

Applying for a high school place

Before applying for a high school place

What to do before you apply

Read the High School Prospectus

- Available on the Ealing Website: www.ealing.gov.uk/admissions or view a copy at an Ealing Primary School
- Read the **admissions criteria** in the prospectus for the schools that you are interested in applying to
- Look at the **statistics pages** in the prospectus and check the last person to be offered a place at your preferred schools – the distance they lived from the school and the criterion under which they were offered
- Based on the statistics, ask yourself: am I likely to gain a place at any of those schools?

Measurements from home to school

- How the measurement is made to each school is defined in their admission arrangements
- To get accurate measurements to your preferred schools call school admissions on **020 8825 5522** or email: **mainroundadmissions@ealing.gov.uk**

Visit the schools

- Visit the schools that you are interested in applying to
- **Open evening** dates and times are advertised on the information leaflet and the prospectus

Making your application

Information on applying

Faith Schools

If you are applying to a faith school you will need to:

- **Complete a supplementary information form (SIF)**

(get this from the school or www.ealing.gov.uk for Ealing schools)

- Return the SIF to the school by the closing date
- Remember to put your preference for a faith school on the common application form

Applications for Drayton Manor and William Perkin Schools

- Drayton Manor gives higher priority to applicants whose nearest school is Drayton Manor.
- William Perkin also gives higher priority to applicants whose nearest school is William Perkin.
- To find out if Drayton Manor or William Perkin is your nearest school email admissions with your full address at: **mainroundadmissions@ealing.gov.uk**

Families who live outside the London Borough of Ealing

If you live in another borough:

- Apply through your home council
- If you wish to apply to an Ealing school, apply through your home council

Applications for Out-borough Schools

If you live in Ealing and would like to apply for a school outside the London Borough of Ealing:

- Apply for the school(s) on the same application
- Go to the council's website where the school is located for details of entry requirements

Applications for Independent or Private Schools

- Apply direct to each independent or private school

New Schools Opening in 2019

- Apply direct to the schools and also apply for established schools through the co-ordinated scheme

Applications for Grammar Schools

- Your child will need to sit the 11+ test
- You should have registered with the school to take the test
- Test results are sent to parents before the closing date for the common application form
- You must list the grammar school(s) on your application form.

Order of Preference on the application

- **Choose up to six schools** where your child has a realistic chance of being offered a place
- List the six schools in **order of your preference**
- **Ensure that one of your preferences is your nearest non-faith school**
- Schools will not know the preference you have expressed for their school and they will only prioritise your application according to their admission criteria

Information required with your application

- **Proof of date of birth**, eg your child's medical card, passport or short birth certificate
- **Proof of address** is not required at the time of application, however, if we are unable to verify the address from our records we will require proof of address.

Please note that if you give a false address any offer that has been made will be withdrawn.

Siblings

- If you have an older sibling who will be attending the high school when the younger sibling is due to start high school you need to claim this on the application. The LA will not look to see if you have a sibling attending the school.

Moving address

- If you move address between 1 November and 9 December you may keep or change your preferences and your application will be treated as on time.
- If you move after 9 December any changes to address or preferences cannot be dealt with until after 1 March

Offers and waiting lists

Offers

- We will offer one place and that will be the highest preference able to be offered
- If we cannot offer you any of your preferences we will offer you a place at a school that has a vacancy at the end of the process
- If you apply online you will receive an email on the evening of 1 March giving you the outcome of your application
- If you apply on paper the offer letters will be sent out on 1 March but you will not receive the offer letter until 2 March or 3 March.

If you are not offered one of your preferred schools

- Do not decline a place until you have secured a place at another school
- Accept the offer whilst remaining on the waiting list for your higher preference schools
- If you decline the place offered the place will be given to the next person on the waiting list

Waiting Lists

- You will automatically be placed on the waiting list for any higher preferences that have not been able to be met
- The waiting list for every school is kept in criteria order, the length of time on the waiting list is not considered
- Waiting lists are kept for one academic year. If you wish to stay on the list after that you need to write to us in July.

Right of Appeal

- You have the right of appeal but you need to have a strong case e.g. that the council or the school has made an error, or that it was an unreasonable decision
- Refer to the prospectus on the statistical page which gives the number of appeals heard and the number upheld or refused

Need more help with your application?

- Please phone **020 8825 5522** Ealing school's admissions
- Book an appointment to speak with Mrs Lobo via school office.