

A Step-by-Step Guide

How to apply for a place at Churchill Gardens Primary Academy



Entry to Reception
September 2019

Contents

	Page Number
Welcome	1
Important Dates	2
How to Apply	2
Outcome of your Application	3
Appeals Process	3
Contacting the Bi-Borough Admission Team	4
Neighbouring Boroughs – Contact Details	4
Map of the Local Area	5

Welcome



Dear Parent/Carer,

The teachers at Churchill Gardens want the very best for your child, whatever their starting points. Our mission is for pupils to leave as well-rounded, high-achievers in the academic subjects, music, sport and art. We need to all work together as a team – we need the help of every family if all children are going to aim high and do their best.

We hope that our Open Morning has given you as much information as possible about our school. This guide gives you further information on the process of applying for a place at Churchill Gardens. We hope that you will find this useful but if you have any questions, concerns or ideas that you would like to share, we would be pleased to hear from you.

Kind regards,

Mrs Ajeigbe
Headteacher

Important Dates

Tuesday 15th January 2019

Deadline for Primary applications to be submitted to your local authority.

Tuesday 16th April 2019

National Offer Day.

How to Apply

The easiest and quickest way to apply for a place at Churchill Gardens Primary Academy is to complete the Pan-London online application form.

- Go to www.westminster.gov.uk/starting-primary-school and click on the link for the [eAdmissions website](#).
- You can apply from any location with internet access, 24 hours a day, seven days a week, up until the closing date: **Tuesday 15th January 2019**.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application with an application reference number.
- You are able to express a preference for up to six primary schools. You **must** list them in order of preference. You should **write your first choice at the top of the list**. It is recommended that you state at least 3 choices.
- You are able to attach additional documents.

The application should not take any longer than 10 to 15 minutes to complete. Please remember to make a note of your username and password. If you need any assistance with your application, please contact our school office on 020 7798 2050.

If you would prefer to apply using a paper application form, you should request this from your Home Borough Council and return it to the address they provide.

Outcome of your Application

- National Offer Day is Tuesday 16th April 2019.
- **Online applicants** will be sent an email on the evening of Tuesday 16th April 2019 with the outcome of their application. Once you have received this email, you can log onto the eAdmissions website to accept or decline your offer.
- **Postal applicants** will be notified of the outcome by first-class mail. Once you have received this letter, you will need to accept or decline your offer by following the instructions in the letter.

Appeals Process

Information about Admission Appeals is available at www.westminster.gov.uk/admissions. Guidance will be provided with your appeal form should you decide to pursue this right.

We hope you are successful and receive a place at
Churchill Gardens Primary Academy



Contacting the Bi-Borough Admissions Team

The Bi-Borough Admissions Team:

Westminster City Council work in partnership with The Royal Borough of Kensington and Chelsea as a bi-borough admissions service to schools within those boroughs.

Address:

Green Zone, 2nd Floor
Kensington Town Hall
Hornton Street, London
W8 7NX

Telephone:

9:00am – 2:00pm, Monday to Friday
020 7745 6433
020 7745 6432

Email:

schooladmissions@westminster.gov.uk
school.admissions@rbkc.gov.uk

Website:

www.westminster.gov.uk/admissions
www.rbkc.gov.uk/schools/admissions
www.eadmissions.org.uk/eAdmissions/app

Neighbouring Boroughs – Contact Details

Hammersmith and Fulham

Telephone: 020 7745 6434
Email: school.admissions@lbhf.gov.uk
Website: lbhf.gov.uk/schooladmissions

Lambeth

Telephone: 020 7926 9503
Website: lambeth.gov.uk

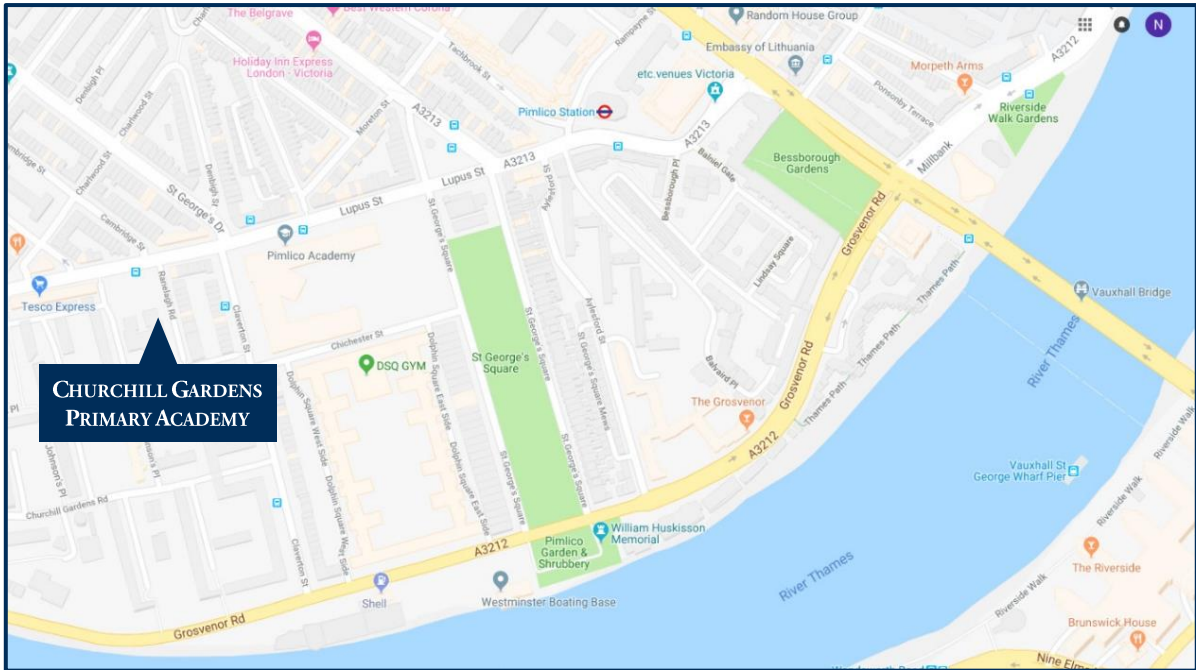
Southwark

Telephone: 020 7525 5337
Email: schools.admissions@southwark.gov.uk
Website: southwark.gov.uk

Wandsworth

Telephone: 020 8871 7316
Email: admissions@wandsworth.gov.uk
Website: wandsworth.gov.uk

Map of the Local Area



Nearest Tube Station: Pimlico (Victoria Line)

Bus Route: 2, 24, 36, 185, 360, C10

Churchill Gardens Primary Academy

Ranelagh Road

London

SWIV 3EU

Telephone: 020 7798 2050

Website: www.cgpacademy.org.uk

Email: office@cgpacademy.org.uk

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