



Starting Primary School 2024

Your choice for primary education

A guide for parents with children
transferring to primary school in 2024



Your choice for primary education

If your child was born between
1 September 2019 and 31 August 2020,
you will need to apply for a primary school
place by 15 January 2024.

Apply online:
www.eadmissions.org.uk

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

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FOREWORD

The City of London Corporation (City of London) has a very proud and long history of providing excellent educational services to children of all ages.

We are committed to ensuring that every child in the City of London gets the best start in life and receives the right support to reach their full potential.

I'm sure you will agree that starting primary school is an important and exciting time for your child. Getting the right start at primary school, making new friends, developing skills and a love of learning set the foundation for later years.

The City of London has one maintained primary school, The Aldgate School. The school, which has been judged as 'outstanding' by Ofsted since 2008, consistently achieves high standards in English, mathematics and science and has exceptional standards in music.

This guide provides information to help you

understand how and when to make a primary school application for children starting primary school in September 2024.

The City of London is part of the pan-London coordinated admissions scheme, which allows parents to apply for up to six maintained schools in any borough. This maximises the chances for City of London residents to receive an offer at one of their preferred schools. We are proud to be able to say that in 2023 96% of City of London applicants received their first preference, which is the highest in London.

We will do all we can to guide you through the process; the Education and Early Years' Service is available to support you with your application if you need it.

I wish your child every success and happiness in their education as they start their journey through school.



Judith Finlay
Executive Director of the Department
of Community and Children's Services

STARTING PRIMARY SCHOOL IN 2024

Children are required by law to receive full-time education at the start of the school term following their fifth birthday and to remain in school until the end of the education year in which they turn 16. This is known as compulsory school age.

When does my child start school?

All children will be offered a full-time school place for the start of the education year in which they turn five. The expectation is that the place is taken up in September at the start of the school year.

If your child was born between 1 September 2019 and 31 August 2020, they are expected to start primary school in September 2024.

If you are considering this option, please let the School Admissions Team know as soon as possible. If you choose deferred or delayed admissions entry, you must speak to the school about its policy as soon as possible.

Can I defer my child's start in reception class?

You can opt to defer your child's start in reception class until later in the school year. Your child must, however, be in full-time education by the time they reach compulsory school age.

Can I delay my child's start in reception class?

Parents of summer-born children can make a request to delay their child's admission to reception class until the following education year when the child reaches compulsory school age.

Summer-born children are defined as born between 1 April and 31 August 2020.

Each admission authority publishes its decision-making process as part of its admissions policy. It may expect to see evidence of a child's educational needs and will want to discuss with parents the impact of a child being educated with children of a different age group.

Can my child attend reception part-time?

Yes, but only until the end of the term in which they turn five years old.

Junior school admissions

If your child goes to an infant school, they will transfer to a junior school in the September after their seventh birthday. Children at infant schools normally transfer to their linked junior school at the age of seven, but an application for a school place must be made. Most linked schools are on the same site and have the same name.

If your child is in Year 2 at any primary school, you can also make an application to a junior school.

- Junior schools cater for children attending Year 3 to Year 6 (Key Stage 2).
- Children born between 1 September 2016 and 31 August 2017 can apply for a junior school place.

The application process and timeline for junior school and reception class are exactly the same and are explained in this booklet. Please also see the key dates to remember on page 7.

KEY DATES TO REMEMBER

2023	2024
<p>1 September You can start making applications to schools using the online Common Application Form (CAF).</p> <p>September/October School open days. Contact the specific school(s) for details.</p>	<p>15 January Deadline date for applications and submission of additional documentation where applicable, such as Supplementary Information Forms (SIFs) and medical assessments for consideration under social/medical criterion.</p>
	<p>16 April The results of your application will be sent to you on National Offer Day. If you applied online, you'll receive an email or text alert in the evening informing you of the outcome or where to find it online.</p>
	<p>30 April Deadline for accepting an offer of a primary school place.</p>
	<p>May to July Appeals heard against the refusal of a place at a school on your application form.</p>

Children with special educational needs and disabilities (SEND)

All secondary schools have written policies (SEND policy and SEND information report) outlining how they support pupils who have been identified as having SEND. Most children with SEND can successfully attend mainstream schools with additional support.

You will be able to see the school's SEND policy and SEND information report on its website, or you can contact the school you are interested in to request a copy.

The City of London has an educational psychology service, which can be consulted by an educational setting in the City of London for advice if the setting has identified and is supporting your child with any difficulties with learning or well-being.

If your child has SEND but does not yet have an education, health and care plan (or EHC plan) (see Glossary), you must apply for a primary school by completing a Common Application Form (CAF). See page 9 for details.

If your child is at a nursery, the special educational needs coordinator (SENCo) there will work with the SENCo at the primary school to make sure the move to primary school goes as smoothly as possible.

Children with an EHC plan

If your child has an EHC plan, you do not need to complete a CAF. The City of London's Education and Early Years Service will support you through the process. It will help you to identify and apply to schools appropriate to your child's needs. Once a school has been agreed, it will be named on your child's EHC plan.

Note: Children currently undergoing an EHC needs assessment must apply using the CAF until a school has been agreed and named on the EHC plan.

SEND Local Offer

Information about the provision and services that are available for children and young people with SEND (0–25 years) can be found on the City of London's SEND Local Offer website. The SEND Local Offer sets out information about services and provision both inside and outside the City of London. Please visit the Family Information Service for full details: <https://www.fis.cityoflondon.gov.uk/send-local-offer>.

HOW TO CHOOSE A SCHOOL

Get started

Our advice is: don't wait! Give yourself as much time as possible to explore and consider your options so that you can apply to schools that best fit your child's needs and aspirations, and whose selection criteria are favourable to you.

Finding a school

If you do not know the schools in your area, a good place to start your search is by looking at your local authority's primary school guide, or those of surrounding local authorities. They contain general information about the local schools. You can download copies from their websites. You will find contact details for local authorities near the City of London on page 22 of this booklet.

Alternatively, you could visit the Department for Education's 'Find and check the performance of schools and colleges in England' website: www.gov.uk/school-performance-tables.

This website provides a comprehensive list of schools across England, and it also allows you to access performance tables that give information on pupils' results at each school.

Each school's information page provides a link to its Ofsted report. An Ofsted report details a school's strengths and weaknesses in terms of teaching staff and leadership, alongside its status at the time of its last inspection. Schools are currently inspected every four years.

Once you have come up with a shortlist, find out more about each school by reading its:

- prospectus: detailed information about the school and its leaders, teachers, courses, facilities and philosophy
- admissions policy: information about admissions criteria should the school receive more applications than it has places available (if it is oversubscribed).

You will find prospectuses and admissions policies on each school's website or you can contact them directly to request copies.

Get a complete picture

Prospectuses, league tables and Ofsted reports alone will not give you a complete picture of a school. Therefore, we advise you to visit the school for a closer look at its location, facilities and surroundings. This will give you a taste of its educational environment. You may also be able to arrange to speak with teachers, administrative staff and, if possible, pupils.

Most schools hold open days or open evenings. Attending these along with your child will give you a better feel for the school.

Information about open days is available in the local authority school admissions prospectus or by contacting the school.

Look at the admissions criteria

On your application you should list all the schools you want to apply to in order of preference. Some schools receive more applications than they have places to offer, so you should always look at the admissions criteria for each of your preferred schools and consider whether you meet them.



THINGS TO CONSIDER WHEN CHOOSING A SCHOOL

Here are a few questions to ask when deciding whether a school fits your child's personality and needs.

What do other parents think about the school?

Find out the experiences of parents with children at the schools you are interested in.

Does the school have extended services, such as breakfast clubs, after-school clubs and activities?

Are there supervised activities for pupils outside normal school hours if parents or carers are at work?

Does the school have facilities and resources for children with SEND and does it offer additional support?

What provisions are there for children with SEND?

How will your child get there?

- What form of transport will they need to take?
- How long is the journey (time and distance)?
- Is the travel route safe and convenient?

What facilities does the school have?

Are the buildings, classrooms and grounds well equipped and maintained?

Remember, the school with the best reputation may not always be the most suitable for your child's needs.

HOW TO APPLY

You must apply through the local authority where your child lives, regardless of where the school is located. Do not list independent fee-paying schools as you need to apply to them directly.

1. To make an application online, please visit the eAdmissions website: www.eadmissions.org.uk. If you are unable to apply online, please contact the City of London School Admissions Team at eeservice@cityoflondon.gov.uk.
2. You can apply for any school located in any borough, up to a maximum of six schools. We highly recommend that you apply to as many schools as you can as this will increase your chances of getting one of your preferred schools.
3. List the schools in the order you prefer, with your favourite school listed first. Your preference order is not disclosed to schools. Make sure you are aware of schools that require a SIF to be completed in addition to your eAdmissions online/ paper-based application.
4. It is a good idea to list your nearest schools. If you do not apply for any of the schools close to you, there is a risk that, if you do not secure a place at one of your preferences, local schools may already be full and your child could end up having to travel further away to get to school.

What is a SIF and why is it needed?

A SIF provides additional information that some schools use to allocate places when they are oversubscribed (they have received more applications than they have places to offer).

To find out if your chosen schools require a SIF, you can either contact them directly or, if you apply online, the eAdmissions website will tell you. You must send the completed SIF directly to the school and not to the City of London. Choosing not to complete the SIF could reduce your chance of getting a place at that school if it is oversubscribed. Most voluntary-aided schools and foundation schools and some academies require a SIF.

Applying under sibling criteria

If your child has a brother or sister attending any of your preferred schools at the time of admission in September 2024, you should complete the box marked 'Sibling details' alongside the relevant school.

Applying under exceptional reasons

If you are making an application based on medical, social, religious, philosophical or educational reasons, you must complete the 'Reasons for preference' box on the application form.

You must also explain in writing why your child must attend a specific school, and a professional practitioner, such as a doctor or educational psychologist must support your reasons and provide relevant evidence. The City of London School Admissions Team must receive this by the application deadline.

Remember:
The deadline for
applications is

15 January 2024

Oversubscription criteria – an example

The list below indicates the order in which schools that are oversubscribed will prioritise applicants:

1. Children looked after by the local authority
2. Children whose siblings attend the school
3. Distance to school from child's home address.

Proof of home address

Your address details will be checked by the City of London Council Tax Team. You will be asked to provide additional supporting documentation if the Council Tax Team is unable to verify your details. It is important you give accurate information on your application form, as this can affect the outcome of your application.

You are also required to provide proof of the child's residence. The document must not be older than one year and should be either uploaded to the eAdmissions system or sent electronically to the City of London School Admissions Team. This can be in the form of a Child Tax Credit notification, letter from the NHS or any other document that has your child's name and address. For more information on the City of London address verification policy, please visit: www.cityoflondon.gov.uk/schooladmission.

Note: The offer of a school place can be withdrawn if the information supplied is knowingly incorrect. An admissions authority can also take legal action against anyone who has knowingly given false information to get a school place for their child.

Your child's home address

If you are separated from your child's other parent and your child lives partly with you and partly with the other parent, you should state the address where your child lives most of the time.

If you have an equal shared care arrangement, state the address of the parent claiming child benefit, receiving tax credits linked to the child or whose address is registered at the child's GP. If you are making an online application, you can upload documents to your eAdmissions account. If you are making a paper application, you will need to send the documents to the City of London School Admissions Team.

Note: You cannot submit more than one application for your child. Only one address can be used for school admission purposes. The final decision to process an application will rest with the City of London School Admissions Team.

Late applications

Applications received after the closing date will be deemed 'late applications' and will be considered after those received on time.

If there are exceptional reasons why you could not make the deadline, please write to the City of London School Admissions Team and provide supporting evidence.

If you wish to change your school preferences after the closing date, your application will be treated as a late application.

What happens after you have submitted your form?

All London local authorities, and some local authorities bordering London are part of the Pan-London Admissions Scheme. The scheme coordinates applications across local authority borders.

Your child will be considered separately by each school based on their application form. The schools do not know which other schools you have listed or your order of preference.

If a school is not oversubscribed, every child that applies will be offered a place.

If a school is oversubscribed, places will be allocated by its admissions authority in accordance with the school's oversubscription criteria. The oversubscription criteria are part of a

school's admissions policy. Children meeting criteria with a higher priority will be more likely to get a place than those meeting lower-priority criteria. You can get a copy of the policy from each school's admissions authority.

Your child will receive only one offer. If more than one school can offer them a place, the school making the offer will be your child's highest preference and all lower preferences will be withdrawn and released to other children. Therefore, please make sure you put the school you really want first.

Admissions authority

For foundation schools, voluntary-aided schools, academies and free schools, the admissions authority, which makes the decision regarding admissions applications, is the school's governing body. For all other schools, this is the local authority.



GETTING YOUR RESULTS: NATIONAL OFFER DAY

The results of your application will be sent to you on National Offer Day, which is **16 April 2024**. If you applied online, you will receive an email alert that evening informing you of the outcome of your application and/or a text telling you where you can view the outcome online.

The email the City of London School Admissions Team sends you will tell you:

- which school can offer your child a place
- how to accept the place
- what to do if your child was not offered a place at any of their chosen schools
- how to appeal a decision.

Your child will receive only one offer. If more than one school can offer them a place, the school making the offer will be your child's highest preference.

Accepting an offer

You can accept the offered school place by:

- completing the online acceptance form via your eAdmissions account
- replying to the offer day email.

Either way, the City of London School Admissions Team must receive your response by **30 April 2024** or your place may be offered to another child.

What if my child has a place at a private or independent school?

If you have accepted a place for your child at a private or independent school, please let the City of London School Admissions Team know in writing as soon as possible so that, the school place can be offered to another child.

I have been offered a place at one of my least preferred schools and plan to appeal. Should I reject the place?

You are strongly advised to accept the offered place, as it will ensure that your child has a place should your appeal be unsuccessful. Accepting the place will not affect the outcome of your appeal. If you reject the offered place and your appeal is unsuccessful, the process of finding another school is likely to be difficult.

What if I do not receive a place at any of my preferred schools?

You will be allocated an alternative school that has a vacancy and the City of London School Admissions Team will work with you to find schools that have places available.

You can also choose to appeal against the refusal or go on your preferred school's waiting list. Contact the school directly to find out its waiting list policy and if you have been automatically added to the list.

How do waiting lists work?

Your child's place on a waiting list is determined by the school's oversubscription criteria, not by how long they have been waiting. Children meeting higher-priority criteria will be higher on the list than those meeting lower-priority criteria.

Your child's place can move down if children meeting higher criteria than yours join the list. Late applications are included on the waiting list and are treated in the same way as on-time applications.

Acceptance deadline

If your acceptance slip is not received by 30 April 2024 your place may be offered to another child.

If you are likely to be away from home between 16 April and 30 April 2024, please let the City of London School Admissions Team know in advance by emailing eeyservice@cityoflondon.gov.uk.

APPEAL PROCESS

If you did not receive an offer from your preferred school, you can appeal against the refusal.

What you need to do:

- Contact the school you want to make an appeal against as soon as possible. It will provide you with information about its appeal process, e.g. what you will need to do and by when.
- Present your appeal. Your appeal will be heard during May, June and July 2024 by the appeal panel, which is made up of people who have not been involved in any way in the allocation of school places.

Details of how to appeal will be included in the offer letter/email.

If you intend to make an appeal, you should still accept the school place you have been offered so that your child will have a place if your appeal is unsuccessful.

Accepting the place you have been offered will not affect the outcome of your appeal.

The appeal panel's decision is final.



IN-YEAR ADMISSIONS

What are in-year admissions?

In-year admissions is the process of applying to a school at any time outside the normal admissions rounds. Normal admissions rounds are those that take place during September of the year a child starts either reception or secondary school.

You must complete an in-year application if your child:

- is transferring from one primary school to another
- has been educated at home and now wishes to apply for a school place
- is newly arrived in the UK and is looking for a school place.

What do I need to do?

That depends, as the in-year admissions application process varies. With some schools, you apply directly to the school, while with others you will need to complete the local authority's in-year application form. Contact the school directly to find out more.

Is there a closing date for in-year admissions?

No, although we advise you to make your application as soon as possible.

I do not like the school that my child is currently attending and want to change their school. Can I make an in-year admissions application?

Yes, but before you do, please consider that moving schools can be very unsettling for children, particularly if they are preparing for exams or have difficulty adapting to new situations and surroundings.

Watch the City of London's information video

www.youtube.com/watch?v=mkgn56mY5io



INFORMATION ABOUT PRIMARY SCHOOLS

The Aldgate School

St James's Passage,
27 Duke's Place, London EC3A 5DE
t 020 7283 1147
e office@thealdgateschool.org
w www.thealdgateschool.org

Head Teacher
Ms Alexandra Allan

Ages
3–11 boys and girls

Reception places
30

Religious affiliations
Church of England

Supplementary Information Form (SIF) required?
Yes. See page 10

Ofsted rating
Outstanding

Nearest tube stations
Aldgate, Aldgate East,
Liverpool Street, Tower
Hill and Moorgate

Nearest train stations
Tower Gateway, Tower
Hill, Liverpool Street
and Fenchurch Street.
London Bridge and
Cannon Street are within
a 15-minute walk

Nearest buses
8, 15, 25, 78, 100 and 205

Description

At The Aldgate School, we aim to provide an exceptional education for every child in a safe, stimulating environment where everyone is valued and respected. We believe education is a partnership between home and school. We encourage the spiritual development of the children and the knowledge of God and the world.

We are a diverse and inclusive school community. We believe in the importance of a rich curriculum with excellent subject teaching. Our early years foundation stage is a special time to learn. We believe play is learning in the early years and that every child is unique and deserves the opportunity to interact in a creative, well-resourced environment that is rich with language and resources. In Key Stages 1 and 2, we seek to deliver a rounded education that prioritises the vital skills of communication, music, the arts and sport alongside reading, writing and mathematics.

Our aim is for every child to have a wealth of experiences and make exceptional progress in order to be well prepared for their secondary education and life thereafter.

We provide:

- a stimulating, broad and balanced curriculum for every child
- a religious education according to the principles and practices of the Church of England in a context where everyone is valued and respected
- excellent teaching and carefully targeted support to ensure every child is challenged to excel and achievements are celebrated
- staff development to ensure our staff are well trained
- a safe, disciplined environment where all members of our school community are expected to treat each other with courtesy and respect

Behaviour

We expect all members of our school community to:

- respect and care for each other
- celebrate our unique talents, achievements and strengths
- work hard every day and take responsibility for our own learning
- be fair and honest in everything we do
- look after our environment
- move sensibly and quietly around the school.

Homework

Each child is expected to do homework every week. This could be reading, maths, project work or music practice. Work will be set appropriate to age and ability.

Uniform

Children, parents and staff have an agreed school uniform policy for reception upwards. You can find details of the uniform policy on our website or by contacting the school.

The City of London Child and Family Centre

The school has an integrated Sure Start Children's Centre, providing care and early education for children from three months old to nursery class age.

Childcare

We offer excellent and affordable childcare for children aged three months to 11 years from 7.45am to 6.00pm 48 weeks a year. Contact the school for further information.

How to apply for a school place

You have six preferences and should list them in your order of preference on the City of London's CAF. For example, if The Aldgate School is your first choice, then list this first.

Admissions information

The Aldgate School is a Church of England voluntary-aided primary school. The responsibility for the admission of pupils rests with the governing body. The school's current maximum admissions number is 30, with 30 children in each class. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available, the governors will admit pupils according to the following criteria, which are listed in order of priority.

Note: Priority will be given to looked after children and children with an EHC plan when this school is named in the plan.

Admissions criteria

1. Children looked after by a local authority, previously looked after children who left care under a child arrangement or special guardianship order, or those adopted from local authority care.
2. Children with a sibling attending the school in the academic year of admission.
3. Children whose parent(s) worship fortnightly and continuously and have done so for the previous three years in the parish church of St Botolph's, Aldgate (equating to 26 times each year).

Note: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these

admissions arrangements in relation to attendance will only apply to the period when the church has been available for public worship.

4. Children for whom this is the nearest Church of England school in order of proximity of home to school, measured in a straight-line distance, whose parent(s) worship fortnightly and continuously in churches of other Christian denominations (such denominations being members of Churches Together in Britain and Ireland (CTBI) and the Evangelical Alliance) and have done so for the previous three years.
5. Children who have a place in the nursery class of the City of London Child and Family Centre and who live in the admissions priority area.
6. Children living in the admissions priority area in order of proximity of home to school, measured by the shortest walking route.
7. Children of members of staff if the staff member is filling a post for which there is a demonstrable skill shortage. Priority will be limited to one place for each form of entry in any year.
8. Any other children in order of proximity of home to school, measured by the shortest walking route.

Terminology, definitions and notes on the oversubscription criteria

- If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest to the school, in order of proximity of home to school, measured in a straight-line distance.
- Highest priority will be given to looked after children and children who were previously looked after.
- A parent is a person who has parental responsibility for, or is the legal guardian of, the child.
- Length of attendance at the church must be by the application closing date. If you are applying under criterion 3 or 4, a completed SIF should be sent to the school directly and you should obtain a receipt confirming the date the form was received by the school. You should contact the school if you do not receive a receipt within 10 school days as it may mean we have not received your SIF. If we do not receive your SIF by the deadline date, we will not be able to apply your application to criterion 3 or 4 and it will be applied to either criterion 6 or 8 as applicable instead.
- The Aldgate School will use the City of London's Geographical Information System (GIS) to measure straight line distance to prioritise applicants for admission. The distance will be measured from the address point as indicated within the Local Land and Property Gazetteer (LLPG) to the address point of the school within the LLPG as a straight line. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority among them will be determined at random.
- Sibling refers to brother or sister, adopted brother or sister, stepbrother or stepsister or foster siblings of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.
- Children attending nursery class at the City of London Child and Family Centre will not gain automatic entry into the reception class. Parents must reapply for a reception class place.

Admissions priority area

The school has an admissions priority area that will be used in relation to oversubscription criteria 5 and 6. Please see the map below. For a more detailed map or for a copy of the full policy, please visit www.thealdgateschool.org.

Proof of home address

You will need to produce proof of your permanent home address. This can be a current council tax statement, child benefit letter or similar documentation.

Fraudulent information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Number of places offered using the oversubscription criteria – 2023/24

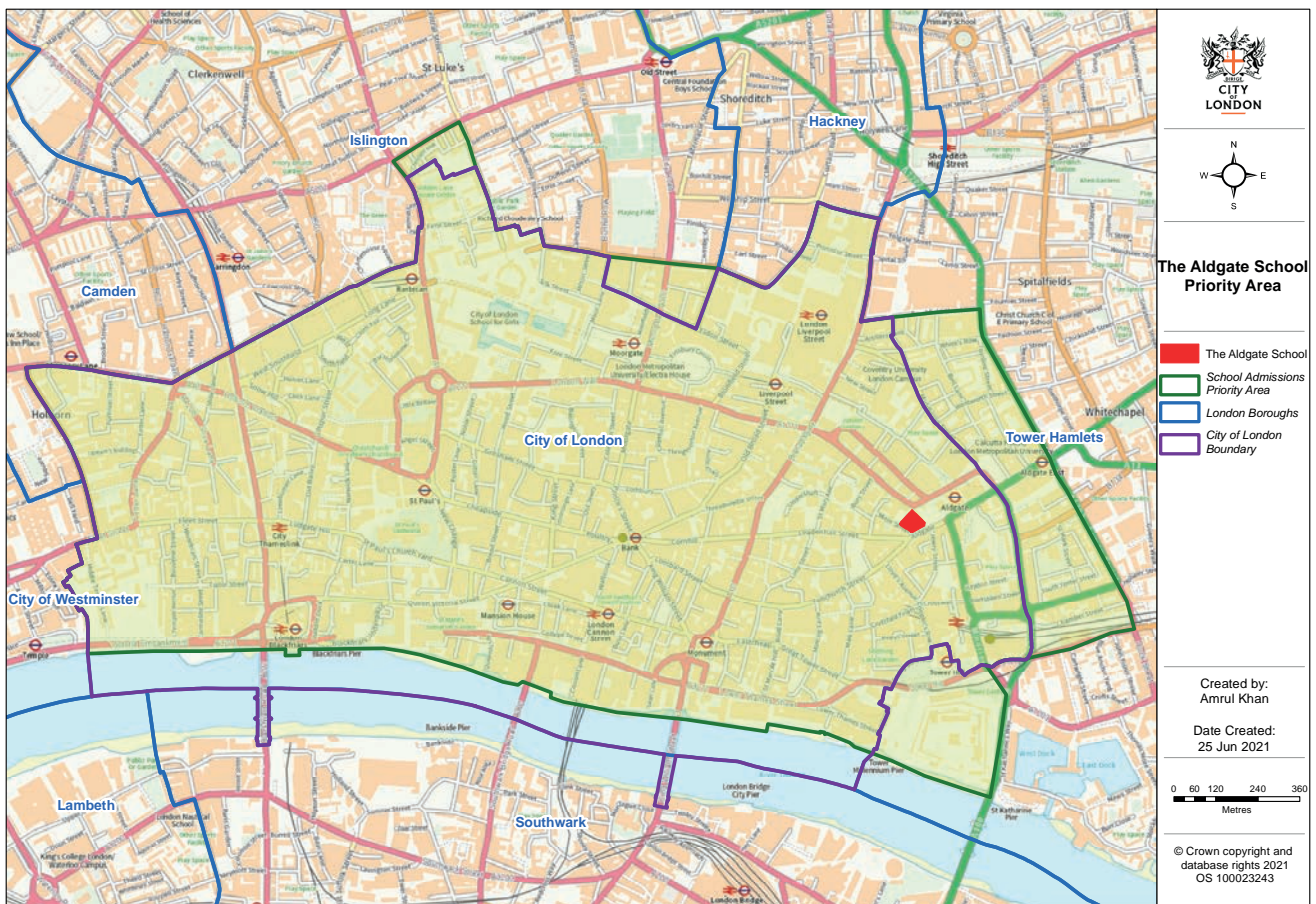
The table below shows how places were allocated using the oversubscription criteria last year. Each criterion number corresponds to the admissions criteria list.

Criterion	Number of children allocated
1	1
2	12
3	2
4	1
5	4
6	9

One child was allocated a place because they had an EHC plan.

The furthest distance a pupil was allocated a school place: 463.92 metres.

There was one appeal lodged for reception 2023, which was not upheld.



TERM DATES FOR 2023/24

Autumn Term 2023

Half Term 1	Friday 1 September to Friday 20 October 2023
Children back to school on Tuesday 5 September 2023	
Half-term break	Monday 23 October to Friday 27 October 2023
Half Term 2	Monday 30 October to Thursday 21 December 2023
Children back to school on Tuesday 31 October 2023	
Children finish on Thursday 21 December 2023 at 1.30pm	
Christmas Break	Monday 19 December 2023 to Tuesday 3 January 2024
INSET day	Friday 1 September 2023
INSET day	Monday 4 September 2023
INSET day	Monday 30 October 2023

Spring Term 2024

Half Term 3	Tuesday 9 January to Friday 9 February 2024
Children back to school on Tuesday 9 January 2024	
Half-term break	Monday 12 February to Friday 16 February 2024
Half Term 4	Tuesday 20 February to Thursday 28 March 2024
Children back to school on Tuesday 20 February 2024	
Children finish on Thursday 28 March 2024 at 1.30pm	
Easter Break	Monday 1 April to Friday 12 April 2024
INSET Day	Monday 8 January 2024
INSET Day	Monday 19 February 2024

Summer Term 2024

Half Term 5	Monday 15 April to Friday 24 May 2024
Children return on Monday 15th April 2024	
Half-term break	Monday 27 May to Friday 31 May 2024
Half Term 6	Monday 3 June to Tuesday 23 July 2024
Children back to school on Monday 3 June 2024	
Children finish the school year on Tuesday 23 July 2024 at 1.30pm	

BANK HOLIDAYS FOR 2023/24

Christmas Day	Monday 25 December 2023
Boxing Day	Tuesday 26 December 2023
New Year's Day	Monday 1 January 2024
Good Friday	Friday 29 March 2024
Easter Monday	Monday 1 April 2024
May Day	Monday 6 May 2024
Late May Bank Holiday	Monday 27 May 2024
August Bank Holiday	Monday 26 August 2024

SUPPORT FOR PARENTS AND CARERS

Help with home-to-school travel costs

Transport for London (TfL) provides free travel for children aged 11 years and under at any time on London buses, London Underground, trams, DLR, London Overground and most National Rail services. If children are travelling unaccompanied, they must have a valid 5-10 Zip photocard to travel free of charge.

How to apply

- You must apply online via <https://tfl.gov.uk/fares-and-payments/oyster> and you will need a Zip Oyster photocard web account.
- If you have an Oyster photocard account for a non-Zip Oyster photocard, you will need to use a different email address to create a Zip web account.
- For more information, contact TfL on 0343 222 1234 (all calls will be charged at a local rate – which is free on many tariffs).

Free school meals

Your child will be eligible to receive free school meals if they are in reception, Year 1 or Year 2. Your child may be eligible for free school meals if they are in other year groups, but only if you receive one of these benefits:

- Income Support or income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit where the parent is not entitled to Working Tax Credit and their annual income (assessed by HMRC) does not exceed £16,190
- guaranteed element of Pension Credit
- Working Tax Credit run-on: this is normally paid for four weeks after you stop qualifying for Working Tax Credit

- Universal Credit: if you applied on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get). If you meet these criteria, you can apply for free school meals to the local authority where your child's school is located.

Young people who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

School clothing grants

The school clothing grant is a discretionary, one-off payment of £60, made in August each year, to help with the cost of school uniforms and footwear, including PE kits. For this support, you must meet all of the following criteria:

- You and your child must live in the City of London.
- Your child must attend a publicly funded primary school from September.
- There is an agreed school uniform.
- You are in receipt of one of the qualifying benefits for free school meals.

The grant is paid at the discretion of the City of London.

For more information, please contact the School Admissions Team.



SCHOOL ADMISSIONS IN OTHER LOCAL AUTHORITIES

Camden School Admissions

5 Pancras Square,
London N1C 4AG
020 7974 1625
www.camden.gov.uk/admissions

Hackney School Admissions

Hackney Learning Trust,
1 Reading Lane,
London E8 1GQ
020 8820 7000 (option 2/3)
www.learningtrust.co.uk/admissions

Hammersmith and Fulham School Admissions

3rd Floor, 145 King Street,
Hammersmith,
London W6 9XY
020 8753 1085
www.lbhf.gov.uk/schooladmissions

Islington School Admissions

222 Upper Street,
London N1 1XR
020 7527 5515
www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place

Kensington and Chelsea School Admissions

2nd Floor, Green Zone, Town Hall,
Hornton Street,
London W8 7NX
020 7361 3009 - education switchboard
www.rbkc.gov.uk/children-and-education

Lambeth Admissions Service

International House,
Canterbury Crescent,
Brixton, London SW9 7QE
020 7926 9503
www.lambeth.gov.uk/schools-and-education

Southwark Admissions

160 Tooley Street,
London SE1 2QH
020 7525 5337
www.southwark.gov.uk/schooladmissions

Tower Hamlets School Admissions

Pupil Services,
Mulberry Place,
5 Clove Crescent,
London E14 2BG
020 7364 5006 (option 1)
www.towerhamlets.gov.uk/schooladmissions

Westminster School Admissions

Hornton Street,
London W8 7NX
020 7745 6433
www.westminster.gov.uk/school-admissions

USEFUL CONTACTS

Coram Children's Legal Centre

If you would like independent advice about making an appeal, you can contact Coram Children's Legal Centre. It offers free advice on the admissions process and a range of education issues, including bullying, exclusion, SEN and attendance.
0300 330 5485
<https://childlawadvice.org.uk>

Independent Schools Council

First Floor,
27 Queen Anne's Gate,
London SW1H 9BU
020 7766 7070
www.isc.co.uk

Local Government & Social Care

Ombudsman
PO Box 4771,
Coventry CV4 0EH
0300 061 0614
www.lgo.org.uk

GLOSSARY

When reading through this guide, you may come across some words or terms that you are unclear about. Below is a list of common terms used in the primary school admissions process. If you need further help, please call the City of London Admissions Team on 020 7332 1002.

Academies

Academy schools are publicly funded, independently managed schools that benefit from freedoms, including freedom from local authority control, the ability to set their own pay and conditions for staff, freedoms around the delivery of the curriculum and the ability to change the length of terms and school days.

Admissions authority

The body that sets a school's admissions arrangements and allocates school places. For community schools, this is the local authority and in the case of voluntary-aided schools, free schools and academies it is the school's governing body.

Admissions policy

This states the maximum number of school places that can be allocated in a year group and

how applications will be processed. If there are more applications than places available at a school, the admissions authority for the school will use its admission criteria to decide which applicants should be offered a place.

All-through Schools

These schools provide education for both primary and secondary school-aged children.

Appeal panel

If it has not been possible to offer your child a place at your preferred school, you have the right to appeal the decision. The appeal panel is comprised of a chair and at least two other panel members who are completely independent of the local authority and the school/academy.

Catchment area

A geographical area that is a part of a school admissions

policy. Children living within the area are given higher priority, but it does not guarantee a school place.

Common Application Form (CAF)

The form that must be used when applying for a place in a state-maintained school.

Community schools

Community schools are run by the local authority, which decides on the admissions policy. They are not influenced by business or religious groups and follow the national curriculum.

Education, health and care (EHC) plans

EHC plans are legal documents issued by a local authority detailing the particular needs, resources and provision required to support the child, and can include a named school that is suitable for providing

education for that child.

Education year

The school year starts in September and ends in July of the following calendar year.

Faith schools

Faith schools have a particular religious character. These schools may have faith-based admissions policies and they follow the national curriculum; however, their faith status may affect how they teach religious education.

Foundation schools

Foundation schools are funded by the local authority, but it is the school's elected governing body, that employs staff and sets the admissions policy.

Free schools

Free schools are funded by the state but set up and run by members of the community, such as parents,

teachers, charities and businesses, on a not-for-profit basis. Free schools can set their own admissions policies.

Governing body

Every school has a governing body made up of members of the community, local authority, school staff and parents. Governing bodies promote high standards of educational achievement. Their key objectives are around setting strategic direction, ensuring accountability, and monitoring and evaluation.

Independent schools

Independent schools set their own curriculum and admissions policies. They are funded through fees paid by parents. Applications for independent schools are made directly to the school.

Infant class Size

The law states that if there is only one fully qualified teacher in an infant class (Reception, Year 1 and Year 2 children)

then there must not be more than 30 children in the class.

Infant school

Reception to Year 2 classes of a primary school.

Junior school

Year 3 to Year 6 classes of a primary school.

Looked after children or previously looked after children

Children who are in the care of a local authority or who were looked after but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

Ofsted

The Office for Standards in Education, Children's Services and Skills is the government department responsible for inspecting and producing inspection reports on schools.

Oversubscribed school

A school where there have been more applications than places available.

Oversubscription criteria

Criteria used to decide which children will be given priority if the school receives more applications than it has places available.

Primary school

Reception to Year 6 classes.

Secondary school

Year 7 to Year 11 classes usually attended by children aged 11–16.

SEND

Special educational needs and disabilities.

State-maintained schools

Any school that is maintained and funded by the local authority. This includes community, voluntary-aided, voluntary-controlled and foundation schools.

Supplementary information form (SIF)

A form containing additional information about a child and their circumstances that some schools use to allocate places when they are oversubscribed, in accordance with

their own published oversubscription criteria.

Undersubscribed school

A school that has vacancies because there have been fewer applications than the school has places available.

Voluntary-aided schools

Voluntary-aided schools are state maintained and are mainly religious or faith schools. The governing body employs the staff and sets the admissions criteria.

Voluntary-controlled schools

Voluntary-controlled schools are similar to voluntary-aided schools, but are run and maintained by the local authority. As with community schools, the local authority employs the school's staff and sets the admissions criteria. School land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.



If you would like this information in another language or another format, such as Braille, large print or audio, please contact the Family Information Service on 020 7332 1002 or email us at eeyservice@cityoflondon.gov.uk



Family Information Service
Education and Early Years Service
Department of Community and Children's Services
City of London Corporation
PO Box 270
Guildhall
London EC2P 2EJ

