

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 3rd 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 places are full-time.

RECEPTION

Your child becomes of compulsory school age in the term after his or her fifth 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 LB Hammersmith & Fulham Admissions Department.

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 by April of the previous academic year if you have secured a place.

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, your details will be kept by LBHF and you may be offered another 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 cannot exceed 30 pupils.

If your application is unsuccessful, you may apply through the appeals process. Appeal forms are available from the Tri-Borough 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:
Kensington Town Hall
Horton Street
London
W8 7NX

You can contact between 9am – 5pm, Monday to Friday.

Telephone:

LBHF Admissions: 020 7745 6434

Email:

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.

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 or 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 advised.

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 fulfill their potential, placing great emphasis on the basic skills of literacy and numeracy, but equal 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.

(For further information refer to the Admissions Arrangements available from LB Hammersmith & Fulham).

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 7745 6434

Email:

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

Date: January 2016