

Hints and tips



Applying to a secondary school
for entry in September 2024



Apply online: [www.lbhf.gov.uk/ schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

The Pan-London eAdmissions site
opens on 1 September 2023.

If your child is currently in Year 6 and
born between 1 September 2012
and 31 August 2013, you will need to
apply for a secondary school place
by 31 October 2023.


The benefits of applying online

- It is quick and easy to do.
- You can apply from any location with internet access 24 hours a day, seven days a week until the closing date, **31 October 2023**.
- You can log back on to change or delete preferences up until 11.59pm on the closing date.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email, with your application reference number, once you submit your application.
- You are able to attach additional documents.
- During the evening of **1 March 2024**, you will be sent an email informing you that your outcome is available.
- Once you have received this email, you can log onto the Pan-London eAdmissions website and accept or decline your offer.

If you would prefer to complete a paper application form, these can be obtained from the admissions team (contact details can be found on the back page of this leaflet).

Where to obtain the information you need

Each September all local authorities provide information for parents that sets out the admissions process and procedures. This leaflet has been produced to provide you with some basic hints and tips on the application process and is a first step towards obtaining more detailed information.

Hammersmith & Fulham's *Moving on up* brochure about transferring to secondary school will be available online from the beginning of September at: www.lbhf.gov.uk/schooladmissions 

The brochure explains the application process in detail and sets out the admission criteria for each school in Hammersmith & Fulham.

Where possible, parents/carers are encouraged to access information online. You can also obtain more detailed information from each of the secondary schools by visiting their websites and attending open days/evenings.

All the contacts you will need can be found in the brochure of the local authority where schools are located.



Research, research, research!

You must do your research on the schools that you are interested in applying to. You can do this by:

- Reading the admission criteria to find out if your child is likely to be offered a place, and look at how places were offered in the previous year.
- Attending open days/evenings held at the schools. Dates and times for H&F schools are included in this leaflet.
- Checking if the schools you want to apply to require your child to take a test.
- Checking if the school requires additional forms to be completed. This would normally apply to church schools.

- Speaking to your primary school head teacher. They will have experience based on previous transfers.
- Contacting the admissions team for advice if you are unclear how the system works.



Hints and tips for applying

Familiarise yourself with the admission criteria for schools

When you begin researching schools, you will need to read the admission criteria for the school you want to apply to. The admission criteria is often very different for each school so you must read the criteria carefully in order to assess the likelihood of your child being offered a place. To give you some examples of what to check for:

- Church schools will give priority to applicants that can demonstrate practice of the respective faith if they receive more applications than places available.
- There are schools that will require your child to sit a fair banding test.
- Not all schools give priority to siblings so you will need to check this first.

- Distance from home to school is often used as a tie-breaker, but there are schools that use random allocation (lottery).
- Some schools have a priority area and/or feeder primary schools.

These are some factors that you need to be aware of when deciding which schools to apply for.

In all cases, if a school receives more applications than places available, the school's admission criteria must be applied. There is no guarantee that your child will be offered a place at your preferred school, even if it is the closest school to where you live.



Be realistic: remember you can apply for up to six schools

Please remember that you can apply for up to six schools. Even after you have researched the schools and you have decided where to apply, unless you are 100 per cent sure that your child will be offered a place (if, for example, there will be a brother or sister attending and this gives priority in the school's criteria), you should not assume that your child will be offered a place. You should also consider other schools where you know you will have a good chance of gaining a place.

Adding further schools to your list will not affect your chances of being offered a place at a higher preference school. Schools are not informed of other preferences you have made or the order in which you place them.

Take special care how you order your preferences

The school preferences you make are treated equally. This means that no matter where you place a school in your list of preferences, it will be treated in the same way as all other applicants who also chose that school – regardless of where they have placed the school in their list.

The reason it is so important to list the schools in the order of your preference is that when results are returned to the admissions team, we may receive offers for more than one of your preferences. As only one offer can be made to your child, you will be offered the highest school possible from the list you provided. Any offers made lower in your list will be withdrawn and put back in the system.



Do I need to provide additional information?

There are some schools, usually church schools, which require you to complete a supplementary information form (SIF). The SIFs for Hammersmith & Fulham schools will be available from the individual schools and on the council website.

The *Moving on up* secondary admissions brochure states which schools require a SIF and any other documents. The online system will alert you when you enter a preference for any school that requires additional forms to be completed.

You must return the SIF and any other documents to the school, but make sure that you also submit the application itself naming the school in your list of preferences.

You must submit your application on time

You must submit your application by **31 October 2023**. If you are a Hammersmith & Fulham resident you will still be able to apply online after the closing date.

If you submit your application form after the closing date of **31 October 2023** without a valid reason, your application will be considered after all of those which were submitted on time. This will greatly affect your chances of being offered the school you want.



Will I definitely be offered one of my preferences?

No. To increase your chances of being offered one of your preferred schools you must research the admission criteria for the schools you are interested in.

You should put at least one school in your list where you are reasonably certain your child meets the criteria (e.g. sibling already at the school and this is a high priority in the school's criteria).

For further advice you can speak to the admissions team or the school who will be able to offer you guidance on the likelihood of your child being offered a place based on the information you provide. It is not possible to give any guarantee of the outcome of your application.

What happens to the preferences that I have not been offered?

Any preferences lower than the offered school will be withdrawn. You will automatically be placed on the waiting list for any higher preference schools that were not able to offer your child a place.

You also have the right of appeal to an independent appeal panel against the decision not to offer your child a place at your preferred school/schools.

Visiting dates for Hammersmith & Fulham schools

Ark Burlington Danes Academy

☎ 020 8735 4950

🌐 www.burlingtondanes.org

Open mornings

Thursday 28 September, Friday 29 September, Thursday 5 October, Friday 6 October, Thursday 12 October and Friday 13 October

Open evening

Tuesday 3 October

The Fulham Boys School

☎ 020 7381 7100

🌐 www.fulhamboysschool.org

Open evening

Thursday 28 September

Open day

Wednesday 4 October

To book a place, please visit the school's **website** 🌐

Faith application deadline

Tuesday 31 October

Sports aptitude application deadline

Monday 2 October

Sports aptitude test date

Friday 13 October

Fulham Cross Academy – a STEM specialism school

☎ 020 7381 3606

🌐 www.fulhamcrossacademy.co.uk

Open day

Wednesday 11 October at 4pm to 7pm

Open mornings

Any Thursday morning in October by appointment at 9am to 10.30am. Please visit the school's **website** 🌐 for their contact details.

Please note the dates are subject to change and the school will provide updates on their Open Event schedule, or view their virtual tour programme on the school's **website** 🌐

Fulham Cross Girls' School

☎ 020 7381 0861

🌐 www.fulhamcross.net

Open mornings

Any Tuesday morning at 9am to 10.30am in October by appointment.

Open evening

Wednesday 4 October at 4pm to 7pm

Please visit the school's **website** 🌐 for more information

Hammersmith Academy

☎ 020 8222 6000

🌐 www.hammersmithacademy.org

Open evening

Thursday 12 October at 4pm to 7.30pm

Open mornings

Tuesday 17 October and Thursday 19 October. Both at 9am to 11am

Fair banding tests

Saturday 23 September. A registration form must be completed on the Academy's **website** 🌐 by 12 noon on 15 September.

Saturday 25 November and Saturday 2 December, no registration form required.

If parents wish to know which band their child has been placed in before the close of application they must attend the test date in September.

Hurlingham Academy

☎ 020 7731 2581

🌐 www.thehurlinghamacademy.org.uk

Open evening

Tuesday 26 September at 4.30pm to 7.30pm. Principal's talk at 6.15pm

Open mornings

Monday 3 to Friday 6 October, Monday 9 October, Wednesday 11 October, Friday 13 October, Monday 16 October, Wednesday 18 October and Friday 20 October. All at 9am to 12 noon.

If you are unable to make these dates, please feel free to turn up when convenient to you.

Lady Margaret School

☎ 020 7736 7138

🌐 www.ladymargaret.lbhf.sch.uk

Open days

Thursday 5 October and Friday 6 October

Booking required from 1 September on the school's admission **website** 🌐

Banding test

Friday 17 November

The London Oratory School

☎ 020 7385 0102

📄 www.london-oratory.org

Open evenings

Tuesday 12 September,
Tuesday 19 September and
Thursday 21 September, all at 6pm.
Monday 25 September at 2pm

Phoenix Academy

☎ 020 8749 1141

📄 www.phoenix.futureacademies.org

Open evening

Thursday 5 October at 4pm to 7pm

Open mornings

Tuesday 3 October and Wednesday
4 October. Both at 8.45am to 10.10am

Sacred Heart High School

☎ 020 8748 7600

📄 www.sacredhearthigh.org.uk

Open mornings

Thursday 14 September and
Wednesday 20 September.
Both at 9.30am to 11am

Open evenings

Thursday 14 September and
Wednesday 20 September

Banding test

Saturday 11 November

West London Free School

☎ 020 8600 0670

📄 www.wlfs.org

Open mornings

Monday 18 September to Friday
13 October, at 9.15am to 10.40am,
five mornings a week.

Booking will be available on the
school's **website** 📄 from 1 September

Music aptitude application deadline

Monday 9 October at 12 noon

Music aptitude test date

Friday 20 October



Secondary schools in H&F



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and 31 August 2013, you will need to
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by 31 October 2023.

For further information contact:

Admissions Team

3rd Floor, 145-155 King Street, London W6 9XY

Telephone: 020 8753 1085 (Monday to Friday, 9am to 1pm)

Email: school.admissions@lbhf.gov.uk

www.lbhf.gov.uk/schooladmissions

