

**Ealing Schools requiring  
Supplementary Information Forms  
(SIFs)**

These voluntary-aided (faith) schools require you to fill out their SIF and the application is not complete without this. You can obtain this from the council, website, or the school itself.

**Secondary**

Twyford High School  
Cardinal Wiseman High School

**Primary**

Christ Church CE Junior School  
The Edward Betham CE Primary School  
Khalsa Primary School  
Mount Carmel Catholic Primary School  
Our Lady of the Visitation Catholic Primary School  
St Anselm's Catholic Primary School  
St Gregory's Catholic Primary School  
St John fisher's Catholic Primary School  
St Joseph's Catholic Primary School  
St Raphael's Catholic Primary School  
St Saviour's Catholic Primary School  
St Vincent's Catholic Primary School

If you are applying to schools outside Ealing, check with them to see if a SIF is required.

**Contact Details**

**IN-YEAR ADMISSIONS TEAM**

London Borough of Ealing Schools  
Service  
2NE2 Perceval House  
14 –16 Uxbridge Rd  
Ealing  
W5 2HL

Tel: 020 8825 6339

Email: [in-yearadmissions@ealing.gov.uk](mailto:in-yearadmissions@ealing.gov.uk)

**Website**

[www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions)

**Neighbouring Boroughs**

Brent  
020 8937 3110

Hammersmith and Fulham  
020 8753 2627

Harrow  
020 8424 1680

Hillingdon  
01895 556644

Hounslow  
020 8891 7514

August 2010



**EALING**  
**SCHOOL ADMISSIONS**  
**IN – YEAR**  
**ADMISSIONS**

If you are applying for a school place at any stage (other than to start in Reception or Year 7 in September 2011), then you must complete an In-Year Common Application Form (called IYCAF for short)

- Only complete one IYCAF per child provided by your Home Local Authority (where you live)
- Fill in all 3 preferences
- Your Home Local Authority will send you a letter with the outcome of your application
- You will be asked if you wish your child's name to be added to the waiting list of any school of a higher preference than the one offered.
- You have the right of appeal for a place at your preferred schools.

You can visit the schools before completing the form by contacting them directly.

Your Home Local Authority will process the IYCAF and you will be offered the highest possible preference available. If none of your preferences can be met, a place will be offered at the nearest school to your home address with a vacancy.

You will be invited to ask that your child's name be added to the waiting list of any of the schools that were a higher preference than the one offered. When a vacancy arises and you are top of the waiting list (ordered according to the admission criteria) your Home Local Authority will write to offer you the place.

If you have not been offered one of your preferences, you have the right of appeal. You will be informed of the procedure in the letter that will be sent to you with the outcome of your application. However the appeals procedure can take up to 30 school days to be heard, and it is in your child's interests to accept the place offered.

### **Frequently Asked Questions**

How do I apply for a place at a school in another borough?

You can include those schools on your Ealing IYCAF. The 2 authorities will communicate with each other and your Home Local Authority will write to you with the outcome of your application.

What if I live in another borough and want to apply for an Ealing school?

You must apply on the form provided by your Home Local Authority. The 2 authorities will communicate with each other and your Home Local Authority will write to you with the outcome of your application.

Will my child have an interview?

No, schools must not interview parents or pupils as part of the application process. Once you have accepted a place offered, the school will meet with you and require more information before admission to make sure they are prepared to meet the needs of your child. You will also have to supply proof of your child's date of birth to the school.

I have another child in the school. Does this mean any sibling will definitely get in too?

No, you must check each school's criteria for a greater understanding of how places are allocated.

Can I use an address other than my own to make an application?

No. The address on the application must be where the parent/guardian/carer and the child live permanently. Proof of address is required. Cases of suspected fraud will be investigated and if shown, will invalidate the application.

Can I just put one school on the IYCAF?

You are strongly advised to enter 3 schools to increase your chances of getting an offer at one of your preferred schools, though this cannot be guaranteed.

Can the school offer me a place?

No, all offers after 1<sup>st</sup> September 2010 must be made by your Home Local Authority.