790	www.burdettcoutts.co.uk
*Christ Church Bentinck CE Primary school, Cosway Street, NW1 5NS	020 3351 4135	www.ccbprimary.co.uk
Churchill Gardens Primary School, Ranelagh Road, SW1V 3EU	020 7641 5935	www.cgpacademy.org.uk
Edward Wilson Primary School, Senior Street, W2 5TL	020 3214 3930	www.edwardwilson.org.uk
Essendine Primary School, Essendine Road, W9 2LR	020 7641 4382	www.essendineprimary.co.uk
Gateway Academy, Capland Street, NW8 8LN	020 7723 4977	www.gateway-academy.co.uk
George Elliot Primary School, Marlborough Hill, NW8 0NH	020 7722 2000	www.georgeeliotschool.co.uk
Hallfield Primary School, Hallfield Estate, W2 6JJ	020 7087 4960	www.hallfieldschool.org.uk
*Hampden Gurney CE Primary, Nutford Place, W1H 5HA	020 7641 4195	www.hampdengurneyschool.org.uk
King Solomon Academy, Penfold Street, NW1 6RX	020 7563 6900	www.kingsolomonacademy.org
Millbank Academy, Erasmus Street, SW1P 4HR	020 7641 5945	www.millbankacademy.org.uk
*Our Lady of Dolours Catholic Primary School, Cirencester Street, W2 5SR	020 7641 4326	www.ourladydolours.co.uk
Pimlico Primary School, Lupus Street, SW1V 3AT	020 7802 1909	www.pimlicoprimary.org
Queens Park Primary, Droop Street, W10 4DQ	020 7641 5860	www.queensparkprimaryschool.co.uk
Robinsfield Infant School, Ordnance Hill, NW8 6PX	020 7641 5019	www.robinsfieldinfant.co.uk
*Soho Parish CE Primary School, Great Windmill Street, W1D 7LF	020 7432 7320	www.sohoparish.co.uk
*St Augustine's CE Primary School, Kilburn Park Road, NW6 5XA	020 7328 0221	www.st-augustines-primary.co.uk
*St Barnabas' CE Primary School, St Barnabas Street, SW1W 8PF	020 7641 4232	www.stbarnabasprimary.org.uk
*St Clement Danes CE Primary School, Drury Lane, WC2B 5SU	020 3096 9745	www.st-clementdanes.westminster.sch.uk
*St Edward's Catholic Primary School, Lisson Grove, NW1 6LH	020 7723 5911	www.stedwardsprimary.co.uk
*St Gabriel's CE Primary School, Churchill Gardens Road, SW1V 3AG	020 7641 6300	www.stgabrielsprimary.co.uk
*St George's Hanover Square CE Primary School, South Street, W1K 2XH	020 7629 1196	www.sghsprimary.co.uk
*St James' & St John Primary School, Craven Terrace, W2 3QD	020 7504 0535	www.stjamesandstjohnschool.co.uk
*St Luke's CE Primary School, Fernhead Road, W9 3EJ	020 7641 5855	www.stlukesprimary.org.uk
*St Mary Magdalene CE Primary School, Rowington Close, W2 5TF	020 7504 0555	www.st-marymagdalene.westminster.sch.uk
*St Mary's Bryanston Square CE Primary School, Enford Street, W1H 1DL	020 7641 4130	www.stmarys.bryanston.net
*St Matthew's CE Primary School, Old Pye Street, SW1P 2DG	020 7504 0500	www.stmwschool.org.uk
*St Peter's CE (Chippenham Mews) Primary School, Chippenham Mews, W9 2AN	020 7641 4385	www.stpeterscm.co.uk
*St Peter's Eaton Square CE Primary School, Lower Belgrave Street, SW1W 0NL	020 7641 4230	www.stpeaton.org.uk
*St Saviour's CE Primary School, Shirland Road, W9 2JD	020 7641 6414	www.stsavioursprimary.co.uk
*St Stephen's CE Primary School, Westbourne Park Road, W2 5QH	020 3351 4488	www.st-stephensprimary.co.uk
*St Vincent's Catholic Primary School, St Vincent Street, W1U 4DF	020 7641 6110	www.stvincentsprimary.org.uk
*Westminster Cathedral Catholic School, Bessborough Place, SW1V 3SE	020 7641 5915	www.westminstercathedralprimary.org.uk
Wilberforce Primary School, Beethoven Street, W10 4LB	020 7641 5865	www.wilberforceprimary.org

Royal Borough of Kensington & Chelsea – Schools participating in In-Year co-ordination

School name and address	Telephone	Website
Ark Brunel Academy, Middle Row, W10 5AT	020 7565 5875	www.arkbrunelprimary.org
Ashburnham Primary School, Blantyre Street, SW10 0DT	020 7352 5740	www.ashburnhamcommunityschool.org.uk
Avondale Park Primary School, Sirdar Road, W11 4EE	020 7727 7727	www.avondalepark.rbkc.sch.uk
Barlby Primary School, Barlby Road, W10 6BH	020 8969 3988	www.barlby.rbkc.sch.uk
Bevington Primary School, Bevington Road, W10 5TW	020 8969 0629	www.bevington.rbkc.sch.uk
Bousfield Primary School, South Bolton Gardens, SW5 0DJ	020 7373 6544	www.bousfield.rbkc.sch.uk
Colville Primary School, Lonsdale Road, W11 2DF	020 7229 6540	www.colville.rbkc.sch.uk
Fox Primary School, Kensington Place, W8 7PP	020 7727 7637	www.fox.rbkc.sch.uk
*Holy Trinity C of E Primary School, Sedding Street, SW1X 9DE	020 7881 9860	www.ht.rbkc.sch.uk
Marlborough Primary School, Draycott Avenue, SW3 3AP	020 7589 8553	www.mpschool.co.uk
Oxford Gardens Primary School, Oxford Gardens, W10 6NF	020 8969 1997	www.oxfordgardens.rbkc.sch.uk
*Oratory Catholic Primary School, Bury Walk, Cale Street, SW3 6QH	020 7589 5900	www.oratory.rbkc.sch.uk
*Our Lady of Victories Catholic Primary School, Clareville Street, SW7 5AQ	020 7373 4491	www.olv.rbkc.sch.uk
Park Walk Primary School, Park Walk, Kings Road, SW10 0AY	020 7352 8700	www.parkwalk.rbkc.sch.uk
*St Barnabas and St Philip's CE Primary School, Earls Court Road, W8 6EJ	020 7937 9599	www.sbsp.rbkc.sch.uk
*St Charles Catholic Primary School, St Charles Square, W10 6EB	020 8969 5566	www.st-charles.rbkc.sch.uk
*St Clement and St James CE Primary School, Penzance Place, W11 4PG	020 7603 9225	www.scsj.rbkc.sch.uk
*St Cuthbert with St Matthias CE Primary School, Warwick Road, SW5 9UE	020 7373 8225	www.scwsm.org
*St Francis of Assisi Catholic Primary School, Treadgold Street, W11 4BJ	020 7727 8523	www.franassisi.rbkc.sch.uk
*St Mary Abbots CE Primary School, Kensington Church Court, W8 4SP	020 7937 0740	www.sma.rbkc.sch.uk
*St Mary's Catholic Primary School, East Row, W10 5AW	020 8969 0321	www.st-marys.rbkc.sch.uk
*St Thomas CE Primary School, Appleford Road, W10 5EF	020 8969 2810	www.st.rbkc.sch.uk
Thomas Jones Primary School, St Marks Road, W11 1RQ	020 7727 1423	www.thomasjonesschool.org

The following schools have not chosen to participate in the locally agreed co-ordinated in year admission scheme and will accept applications directly. It will **NOT** be possible for the authority to process an application for one of these schools and if you name one of these schools the details of your application will not be forwarded to the school.

Westminster – Schools NOT participating in In-Year co-ordination

School name and address	Telephone	Website
*St Vincent de Paul Catholic Primary School, Morpeth Terrace, SW1P 1EP	020 7641 5990	www.svpschool-primary.org.uk
*St Joseph's Catholic Primary School, Lanark Road, W9 1DF	020 7286 3518	www.stjosephsschool.org.uk
*St Mary of the Angels Catholic Primary School, Shrewsbury Road, W2 5PR	020 7641 4482	www.stmaryangels.co.uk

Royal Borough of Kensington and Chelsea – Schools NOT participating in In-Year co-ordination

School name and address	Telephone	Website
*Christ Church CE Primary School, Robinson Street, SW3 4AA	020 7352 5708	www.chchchelsea.rbkc.sch.uk
Kensington Primary Academy, 375 Kensington High Street, W14 8QA	020 7206 2672	www.wlfs-kpa.org
*St Joseph's Catholic Primary School, Cadogan Street, SW3 2QT	020 7589 2438	www.stjosephs.rbkc.sch.uk
*Servite Catholic Primary School, Fulham Road, SW10 9NA	020 7352 2588	www.serviteprimaryschool.co.uk

Contact details

The Admissions and Access to Education Team are based at Kensington Town Hall, Hornton Street, London W8 7NX

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