



Applying for High School or Reception

starting in September 2019

Before you apply

1

Have a look at the prospectus

2

Check the schools admission criteria

3

Look at the statistics pages to check the last person to be offered a place at your preferred schools - the distance they lived from the school and the criteria under which they were offered

4

If possible arrange a tour of the school or attend any scheduled open days

- Open days and times can be found in the prospectus and information leaflets

Important Dates

	High School	Reception
Closing Date:	31 st October 18	15 th January 19
Offer Date:	1 st March 19	16 th April 19
Response Date:	15 th March 19	30 th April 19

Moving address

Important:

If you move address between the following dates, you can still update your details & change your school preference after the application closing date and your application will still be treated as on time:

- ▶ **High School** – between 1st Nov and 9th Dec (must be in the property by 9th Dec)
- ▶ **Reception** – between 16th Jan and 11th Feb (must be in the property by 11th Feb)

If you move after these dates, changes will not be dealt with until after National Offer dates

Admission Criteria

How places are allocated

General Admission Criteria.

(Please check the admission criteria for the school you are applying for as it maybe different)

Important:

After the allocation of children with an Educational Health Care Plan (EHCP)

1. Looked After Children – child arrangements order or special guardianship
2. Children with a brother or sister already attending the school at the time of admission
3. The distance from the school as measured by a straight line

► To get accurate measurements contact school admissions on:

0208 825 5511 (primary school),

0208 825 5522 (high school)

Or by email:

mainroundadmissions@ealing.gov.uk

Submitting your application

www.eadmissions.org.uk

- ▶ **Make sure you have an active and valid email account in order to apply online**
- ▶ **Applications must be submitted online by the following dates:**
 - ▶ **High School – 31st October 2018**
 - ▶ **Reception – 15th January 2019**
- ▶ You will be notified of the outcome (national offer day) of your application on:
 - ▶ **High School – 1st March 2019**
 - ▶ **Reception – 16th April 2019**
- ▶ Online applications will receive notification of the offer made via email the evening of the offer date (usually after 5:30pm)

Faith, Independent, private or new schools opening in 2019

- ▶ For faith schools you will need to complete the **SIF Form** (supplementary information form)
 - ▶ This can be collected directly from the school or downloaded from the Local Authority website
 - ▶ Your SIF form when complete should be returned directly to the school by the closing date
- ▶ Apply directly to each independent or private school
- ▶ Apply directly to new schools opening in 2019
- ▶ Your preference must also be included in your common application to the Local Authority

Live outside the Ealing Borough or applying for schools outside the borough?

- ▶ If you live outside the Ealing borough, you will need to make your application through your home council.
- ▶ If you live in the Ealing borough and want to apply for an out of borough school you need to put them on your application, but check their council website for details of their admission criteria
- ▶ Please let Miss Marie know when you have submitted your application, if you live outside the Ealing Borough as she will not be able to check for you
- ▶ If you are leaving the country and will not be applying for a high school we will need to know this also so we can make a note for Admissions at the Council

Order of preference

- ▶ You can choose up to six schools to put on your application
- ▶ Use this opportunity to help narrow down the choices of where you would want your child to go to school in the event that you do not get your first choice
- ▶ List them in your order of preference
- ▶ It is always best to put your nearest school as one of your preferences
- ▶ Schools will not know the preference you have expressed and will only prioritise your application according to their admission criteria

Information required

- ▶ If you have another sibling already attending the school, make sure you add this information. School admissions will not look to see if you have children already attending the school
- ▶ If you have special guardianship for the child you are applying for – foster care, adoption, child arrangements order etc (looked after child)
- ▶ Special needs – EHCP, Statement of special educational needs
- ▶ Proof of date of birth – child’s medical card, passport or birth certificate
- ▶ Proof of address is not required at the time of application, but may be asked for if the LA are unable to verify your address

- ▶ You will be offered one place, which will be the highest preference able to be offered
- ▶ If the LA cannot offer you any of your preferences, they will offer you a place at a school that has vacancies
- ▶ Do not decline a place until you have secured a place at another school
- ▶ If you don't get your preferred school, accept the offer and remain on the waiting list for your higher preference school
- ▶ Waiting lists at all schools are kept in criteria order
- ▶ Waiting lists are kept for one academic year, if you wish to stay on the list after that you will need to contact in year admissions in July

Right to appeal

- ▶ You have the right to appeal but you need to have a strong case e.g. the council or school made an error, or it was an unreasonable decision
- ▶ An appeal is a review of what has happened during the admission process. Any evidence which was not provided at the time of application may not be considered by the appeal panel
- ▶ The statistics page in the prospectus gives you information on appeals from the previous year with the number of appeals heard and the number upheld or refused

Advice Sessions at Ealing Council

Advice sessions (by appointment only) will take place at Ealing Council as follows:

- ▶ **High School** – Monday 1st October to Friday 5th October 2018, 10am to 4pm
- ▶ **Reception** – Monday 3rd December to Friday 7th December 2018, 10am to 4pm

To book an appointment call:

0208 825 5511 (primary school advice)

0208 825 5522 (high school advice)

Telephone lines are open between 9am and 12pm, Monday to Friday.

mainroundadmissions@ealing.gov.uk

- ▶ If you would like assistance with your application, please contact Miss Marie to arrange an appointment on 0208 992 3144 or via email admin@west-acton.ealing.sch.uk

Thank you for coming along, I hope you have found this session useful