



Sir John Lillie Primary School

## Admissions Policy

## **NURSERY**

The decision as to whether your child will be admitted to Sir John Lillie Nursery is taken by the Headteacher although priority will be given to siblings and nearest to the school.

Under present education law, there is no right of appeal for Nursery placements if your child is unsuccessful in getting a place.

A child on our waiting list will be offered a place in the term of their 3<sup>rd</sup> birthday.

A waiting list is held in the school office; you may place your child's name on the waiting list at any time. Children are offered places in a strictly date of birth order.

All children are entitled to 15 hours' free childcare. You can apply online for 30 hours childcare if you are eligible. <https://www.gov.uk/apply-30-hours-free-childcare>

We do offer 'top-up' hours for your child if they only receive 15 hours. You can choose for your child to attend more hours above the 15 hours by applying to the school office.

We offer extended hours at our breakfast club or after school playcentre if needed. Please contact our Playcentre Manager or the school office for details.

## **RECEPTION**

Your child becomes of compulsory school age in the term after their 5<sup>th</sup> birthday.

Children start school in the Reception class in September (Autumn Term). There is only one intake per year.

The admissions for our school on entry to Reception are completed and carried out by the London Borough of Hammersmith & Fulham.

An application form is available on [www.eadmissions.org.uk](http://www.eadmissions.org.uk) or on the school website go to <https://www.sirjohnlillieprimary.co.uk/admissions/>

You can apply on line at <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/primary-school-admissions>

The applications for a place in an academic year for September must be received by the January of the previous academic year. You will be notified in the April

after you have sent in your application form if you have secured a place for your child in our Reception class.

Dates for applications may vary each year.

*(The timetable is in the Hammersmith and Fulham starting school booklet which is published each year and is available from Admissions at LBHF).*

If you do not secure a place At the school of your choice, your details will be kept by LBHF and you may be offered a place at another school.

## **APPEALS**

Your child will only be refused a place if the class exceeds 30 children. The Law states that infant class sizes (Reception, Year 1 and Year2) **cannot** exceed 30 pupils.

If your application is unsuccessful, you may apply through the appeals process. Appeal forms are available from the School Admissions Team (details below) which must be received by the April before your child's date of entry.

The school admissions team is based at:  
3rd Floor  
145 King Street  
Hammersmith  
London  
W6 9XY

You can contact between 9am – 1pm, Monday to Friday.

### **Telephone:**

LBHF Admissions: 020 8753 1085

**Email:** [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

## **SPECIAL EDUCATIONAL NEEDS**

We are an inclusive community school and adhere to the statutory guidance outlined in the Disability Discrimination Act (DDA).

Our school aims to provide for the learning need of each pupil. Many children will need extra help at some time in their school lives to ensure they learn effectively and make progress.

A range of support is available according to the nature and seriousness of a child's needs. This may be provided in house, through other outside agencies or specialist staff may be involved, only with the permission of the parents.

If your child has a specific SEN/D need, a visit to the school prior to application is **highly recommended**.

## **STARTING SCHOOL**

Once a place is secured you will be invited to an Early Years Day, where you will have a chance to meet your child's class teacher.

Sir John Lillie Primary School will strive to ensure that all children fulfil their potential, placing great emphasis on the basic skills of literacy and numeracy, values and attitudes and on artistic and sporting skills. We value all our pupils equally.

You will, as parents, play an important role in supporting your child's learning in partnership with the school.

## **IN YEAR ADMISSIONS**

For parents who want to start their child at another school after the academic year has begun, you will need to apply to the School Admissions Team at LBHF:

**Telephone:**

LBHF Admissions: 020 8753 1085

**Email:** [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

Approval of places will be dependent on the space available at that time within the school. Once the local authority has confirmed that there is space available they will contact you to confirm your place at the school.

Following this, you will be contacted by the school, confirming the details, along with your start date.

We strongly recommend all parents and children wanting a place at our school to book a visit before applying. Please contact Janet in the school office for further information.

**School Office:**

Telephone: 020 7385 2107

Email: [admin@sirjohnlillie.lbhf.sch.uk](mailto:admin@sirjohnlillie.lbhf.sch.uk)