

ADMISSION TO PRIMARY SCHOOL RECEPTION CLASS IN SEPTEMBER 2009/JANUARY 2010



City of Westminster

WESTMINSTER COMMON APPLICATION FORM

This form is for use by parents/guardians of children due to start in the reception class of a primary school in the 2009/2010 school year. (Children start the reception class in the school year they turn five years old – for 2009/10 this means that their date of birth will fall between 1 September 2004 and 31 August 2005.) This form should be used for applications to **Westminster** primary schools only. Please complete all the information and return the form to the address shown at the end of the form, to be received by **Monday 2 March 2009 at the latest**. Please carefully read the attached guidance notes before completing the form. If you prefer, you can apply online at www.westminster.gov.uk/admissions.

If your child has a Statement of Special Educational Needs, you should not complete this form. There is a separate process for children with Statements of Special Educational Needs. Please contact your local council's Special Educational Needs Team for further details. For Westminster residents the Special Educational Needs Team can be contacted on 020 7641 5351/5353.

YOU SHOULD COMPLETE ONLY **ONE** WESTMINSTER COMMON APPLICATION FORM, LISTING UP TO SIX PREFERRED SCHOOLS FOR WHICH YOU WISH YOUR CHILD TO ATTEND. IF YOU ARE APPLYING FOR VOLUNTARY AIDED (CHURCH) SCHOOL(S), YOU MUST ALSO COMPLETE THE SCHOOL'S SUPPLEMENTARY FORM (AVAILABLE FROM SCHOOLS DIRECT).

Please write in **CAPITAL LETTERS** and use black ink.

1. Personal Details

About Your Child Please give details below about your child. (See guidance note 1 for further details)

First Name(s)
eg SARAH

Surname/Last Name
eg BEGUM

Date of Birth
(dd/mm/yy)

Boy/Girl

Child's
Home
Address

Postcode

(This must be the address where the child normally lives. If this is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown.)

Home
borough

Parent/Guardian Please give your own details here. (See guidance note 2 for further details)

Title
*(eg Mr /Mrs
/Miss /Ms etc.)*

Initials

Surname/
Last Name

Home
Tel no.

Daytime
Tel no.

Relationship to
Child

(eg mother, father etc)

Current School, Nursery or other Pre-School (See guidance note 3)

Nursery/School Name:

Address:

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2. Primary School Preferences (see guidance note 4)

Please write the name and address of up to six primary schools in Westminster for which you wish to apply. **You must list the schools in the order you prefer them.** You should include all community schools and voluntary-aided (church schools) in Westminster for which you wish to apply. You can include the details of any sibling (brother or sister) who is already attending the school below. If you wish to apply for schools outside of Westminster you must do this separately – further details will be available from the Local Authority within which the school is situated.

1st Preference School				
Brothers or sisters attending this school				
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>School Attended</i>	<i>Relationship to Child (eg brother/sister)</i>
2nd Preference School				
Brothers or sisters attending this school				
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>School Attended</i>	<i>Relationship to Child (eg brother/sister)</i>
3rd Preference School				
Brothers or sisters attending this school				
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>School Attended</i>	<i>Relationship to Child (eg brother/sister)</i>
4th Preference School				
Brothers or sisters attending this school				
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>School Attended</i>	<i>Relationship to Child (eg brother/sister)</i>
5th Preference School				
Brothers or sisters attending this school				
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>School Attended</i>	<i>Relationship to Child (eg brother/sister)</i>
6th Preference School				
Brothers or sisters attending this school				
<i>Name (First name & Surname)</i>	<i>Date of Birth</i>	<i>Boy/Girl</i>	<i>School Attended</i>	<i>Relationship to Child (eg brother/sister)</i>

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Brothers or Sisters attending Primary School

Please include the details of any siblings who will be attending the school when your child is due to start. If your child has a sibling who attends the same school (or a linked junior school), he or she may be given priority of admission to that school. For a community school, the term "sibling" is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address and who will be attending the school at the time of admission. This does not include siblings attending the school's nursery nor siblings that will have left by the time your child is due to start (eg siblings in Year 6). For voluntary-aided schools this definition and degree of priority may be different and you should check the school's individual admission arrangements.

Supplementary Forms

Please note that each voluntary aided (church) school in Westminster (except Soho Parish) has additional supplementary forms to complete which are available from the schools direct. These schools are listed below. These forms are necessary for the school governors to determine whether applicants meet their faith or other criteria. If you are applying for a place at one of these schools you **must** also complete the school's supplementary form. Failure to do so will mean that the school governors will not be able to fully consider your application against the school's published oversubscription criteria. If applying for a place on religious grounds, you will be required to provide proof of your church attendance and/or religious commitment with the school's supplementary form.

Schools for which an additional supplementary form needs to be completed

Voluntary Aided (Church) Schools

All Souls CE Primary, W1P 8JJ
Burdett Coutts CE Primary, SW1P 2QQ
Christ Church Bentinck CE Primary, NW1 5NS,
Hampden Gurney CE Primary, W1H 5HA
Our Lady of Dolours RC Primary, W2 5SR
St Augustine's CE Primary, NW6 5XA
St Barnabas CE Primary, SW1W 8PF
St Clement Danes CE Primary, WC2B 5SU
St Edward's RC Primary, NW1 6LD
St Gabriel's CE Primary, SW1V 3AG
St George's Hanover Square CE Primary, W1Y 5PD
St James & St Michaels' CE Primary, W2 3QD
St Joseph's RC Primary, W9 1DF
St Luke's CE Primary, W9 3EJ
St Mary's Brynaston Square CE Primary, W1 1DL
St Mary Magdalene's CE Primary, W2 5TF
St Mary of the Angels RC Primary, W2 5PR
St Matthew's CE Primary, SW1P 2DG
St Peter's CE Chippenham Mews Primary, W9 2AV
St Peter's Eaton Square CE Primary, SW1V 0NL
St Saviour's CE Primary, W9 2JD
St Stephen's CE Primary, W2 5QH
St Vincent's RC Primary, W1U 4DF
St Vincent De Paul RC Primary, SW1P 1EP
Westminster Cathedral RC Primary, SW1V 3SE

Schools for which no additional form is needed

Community Schools

Churchill Gardens Primary, SW1V 3EU
Edward Wilson Primary, W2 5TL
Essendine Primary, W9 2LR
Gateway Primary, NW8 8LN
George Eliot Infant, NW8 0NH
Hallfield Infant, W2 6JJ
Millbank Primary, SW1P 4HR
Paddington Green Primary, W2 1SP
Queen's Park Primary, W10 4DQ
Robinsfield Infant, NW8 6PX
Wilberforce Primary, W10 4LB

Voluntary Aided (Church) Schools

Soho Parish CE Primary W1D 7LF

Academy

King Solomon Academy, NW1 6RX

3. Other information (see guidance note 5)

Children with Statements of Special Educational Needs

Does your child have a Statement of Special Educational Needs? YES/NO (please delete as appropriate)

If yes, you should not complete this form. There is a separate process for children with Statements of Special Educational Needs. Please contact your local council's Special Educational Needs Team for further details. For Westminster residents the Special Educational Needs Team can be contacted on 020 7641 5351/5353.

Children in Public Care

Is the child in the public care of a local authority? YES/NO (please delete as appropriate)

If yes, please state which Local Authority (borough).

If yes, please also provide a letter from the social worker confirming the legal status of the child and the local authority with whom the child is in care.

Continued overleaf

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Exceptional Medical, Social or Other Grounds

If you feel there are any exceptional medical, social or other needs why your son/daughter should attend one particular school over another, please give details below. Any case made on these grounds must be supported by written specific professional advice (eg a letter from your doctor or social worker) as to why admission to that school, rather than any other is necessary.

Please continue on a separate sheet if necessary

4. Declaration and Signature of Parent/Carer (see guidance note 6)

- I wish to apply for a place at each of the schools named in Section 2, and I have listed these schools in my order of preference.
- I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. I understand that Electoral Roll and/or Council Tax records may be consulted in this connection.
- I understand that I will be required to provide proof of address and my child's date of birth upon receipt of an offer of a school place. Failure to provide acceptable evidence will lead to the offer being withdrawn.

Parent's/Carer's
Signature

Date:

Information supplied will be used for registered purposes under the Data Protection Act 1998.

5. Returning the form (see guidance note 7)

Checklist:

Before returning this form, please ensure that you have:

- Read the accompanying notes and the booklet 'Starting school in Westminster'. If applying for a place at a voluntary-aided church school you should also check that school's admission arrangements.
- Completed all relevant sections of this form.
- Enclosed any supporting evidence (e.g. a letter from the family doctor/consultant in support of a case made on exceptional medical or social grounds, proof of guardianship).
- Completed any supplementary forms which may be required. (If you are applying for a place at a voluntary aided (church) school, the school will also require you to complete a supplementary form). Completed supplementary forms should be returned directly to the relevant school.
- You are advised to make a photocopy of your completed application form for your records. The School Admissions Team will send an acknowledgement of your form.
- Please note giving any false or deliberately misleading information on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn. You will be required to provide proof of address and your child's date of birth upon receipt of an offer of a school place. Failure to provide acceptable evidence will lead to the offer being withdrawn.

You should complete this form only once. If you move address and/or change your mind about your school preferences you must contact the school admissions team by tel. 020 7641 1816/1817 or at the address below. Changes can only be accepted up to the closing date of 2 March 2009.

If you prefer you may submit this form to any of your preferred primary schools who will then forward the form onto the School Admissions Team at the address below. Alternatively the form may be sent direct to the School Admissions Team.

**THE COMPLETED FORM MUST BE RECEIVED BY THE SCHOOL ADMISSIONS TEAM, SCHOOLS & LEARNING
DIRECTORATE, WESTMINSTER CITY COUNCIL, 1ST FLOOR, 215 LISSON GROVE, LONDON, NW8 8LF BY 5PM ON MONDAY
2 MARCH 2009.**