

Guidance notes

For completing the Primary In-Year Admission Common Application Form

1. Details of Child

Proof of address – The address listed on the form must be the address where your child normally lives. The address of a grandparent, other relative or any person looking after your child during the day must not be used. If you are a resident of Hammersmith & Fulham we will seek to check your residence against council tax records.

If you are resident in another borough, or if you are not registered for council tax you will need to provide proof of your address with your child's application. Evidence that will be acceptable includes a mortgage/tenancy agreement, recent utility bill in your name (within last 3 months), child benefit (if eligible) or Inland Revenue documents.

2. Details of Parent or Carer

This section should be completed by the main parent or carer, who has parental responsibility for the child. Optional second contact details can be supplied for cases where the main contact may have difficulty in communicating with the admissions team and to assist the admissions team or school in contacting the parent/carer if a place becomes available.

3. Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to school. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

The child's social worker must submit a letter to the school admissions team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child's full name, date of birth and current address.

4. Background Information

A child who has a statement of Special Educational Needs or Educational, Health and Care Plan must contact the special educational needs team or equivalent team in their home authority for guidance on procedures relating to moving schools.

5. Educational History

Please ensure that this section is fully completed failure to do so may delay the processing of your application. The admissions team reserves the right to contact the previous or current school for further information.

6. School Preferences

Please remember you are applying for schools at a time when places have already been allocated, so you will need to be aware that schools that you may prefer, or are closest to your home, may not be able to offer a place. The school admissions team will be able to offer you guidance on schools that may have vacancies or short waiting lists.

If you feel there are exceptional reasons for your child to be considered as a priority on a waiting list for a particular school, you must indicate this in the area provided or in the additional information box on part 9 of the form. All requests for priority consideration must be supported by a professional, such as a doctor or a social worker. Please be aware that not all schools have this criterion in their admissions policy.

If your child has a sibling (brother or sister) who is currently on roll at your preferred school you must include their details where requested. The definition of sibling is indicated in the admission criteria for each school. Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are at the same address.

Those schools that are participating in the locally agreed co-ordinated in year admissions scheme are listed in Table 1 on pages 9-10.

You can name any of these schools on this Common Application Form. Those schools that also require a supplementary form (SIF) are marked with an asterisk*. The SIF is available directly from the school.

7. Child who has entered or re-entered the UK in the last 6 months

Please provide details of the date your child entered the UK if within the last 6 months. The admissions team reserves the right to ask for additional evidence confirming the basis upon which a child has been admitted to the UK and their present residency status.

8. Fair Access Protocol

We would like to ensure that the most vulnerable children resident in Hammersmith & Fulham who may be without school provision secure a suitable place as soon as possible and that schools with vacancies are not required to admit a disproportionate number of children who may require additional support.

A referral for a school placement in accordance with Fair Access arrangements is made by the admissions team. A parent/carer cannot request a Fair Access referral or placement. Referrals are only made for children without a school place and they will only be offered a school place in their home borough.

9. Additional Information

Please provide information you feel is relevant to the reasons for your application including expanding on any exceptional reasons why your child should be considered as a priority for your preferred school.

10. Declaration

The application will not be valid unless it has been completed by the parent/carer with parental responsibility.

Table 1: Hammersmith & Fulham – Schools participating in In-Year co-ordination

School name and address	Telephone	Website
Addison Primary School , Addison Gardens, W14 0DT	020 7603 5333	www.addisonprimary.org
*All Saints CE Primary School , Bishops Avenue, SW6 6ED	020 7736 2803	www.allsaintsce.lbhf.sch.uk
Ark Bentworth Primary Academy , Bentworth Road, W12 7AJ	020 8743 2527	www.arkbentworth.org
Ark Conway Primary Academy , Hemlock Road, W12 0QT	020 3249 1180	www.arkconway.org
Ark White City Academy , 2 EdCity Concourse, EdCity, W12 7PT	020 8743 2514	www.arkwhitecity.org
Avonmore Primary School , Avonmore Road, W14 8SH	020 7603 9750	www.avonmore.lbhf.sch.uk
Brackenbury Primary School , Brackenbury Road, W6 0BA	020 8743 3074	www.brackenbury.lbhf.sch.uk
Flora Gardens Primary School , Dalling Road, W6 0UD	020 8748 2566	www.floragardens.lbhf.sch.uk
Fulham Bilingual , Clancarty Road, SW6 3AA	020 7736 5863	www.fulhambilingual.org.uk
Fulham Primary School , Halford Road, SW6 1JU	020 7385 0535	www.fulhampri.lbhf.sch.uk
*Good Shepherd Catholic Primary School , Gayford Road, W12 9BY	020 8743 5060	www.goodshepherdrc.lbhf.sch.uk
Greenside Primary School , Westville Road, W12 9PT	020 8743 6421	www.greensideschool.org
*Holy Cross Catholic Primary , Basuto Road, SW6 4BL	020 7736 1447	www.holycrossfulham.org.uk
John Betts Primary School , Paddenswick Road, W6 0UA	020 8748 2465	www.johnbetts.lbhf.sch.uk

School name and address	Telephone	Website
Kenmont Primary School, Valliere Road, NW10 6AL	020 8969 4497	www.kenmont-primary.org
Langford Primary School, Gilstead Road, SW6 2LG	020 7736 4045	www.langfordprimary.org.uk
Melcombe Primary School, Fulham Palace Road, W6 9ER	020 8748 7411	www.melcombe.lbhf.sch.uk
Miles Coverdale Primary School, Coverdale Road, W12 8JJ	020 8743 5847	www.milescoverdaleprimary.co.uk
Normand Croft Primary School, Bramber Road, W14 9PA	020 7385 6847	www.normandcroftschool.co.uk
Old Oak Primary School, Mellitus Street, W12 0AS	020 8743 7629	www.oldoakprimary.co.uk
Queens Manor Primary School, Lysia Street, SW6 6ND	020 7385 4343	www.queensmanorprimary.org.uk
Sir John Lillie Primary School, Lillie Road, SW6 7LN	020 7385 2107	www.sirjohnlillieprimary.co.uk
*St John XXIII Primary School, 1 India Way, W12 7QT	020 8743 9428	www.stjohnxxiii.lbhf.sch.uk
*St John's Walham Green CE Primary School, Filmer Road, SW6 6AS	020 7731 5454	www.stjohnsce.lbhf.sch.uk
*St Mary's Catholic Primary School, Masbro Road, W14 0LT	020 7603 7717	www.stmarysrc.lbhf.sch.uk
*St Paul's CE Primary School, Worlidge Street, W6 9BP	020 8748 4951	www.stpaulsprimary.org
*St Peter's CE Primary School, St Peter's Road, W6 9BA	020 8748 7756	www.stpetersce.lbhf.sch.uk
*St Stephen's CE Primary School, Uxbridge Road, W12 8LH	020 8743 4483	www.ststephensce.lbhf.sch.uk
*St Thomas of Canterbury Catholic Primary School, Estcourt Road, SW6 7HB	020 7385 8165	www.stthomasrc.lbhf.sch.uk
Sullivan Primary School, Peterborough Road, SW6 3BN	020 7736 5869	www.sullivanprimaryschool.co.uk
Thomas's Academy, New King's Road, SW6 4LY	020 7736 2318	www.academy.thomas-s.co.uk
Wendell Park Primary School, Cobbold Road, W12 9LB	020 8743 1372	www.wendellpark.lbhf.sch.uk
Wormholt Park Primary, Bryony Road, W12 0SR	020 8743 5073	www.wormholtparkprimary.co.uk

The following schools have not chosen to participate in the locally agreed co-ordinated in year admission scheme and will accept applications directly. It will **NOT** be possible for the authority to process an application for one of these schools and if you name one of these schools the details of your application will not be forwarded to the school.

Table 2: Hammersmith & Fulham – Schools NOT participating in In-Year co-ordination

School name and address	Telephone	Website
Earl's Court Free School, Cambridge Grove, W6 0LB	020 8741 9967	www.ecfs-primary.org
Larmerier & Sacred Heart Catholic Primary School, Brook Green, W6 7BL	020 8748 9444	www.larshrc.lbhf.sch.uk
London Oratory Junior House, Seagrave Road, SW6 1RX	020 7385 0102	www.london-oratory.org
St Augustine's Catholic Primary School, Disbrowe Road, W6 8QE	020 7385 4333	www.staugustinesrc.lbhf.sch.uk
West London Free School Primary, Cambridge Grove, W6 0LB	020 8741 9967	www.wlfs-primary.org

Contacting the admissions team

The Hammersmith & Fulham admissions team is based at
145 King Street, London W6 9XY

Telephone: 020 8753 1085 (9.00am to 1.00pm, Monday to Friday)

Email: school.admissions@lbhf.gov.uk

Privacy notice

For Admissions and Access to Education

Purpose for processing your information

The school admissions team is the coordinator body for the application process for schools and academies and the initial contact point for school admissions related enquiries.

We collect the following information:

Information we request from you is for the purpose of processing your school application. These are: full name of your child, date of birth, home address, parent/carers full name, address if different from your child, your contact details including phone numbers and email address, council tax number, current or previous education provision, professional supporting documents if relevant to your application, background education history if applying for as an in-year admission, country of origin if a new arrival to the country and length of stay in the UK.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

The initial application for a school place can either be submitted online or a hard copy paper. Additional information will be requested either by letter, email, telephone or face-to-face.

Who the information is shared with

The admissions team may also use your information for other legitimate purposes and may share (where necessary) with other council departments and external bodies responsible for administering services to children and young people. Reasons for sharing information with the internal and external bodies will be; to enable the processing of school applications to fulfil the council's safeguarding duty and comply with the Prevent Strategy, to provide central government bodies with mandatory data returns; the Home Office to notify of potential illegal immigration and the police may request information at any time as part of a criminal investigation.

Internal bodies are; the Special Educational Needs and Disability (SEND) Service, the Virtual School, the Data Team, the Family Support Service, the Multi-Agency Support Hub (MASH) Team and Safeguarding Service, the Early Years' Service, Governance and Legal Services.

External bodies are; schools/academies (previous, current and applied for); other councils/boroughs and the police. Central government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudicator; the Home Office and the Department of Work and Pension Translation and Interpretation service.

For the purpose of validating proof of address, the school admissions team will refer to data held by any of the services mentioned above, internal council tax records, the housing team and fraud team.

How long do we keep your information?


The admissions team will keep your application record for 3 years. After this time, it will be deleted.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Have your data transferred or copied should you move to another authority.
- Not be subject to automated decision-making including profiling.

To submit a subject access request, email:
school.admissions@lbhf.gov.uk 

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it. The school admissions team can be contacted on tel: 020 8753 1085 between 9.00am-1.00pm, Monday to Friday.

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please email: **school.admissions@lbhf.gov.uk** Your concerns will be investigated through the council's complaints procedure.

If you are not satisfied with the council's response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the ICO website: **www.ico.org.uk/concerns/handling/**

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.