



City of Westminster

Westminster City Council

Secondary Transfer Process 2023



Topics

- Introduction
- Common myths
- Overview of the process
- Key dates
- Advantages of the online application process
- Local school options and offer details
- Post-offer process and Appeals

Introduction

Choosing a secondary school is a big decision for you and your child. This presentation highlights the main points and key dates that you need to be aware of.

Last year, 6% of Westminster applicants were not offered one of their preferred schools, so it is extremely important to research your school options before submitting an application.

Information about how places will be allocated can be found in the Secondary School brochure, available from your child's primary school, or through the local Admissions Team. We also recommend visiting the schools on the open days/evenings that they have arranged to find out how likely it is for your child to be offered a place.

At any point in the process you can contact the Admissions Team for advice;

Tel: 020 7745 6433

Email: schooladmissions@westminster.gov.uk



Common Myths

I will receive an offer at my nearest school.

I will get a place at one of the schools I name on the form.

I have a better chance of an offer at the schools I place highest on the common application form.

My child has special needs and will get a place.

I have overwhelming medical or social reasons for my choice of school and will therefore get a place.

I am entitled to a place at a single sex school or a faith based school.



Overview of the Process

- If your child was born between 1 September 2011 to 31 August 2012 they should be applying for a school place for September 2023. The application *must* be submitted by **31 October 2022**.
- The application is made to the borough in whose administrative area you live (i.e. where you pay your Council Tax).
- You can name up to **6** schools and can apply for schools that are in other boroughs.
- All preferences are treated *equally*. This means that wherever you place a particular school it will be treated the same way as any other applicant for that school. The details regarding where you ranked the preference are *not* shared with the school.
- Your preferences should reflect the schools you most wish your child to receive a place at.



Banding tests and Supplementary Information Forms

- Some schools will require you to complete an additional form, usually referred to as a Supplementary Information Form (SIF):
 - Grey Coat Hospital
 - St Augustine's CE High School
 - St George's Catholic High School
 - St Marylebone CE School
 - Westminster City School
- Some schools require your child to sit a banding test:
 - Grey Coat Hospital
 - St Augustine's CE High School
 - St Marylebone CE School
 - Westminster City School
- If you apply online you will be notified if there is an additional form to complete or if your child must sit a banding test. You will also find this information on the individual school websites and in the Westminster City Council secondary school brochure.



Key Dates

1 September 2022

You will be able to apply online at www.eadmissions.org.uk

Paper applications will be available from the Admissions Team on request.

The *Your choice for secondary education* brochure will be available online

31 October 2022

Closing date for applications

If you are applying online, you will have up until 11.59pm on 31 October to submit your application.

If you are applying on a paper form you will need to ensure your application is received by the Admissions Team by 5pm on the closing date.

1 March 2023

National offer day

The Admissions Team will write to you advising you of the outcome of your application. Letters will be sent by first class mail.

Online applicants will be notified by email



Key Dates

15 March 2023

Deadline for successful applicants to accept or decline their school offer.

29 March 2023 onwards

Waiting list positions for schools held by the Admissions Team will be available. Further offers will be made as result of withdrawals and late applications for schools with vacancies from this date.

8 May 2023

To ensure appeals are heard by the end of the summer term, appeals managed by the Admissions Team must be lodged by this date. You will need to check with voluntary aided schools, Academies and Free Schools as deadline dates may vary.

June/July 2023

Appeals managed by the Admissions Team are heard by an independent panel. Voluntary aided, Academies and Free Schools will also arrange for appeals to be heard before the end of term.

Advantages of the on-line application process

- ✓ It is quick and easy to do.
- ✓ You can log back on to change or delete preferences up until 11.59pm on the closing date (ensure you resubmit your application if making changes).
- ✓ You are able to attach additional documents.
- ✓ You can register your mobile phone number to receive reminder alerts.
- ✓ You will automatically receive a confirmation email once you submit your application.
- ✓ During the evening of 1 March you will receive an email informing you that your outcome is available. Please wait until you have received the email before logging onto the Pan-London eAdmissions website.
- ✓ You will be able to accept or decline an offer of a school place online.



The online application process

- The web address is www.eadmissions.org.uk

First time visitors

Create a new account.



[Register](#)

Returning visitors

Sign into an existing account.



[Sign in](#)

Find schools

In your area.



[Find](#)

Important information

Apply here for a school place for the year starting September 2022. You can apply for a place in:

- A Primary school (Reception)
- A Junior school (Year 3)
- A Secondary school (Year 7)

In some areas you can apply for a place in:

- A Nursery class or school (Age 3+)
- A University Technical College (Year 10)

This website is funded and supported by 33 London authorities and Surrey County Council.



Local school options

- Westminster had 69% residents receive their first choice and 88% received one of their top three preferences.
- 6% of applicants were not offered a preferred school. These applicants were offered an alternative school or provided with a list of schools with places, and were invited to make additional preferences.
- All applicants should research their preferences and look at how places have been allocated in previous years to clarify whether their child is likely to receive an offer in the forthcoming round of admissions.
- Do not make assumptions about particular schools. Read the school prospectus and if possible visit the school to form your own opinion.
- www.westminster.gov.uk/admissions for more information.

Local school options

Make realistic preferences



City of Westminster

- Consider what your plan would be if you are not offered a preferred school. **Last year there were 69 Westminster residents who were not offered one of their preferred schools.**
- Over 90% of these applicants did not list the maximum number of 6 preferences on their application form.
- Over 80% of these applicants added late preferences for their local school(s), however these schools were already full. **If these late preferences were listed on their *original* application form they would have secured an offer during the initial round of allocations in March.**
- These pupils have now applied for schools further from the home address, and in many cases have been offered schools in excess of 5 miles from their home address.
- Unless you have an extremely high chance of securing a place at your preferred school (for example, there is a sibling attending and this forms part of the schools admission criteria) then *you are strongly advised to list more than one school.*
- **Do not just rely on Ofsted reports to make judgments about schools.** Schools may have changed significantly since the report was produced.
- It may be the case that you are not particularly keen on your local school, however you should keep all your options open, and if possible visit the school during it's Open Day/Evening.

Local school options

Things to be aware of...



City of Westminster

- **Paddington Academy** only offer to a small geographic area and you are advised to cross-check your address against the previous year's offer maps. Even if you live close to the school we recommend you list additional preferences.
- **St George's Catholic School** and **St Augustine's CE School** rarely offer to non-religious applicants. If you do not qualify under the religious criterion, you can still list the school as a preference, but should also list other preferences.
- **St Marylebone CE School** and **Grey Coat Hospital** only offer their 'open places' to a small geographic area and you are advised to cross-check your address against the previous year's offer maps. Even if you live close to the school we recommend you list additional preferences.
- If you would prefer single-sex education for a girl, you should consider also listing schools outside the borough of Westminster.
- **Ark King Solomon Academy** is an all-through school, meaning pupils already attending the school in Year 6 will automatically move up to Year 7, so you will not be able to list this school as an option on the application form. **There will be no places to offer to external applicants.** Even if you have a sibling at the school, or live very close to the school, you will not be offered a place through the secondary transfer process. If you want to apply for a Year 7 place at King Solomon Academy you should complete an in-year application form.

Local school options

Things to be aware of...

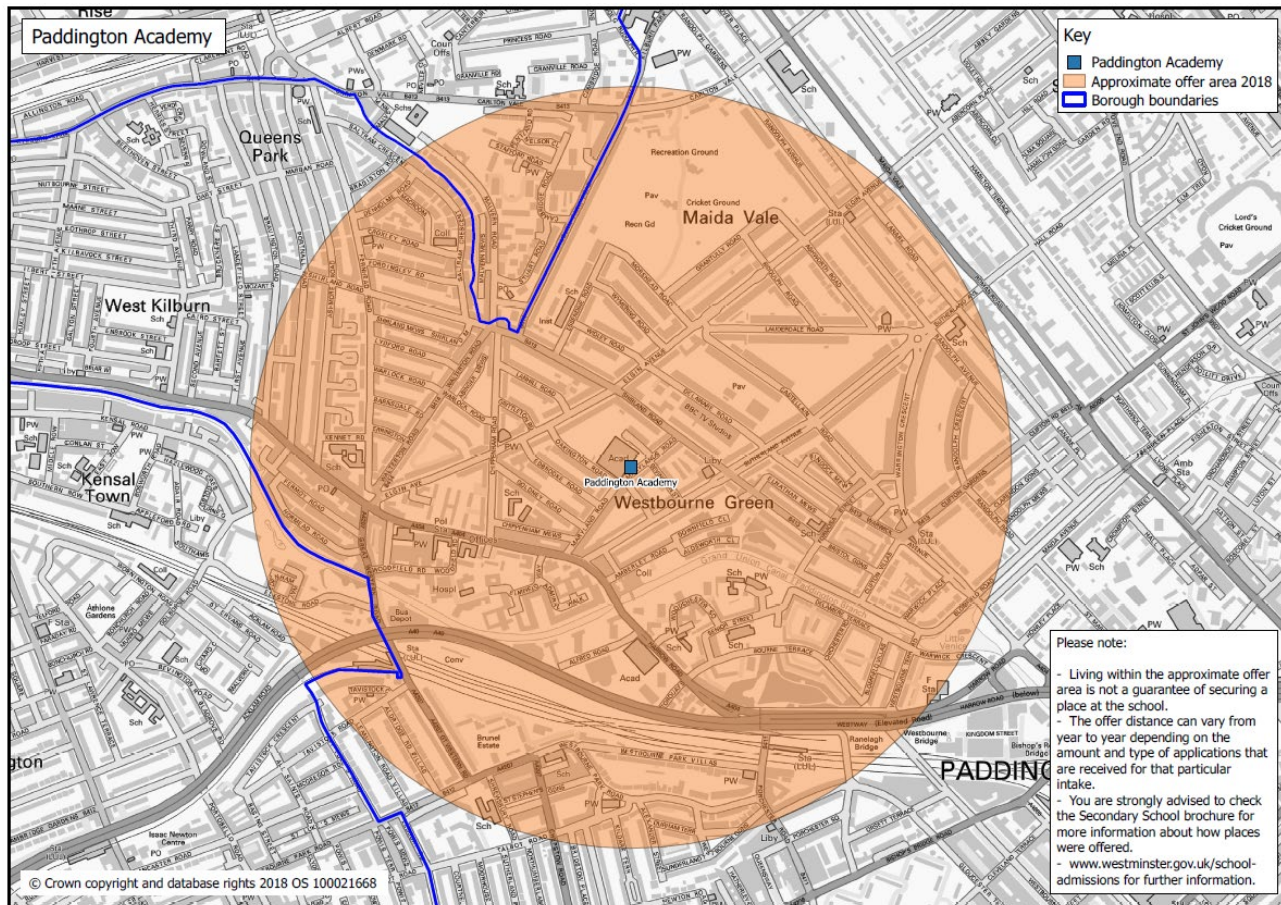


City of Westminster

- If you would prefer single-sex education for a boy, please note that Marylebone Boys' School offer on the basis of straight line distance. The measuring point is from Old Marylebone Town Hall, **not** from the school site in Paddington.
- It is important to attend any banding examinations. Last year there were children that would have qualified for their preferred schools, but they had missed the banding examination and therefore were not offered a place.
- Last year, there were numerous applicants that lived close to Westminster Academy, Pimlico Academy, and Harris Academy St John's Wood, but did not list them as original preferences. When these applicants were not offered one of their preferred schools they decided to make a late application for these schools, but all places had already been taken by on-time applicants. **You should make use of all 6 preferences from the outset.**
- Explore school options outside the borough, particularly in Kensington & Chelsea, Camden, Wandsworth, and Lambeth.

Maps

- Where relevant, offer maps are provided at:
<https://www.westminster.gov.uk/distance-maps-school-admissions>





Post-offer process

- If you applied online, you will receive notification of the outcome of your application during the evening of **1 March 2023**.
- You will be required to accept within 14 days by the **15 March 2023**. Online applicants can quickly complete this at www.eadmissions.org.uk. Paper applicants will need to return the reply slip in the post.
- You can stay on the waiting list for any higher preference schools that you have not been offered. You also have a right to an independent appeal.
- If you are not offered a preferred school you will usually receive an alternative offer, typically the closest school with availability. You will also receive details of local schools that may still have availability and will be invited to make further preferences if you are unhappy with the school that has been offered. This must be done via the Local Authority where you reside.
- The national offer date is *not* the end of the process. Further offers will go out from **29 March 2023** onwards. Places will become available between March and September and applicants will be contacted and offered places as and when they arise.

Appeals



City of Westminster

- You are entitled to appeal for a school place at any school that you have been unsuccessful in obtaining a place at.
- Appeals will be heard May to July (depending on the school), by an independent panel and the school is required to comply with the decision of the panel.
- Be realistic about your chances of securing a place via the appeal process. The appeal breakdown from last year is provided below:

School	Appeals Heard	Appeals Upheld
Grey Coat Hospital	16	0
Paddington Academy	3	0
Pimlico Academy	1	0
St Marylebone CE School	40	0
Westminster Academy	3	0



City of Westminster

School Admissions Team

Email: schooladmissions@westminster.gov.uk

Tel. 020 7745 6433

(9am to 2pm Monday to Friday)

Westminster City Council admissions team works in partnership with the Kensington & Chelsea as a joint service.