



# A guide for parents and carers of children applying to primary schools for 2022 (Ealing Residents only)

This leaflet explains how to apply for a Primary school place for children born between 1 September 2017 and 31 August 2018.

**All of the information you need is available on our website: [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions). The website includes a copy of the prospectus and information about the primary schools in Ealing.**

We recommend you visit the website to view the admissions prospectus and apply online because:

- It is quick, and secure to use
- You will receive immediate confirmation that your application has been received and you can view it at any time
- You can accept the school place offered online
- You will be advised of your allocated school by email.

If you do not have internet access at home you can use the internet at your local library free of charge.

If you prefer to apply on paper you can request an application form from your preferred school or from the LA.

Apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)  
The closing date for applications is 15 January 2022.

All new schools proposed to open in 2022 will be outside the co-ordinated application process. Parents wishing to apply to those schools will need to contact the school direct and apply on the school's application form.

Parents are strongly advised to also apply for established primary schools through the co-ordinated system as there is no guarantee at this point that the new schools will open in 2022.

## What happens when?

### 1 September 2021

Online application system opens.

### 15 January 2022

Deadline for applications.

### 16 April 2022

National offer day. Online applicants receive an email with the result of their application. Offer letters sent to paper applicants.

### 30 April 2022

Deadline for parents to respond to offers made on national offer day.

## How are places offered

If you live in Ealing your application for primary schools, including any schools outside Ealing, must be made online or on the Ealing common application form.

Many schools have more applications than there are places available. When schools are oversubscribed a set of admission criteria (rules), are used by the school's admission authority to decide which children should be offered places. Different schools have different admission rules so it is important that you check the admission arrangements for all the schools you are interested in.

The Admission authority for foundation, voluntary aided schools and academies is the school's governing body.

The Admission authority for community schools is the local authority in which the school is located. The admission authority for community schools in Ealing is Ealing Council.

## What do I have to do?

### 1. You should list up to six schools in order of preference

To help you make this decision you can:

- Find schools in your area by looking online or in the prospectus
- Read the admission criteria for schools you are interested in and consider whether your child would be offered a place

- Arrange to visit schools
- Consider other sources of information, e.g. the school prospectus and Ofsted reports.

You need to read the full arrangements for the schools you are interested in to get the complete picture. Full details can be obtained at: [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions)

Information about schools outside Ealing can be found on the LA's website where the schools are located.

### 2. You must make an application by 15 January 2022

- We recommend you apply online at: [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Please note that unless you receive an application reference that is similar to this: 307-2022-09-E-123456 you have not submitted your application
- The closing date for online and paper applications is **15 January 2022**
- If you are applying to a voluntary aided school. Check online or contact the school to see if you need to complete a supplementary information form (SIF). SIFs are used by some schools to obtain the additional information needed to apply their own admission rules correctly, for example faith schools may ask for evidence of religious attendance or faith membership. SIF's must be returned to the schools direct by the closing date.

## What happens next?

### 3. We will inform you of the outcome of your application on 16 April 2022

- If you applied online you will be sent an email with the result of your application during the evening of 16 April 2022
- If you made a paper application you will be sent a letter by first class post on 16 April 2022.

If your child qualifies for more than one school, you will be offered your highest ranked school at which your child qualifies for a place. It is very important that you rank your schools in order of preference.

If your child does not qualify for any of the schools you have ranked we will usually offer you the nearest school to your home address with an available place (this only applies to Ealing residents).

### 4. What can you do if you are not happy with the school you have been offered?

- Consider information about the criteria and distance of the last person to be offered a school place
- We will automatically register your child on the waiting list for any unsatisfied higher preferences
- Do not decline the offer of a place before speaking to the admissions section on 020 8825 5511

- Hold onto the place offered until you have secured a place at an alternative school
- Lodge an appeal if you feel that you have a strong case, information on the appeal process can be found at: [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions)

## Where can I get more help and information?

### Admissions Section

#### Opening hours for telephone calls only

Monday to Friday: 9.00am – 12 noon OR  
Email: [mainroundadmissions@ealing.gov.uk](mailto:mainroundadmissions@ealing.gov.uk)

Detailed information on all primary schools is available at [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions)

If you wish to view a hard copy of the prospectus you can view this at your preferred Ealing primary school.