



Common Application Form (CAF) for In-Year Admission or In-Year School Transfer to Primary School



Guidance notes for parents who are applying for a school place or who want to transfer between schools

By law, children aged between 5 and 16 must receive an education. This means that if your child is not in school you must apply for a school or tell the local authority what alternative arrangements you are making for their education.

If your child has a Statement of Special Educational Needs or Education, Health and Care Plan and you want to ask for a school transfer, you must contact the SEN Team on 020 7364 4430. They consider these applications separately from the process outlined below.

The London Borough of Tower Hamlets is part of the Pan-London co-ordinated admissions system. This means that you should list all the schools you want to apply for, both within and outside Tower Hamlets, on one application form. You should list the schools in order of preference, which will help us to co-ordinate this process. Where possible, we will seek to offer a place at the highest ranked school.

If you are applying for a school in Tower Hamlets, you must complete this form.

If you are not a resident of Tower Hamlets, then please check to see whether you should also apply to your home local authority.

Applying for a school place

- To obtain an application form, call 020 7364 5006; or pick one up from Pupil Services, Tower Hamlets Council, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG; or download from our website at www.towerhamlets.gov.uk/schooladmissions
- Fill in Part A of the application form. You must list all the schools you want to apply for, even if these schools are outside of Tower Hamlets. The admissions criteria for voluntary-aided (faith) schools, academies, free schools or schools outside Tower Hamlets may be different from our community schools, and you may need to fill in other forms (supplementary forms). These can be obtained from the school and should also be returned to the school. We strongly recommend that you contact the relevant admission authority (local authority or school) for more information.
- Once you have filled in Part A, you should ask the head teacher or senior member of staff at the school your child is currently attending to fill and sign Part B of the form. If your child is not in school, then Part B should be completed by the head teacher or a senior member of staff from their most recent school.

The information we ask for in this section is important as it could help the admissions team decide if your child is eligible to be considered under our 'fair access protocol'.

WHAT HAPPENS NEXT

If your child does not have a school place

- Your application form will be processed within ten school days. We will let you know if we can offer a place at any of your preferred schools. If this is not possible, we will allocate a place at the nearest available school. The school will then make arrangements for your child to start within a few days.
- We will expect your child to take up the offer of a school place within ten school days of the offer letter and you should contact Pupil Services if admission is delayed beyond this period.
- The place will not be kept for your child if you do not reply.

If you want to transfer between schools

Once you have filled in Part A, it is very important to arrange an appointment with the head teacher or senior member of staff of your child's current school to discuss the transfer.

- If you still want to go ahead with the transfer after this meeting, ask them to fill in and sign Part B of the form and take a copy for the school records.
- Does your child or any other family member have needs we should know about? If so, you will need to supply written evidence e.g. a doctor's report to confirm a medical condition or a social care professional to confirm any other extenuating circumstance.
- Transfers will normally only take place at the beginning of a school term or after the school half term, if the term has already started.

If we can offer a school transfer then we will write to you to let you know in accordance with the timetable below and we will automatically remove your child's name from the waiting lists of any other preferred school(s).

Entry point	Closing date	Parent sent notification
Autumn half term Nov 2016 start	23 Sept 2016	14 Oct 2016
Spring term Jan 2017 start	18 Nov 2016	8 Dec 2016
Spring half term Feb 2017 start	13 Jan 2017	3 Feb 2017
Summer term April 2017 start	3 Mar 2017	24 Mar 2017
Summer half term June 2017 start	28 Apr 2017	19 May 2017
Autumn term Sept 2017 start	22 Jun 2017	14 Jul 2017

Reapplying for a transfer

- If your child has been allocated a school place or offered a place at one of your preferred schools, and you would like to be considered for a further transfer you will need to submit a new application form.
- Please note that you will only be able to do this after your child has attended the new school for at least one term.

PROCESSING YOUR APPLICATION

- Applications for transfers will be processed according to the timetable.
- Once we have received your form we will contact the school your child is currently attending to discuss the reason(s) for the transfer. It is therefore essential that Part B is fully completed.
- If there are vacancies at the schools you have asked for, we will give your child a place at the highest ranked school.
- We will expect your child to start at the new school in accordance with the transfer timetable.

Please note that unless you complete the receipt at the end of the application form, we will not acknowledge the receipt of your transfer application. We will notify you of the outcome of your application on the date specified in the timetable.

- If you have submitted your application via your home local authority, then you will also receive your notification letter from your local authority.
- If you would like an acknowledgement of your application form, you must complete the receipt which can be found at the end of the application form.

Right of appeal

- If we cannot offer your child a place your preferred school because the school is full in your child's year group or other children had a higher priority under the admission criteria, you will be given the right of appeal against this decision.
- You can only appeal once for each school within a school year.
- However, if there has been a relevant and major change in your family's circumstances, we may consider a second application and subsequent appeal.
- You must appeal in writing, and this should be done ideally within 21 days of being informed that a place cannot be offered. Appeals are heard by an independent appeals panel.
- You should note that appeals are rarely successful, particularly for children between the ages of 5-7 years old. This is because the government has placed limits on class sizes in this age range.

Waiting list

- If your application for a transfer is not successful, your child's name will remain on the waiting list for that academic year and you will only be contacted again if it is possible to offer a place in future.
- Places in schools are offered to children based on our admission criteria and not on the date we received your form.

- Your child's position on the waiting list for a school is determined only by these criteria.
- Your application is only valid for the school year in which it is submitted. If you want your child to stay on the waiting list for the following year you have to submit a new application after September 1st.

RETURNING YOUR FORM

Send the completed application form (Parts A and B) to us. You can do this in one of three ways:

In person – bring your form to Pupil Services at Tower Hamlets Council, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG, open Monday to Friday, 9am-5pm.

By post – to Pupil Services at the above address.

By email – to school.admissions@towerhamlets.gov.uk

If you send a postal application, we suggest you do so by recorded delivery as we must see original documents. It is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid packages. Proof of posting is not proof that we have received your form.

IMPORTANT INFORMATION

Voluntary-aided (faith school), free schools or academies

If you are applying to a voluntary-aided school, free school or academy please check the admission arrangement for each school to see if you also need to fill in other (supplementary) forms. These forms are used to collect additional information which will help the school to decide your application. They are available from the school and should also be returned to the school.

PROVIDING THE CORRECT PROOF

Before admission to the school you (the parent or carer) will be required to provide proof of your address and the child's identity. Please ensure that you have the correct documentation required in order to avoid any unnecessary delay in the child's admission to school.

Proof of address

The school will need to see original documents showing proof of your (the parent's or carer's) address. They may need your original council tax bill or council tax benefit letter or notice with one of the following documents to show your address:

- a utility bill (gas, electricity or water) from the last 6 months. We will not accept a mobile phone bill or an internet bill
- a statement from your bank or building society or a credit card statement from the last 6 months
- your current home or motor insurance certificate. This must be from the last 12 months.

The local authority's council tax department will need to check the information you provide.

Proof of child's identity (ID)

You will also be required to provide the school with two of the following documents before your child is admitted:

- your Child Benefit entitlement letter from HM Revenue & Customs. This letter must have the name and date of birth details of your child. Your name and address on these documents must match the information on your application form
- medical registration card
- IND card (issued by the Home Office with photo attached)
- Home Office paperwork (including child's name and date of birth).

If the address on the application form is different from the address the school has on their records, we will need proof of the child's address.

COMPLETING YOUR FORM

It is the parent/guardian's responsibility to return the completed form (Parts A and B) to Pupil Services.

Please tick the correct box to indicate whether you are:

- applying for a school place (my child does not have a school place)
- applying for a transfer between schools (my child is already in school).

You must ensure that the correct box is ticked in order for your application to be processed correctly. The first box must only be ticked if your child is not on roll at a school and does not apply if your child is still on roll but no longer attending their previous school.

Part A

Section 1 – Child's details

- Child's name – this should be your child's legal name given on their birth certificate or passport. You are responsible for making sure that you have used the same name on all the forms needed for your child's application and any errors may delay the processing of your application.
- Child's date of birth – please put the figures in the day, month and year boxes.
- Child's sex – please tick the relevant box to show if your child is male or female.
- Child's address – this must be the permanent address where the child lives with their parents or legal guardians and where Child Benefit is addressed. If you live outside of Tower Hamlets, please check to see whether you should apply through your home local authority or directly to Tower Hamlets.

You will need to provide proof of the child's date of birth and address to the school at which your child is offered a place (see guidance notes - 'providing the correct proof')

- Previous home address – if you have recently moved, please provide the full address including name of country and date of move.
- Name of child's current school - please provide full details of your child's current school and address, if the school is outside of Tower Hamlets.

This information is important as we may be able to give priority to your application based on the distance from your home to the school.

If your child is not in school then you must provide the name of their previous school and ensure that Part B is completed by the previous school. If you are unable to do so, please make a note on Part B of the form and contact Pupil Services for further advice.

Section 2 – Children with additional needs

Please tick the relevant box to show if your child is undergoing statutory assessment or has any additional medical or social needs.

- Statement of SEN or Education, Health and Care Plan (EHCP) – if your child already has a statement or EHCP (issued in UK) then you should make your application directly through the SEN department. Please contact the SEN team on 020 7364 4880 or email sen@towerhamlets.gov.uk to discuss your application.
- Statutory assessment – if your child is currently undergoing assessment, please tick this box and provide supporting information.
- Any other needs – if you think there are exceptional medical or social reasons why your child should go to a particular school, please tick the relevant box and provide supporting evidence. These reasons can include factors affecting the child, the parents or other family members. If your child has a disability or severe medical condition you must tick this box and provide supporting evidence. You should also tick this box if you are a new arrival to the UK, and a statement of SEN was issued in your home country.

Supporting evidence must come from a professional (such as a hospital consultant or social worker) and explain the reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. We can only accept documents in English.

Section 3 – Children who are Looked After

- Children looked after by the local authority, previously looked after children who have left care under a special arrangement (residence) or special guardianship order, or those adopted from local authority care. You should also provide a supporting letter from the social worker to confirm this.
- Privately fostered – please tick the relevant box and give full details of the fostering arrangements.

'Private fostering' is when a child or young person aged under 16 is cared for and provided with accommodation by an adult who is not a close relative (e.g. step-parent, grandparent or sibling) such as when a child is sent to this country for education or health care by their birth parents who live outside of the UK.

We need to see written evidence that you are the legal guardian and have parental responsibility for that child. Evidence includes a will or a court order or a statutory declaration.

Guardianship only applies if you can prove that you have full care of the child and their normal, permanent home is with you. It does not apply when picking up children to and from

school, or looking after them until their parents collect them. If you cannot prove guardianship, we will refer the application to social services while we process your form.

Section 4 – Parent’s or carer’s details

This should be the person or people with parental responsibility for the child named in Section 1.

- Please give your full name and contact details (including email address), and tick the relevant box to show your title and relationship to the child named in Section 1 (e.g. tick ‘other family member’ if you are a sister caring for the child).

Please remember to provide documents to prove you are the legal guardian if you are not the child’s natural parent. If your address is different from the child’s address, please explain why on a separate sheet of paper.

If you share custody of the child, please state this and give both addresses on a separate sheet of paper.

Section 5 – Non-UK applicants

- Please provide the name of the country the child was born in, the date of entry to the UK and the child’s first language.
- If the child is not yet in the UK, you should tick the correct box and make a note of when the place will be needed. This will help us to ensure that a place is offered at the right time.

If the child named in Section 1 was not born in the UK, it is important that you let us know so that the school can plan for and support your child’s admission.

If there are any gaps in the child’s education (for example if they have been out of school for long period of time) then you should provide an explanation for this on a separate piece of paper.

Section 6 – School preferences

You can apply for up to three schools on this form.

- School preference – for each school preference, please provide the name of the school and full address if the school is outside of the borough.
- Siblings – please give the details of any siblings (name, date of birth) who are attending the same school.
- The sibling must be on roll at the same school (excluding siblings in nursery). This is important to ensure that the correct priority is given to the application.
- Reasons for preference – please provide any reasons for the application and ensure that the appropriate supporting information is provided with the application.

Section 7 – Declaration and signature of parent(s) or carer(s)

The person/s with parental responsibility for the child named in Section 1 must sign the declaration to confirm they have read and understood the information in this booklet and that the information they have given is accurate.

PART B

Section 8 – Present or previous school details

This section should be completed by the head teacher or a senior member of staff at the current or previous school attended by the child named in Section 1.

- Date transfer request form received – this is the date the form was handed to the school.
- Dates of attendance at this school – the school must complete start and end dates.
- Attendance – school should indicate current attendance level and provide up to date figures.
- Special needs – if the child has any special needs this should be correctly marked.
- Behaviour assessment – if there are any possible grounds for considering that this pupil should be transferred using the Fair Access Protocol (FAP), please indicate and provide full details in the ‘comments’ box on page 6.
- Common Assessment Framework (CAF) – if there is CAF this must be available on the eCAF system. Please tick as appropriate and provide a summary of the reasons for requesting the CAF.
- Attainment – the school must provide information on subjects being studied, current attainment and any other comments which may be relevant.
- Other agencies involved – the school should indicate if there are any other agencies involved and provide the contact details if there is an allocated social worker – it may be helpful for the social worker to add their comments here or provide a supporting letter.
- Other support provided – it is essential that schools provide full details of any support programme in place for pupils. If there has been a history of exclusion then this must be recorded here.
- Any other comments – the school should add any other information which may be relevant to planning the child’s admission such a pupil’s medical condition.
- Contact details – the member of staff completing Part B must provide full contact details including telephone number and email address. They should clearly print their name, date, school details and stamp the form in order to verify authenticity.

Please note

It is essential that Part B is completed as this will be forwarded to the relevant school if the child is offered a school place or transfer.

If you are applying for a school transfer, the application will not be processed if Part B is incomplete and we will return the form to you for completion.

If the child is without a school place then an offer or allocation will be made whilst the relevant information is obtained. If you are experiencing difficulty in contacting a previous school please make a note on the form and contact Pupil Services.

The information provided in Part B will:

- help the admitting school to plan for and support the child’s admission
- enable the local authority to decide whether the application can be given priority under the Fair Access Protocol (FAP).

Failure to complete Part B may delay the processing of your application. However the information on Part B should not be used to refuse or delay admission.



Common Application Form (CAF) for In-Year Admission or In-Year School Transfer to Primary School



PLEASE DETACH THIS FORM

Admissions stamp only

Date received
Staff initials

- You should only fill in this form if you live in Tower Hamlets, or are applying for schools in Tower Hamlets and have parental responsibility for the child you are applying for a place for.
- Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- Please carefully read the attached guidance notes before filling in this form.
- You must fill in Part A and Part B should be filled in by the child's previous school in the UK.
- Once you have filled in all parts of the form you must sign the declaration. You should bring your form and any original documents we need to see to Pupil Services, Tower Hamlets, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG.
- The office is open Monday to Friday 9.00am to 5.00pm.
- Or, if you send postal applications, we suggest you do so by recorded delivery direct to the Pupil Services Team.

Office use only:

Year:

ID:

I am applying for a school place (my child does not have a school place)

I am applying for a transfer between schools (my child is already in school)

PART A (TO BE FILLED IN BY PARENT/CARER)

1. Child's details

Please follow the guidance notes carefully. If you have any questions, please contact us.

First name:

Last name:

Date of birth: Day Month Year Sex: Male Female Year group

Home address:

Postcode:

(The child's home is the permanent address where they normally live with their legal guardian. If this is different from the parent's or carer's address, please explain why on a separate sheet of paper. Also, if parents share custody, please give both addresses on a separate sheet of paper.)

When did you move to the above address? Day Month Year

Previous home address:

Postcode:

Name of child's current school:

Address of current school:

(if outside Tower Hamlets)

Postcode:

If your child does not have a school place, please let us know when you will need the school place by:

As soon as possible or Day Month Year

If you have more than one child who requires a school place, it is possible that we may be unable to place your children together at the same school. Please indicate whether you would accept places at different schools Yes No

2. Children with additional needs

Does your child have a Statement of Special Educational Needs or is undergoing assessment? Yes No

If your child already has a statement of SEN/Education, Health and Care Plan then you should contact the SEN department to discuss your request (please refer to page 3 of the guidance notes for further information).

Does your child have any other needs you feel we should know about? Yes No
(this includes disabilities or severe medical conditions)

Do any other family members have needs which we should know about? Yes No
If 'Yes', please advise what these needs are and enclose a report from the relevant medical or social care professional with your application form.

3. Children who are 'looked after'

Does the child have 'looked after' status as explained on page 3? Yes No

If 'Yes', please name the local authority that can confirm this:

Social worker's name:

Phone number:

Please also provide a letter from the social worker confirming the legal status of the child and name of the local authority the child is in the care of. This letter should also provide the reasons for the preferences for schools listed.

Is/was the child privately fostered? Yes No

If 'Yes', please give details.

4. Parent's or carer's details

Parent/carer 1

Title: Mr Mrs Ms Miss

First name:

Last name:

If 'other family member or other contact', please state which.

Home tel:

Mobile:

Email:

Address (if different to child's address)

Relationship to the child: Mother Father

Step-parents Foster parents Social worker

Other family member Other contact

Parent/carer 2

Title: Mr Mrs Ms Miss

First name:

Last name:

If 'other family member or other contact', please state which.

Home tel:

Mobile:

Email:

Address (if different to child's address)

Relationship to the child: Mother Father

Step-parents Foster parents Social worker

Other family member Other contact

5. Non - UK applicants

In which country was the child born?

Date of entry to the UK: Day Month Year

Child's first language:

Can the child speak, read and write fluent English?

Yes No

Is the child in the country now?

Yes No

6. School preferences

You can apply for up to three different schools and they should be listed in the order in which you prefer them. Please include the name, date of birth and sex of any sibling (full, half, step, adopted or long-term fostered brother or sister) who is already at the school you put as a preference.

If you want to give reasons for your preference for any school, please use the section provided. These might include religious, philosophical or any other reasons. If you think there are exceptional medical or social reasons why your child should go to a particular school, you must provide evidence with this application that is supported by a professional (such as a doctor's report). The evidence should set out the reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. Please also tick the relevant box in section 2.

Preference 1

School name:

School address:

(if outside of Tower Hamlets)

The borough the school is in:

Reason for your preference:

If the child in Part A has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day Month Year Sex: Male Female

Preference 2

School name:

School address:

(if outside of Tower Hamlets)

The borough the school is in:

Reason for your preference:

If the child in Part A has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day Month Year Sex: Male Female

Preference 3

School name:

School address:

(if outside of Tower Hamlets)

The borough the school is in:

Reason for your preference:

If the child in Part A has a brother or sister at this school, please give details below.

First name:

Last name:

Date of birth:

Day

Month

Year

Sex: Male

Female

7. Your declaration and signature

- I have read and understood your admission criteria and want to apply for a place at each of the schools named in section 6, and have listed these schools in my order of preference.
- I confirm that I am the person with parental responsibility for the child named in Part A who lives in the borough of Tower Hamlets and that, as far as I know, the information I have given is correct.
- I confirm that the schools I have applied for on this form are my current preferences. This means that I no longer to apply for any schools that I named on any previous forms and which I have not named on this form. The ranking of schools on this form is my current ranking, so please ignore any previous ranking order.
- I understand that if I give any false or deliberately misleading information on this form, or supporting information, this application will no longer be valid and you may withdraw the offer of a school place.

Parent/carer 1 signature

Date

Parent/carer 2 signature (if applicable)

Date

We may pass the information you give on this form to schools inside or outside the borough or to other local education authorities as part of the admissions procedure. We will pass the information to the school the child is offered a place at, where it will form part of the pupil database that the school keeps. We will deal with any personal information you provide in line with the Data Protection Act 1998.

Other agencies involved (please tick) (Please attach reports or provide details on an extra sheet)

Educational Psychologist Service	<input type="checkbox"/>	Child and Family Service	<input type="checkbox"/>	Social Care (see below)	<input type="checkbox"/>
Behaviour Support Team or PRU	<input type="checkbox"/>	Refugee and Traveller Service	<input type="checkbox"/>	Other	<input type="checkbox"/>
Education provided other than at school	<input type="checkbox"/>	Looked-after Team	<input type="checkbox"/>		
Support for Learning Service	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>		

Social worker's name:

Phone number of authority:

Please add any other comments you think we may find helpful.

Other support provided

Pastoral support plan (dates and comments)

Number of days lost due to fixed-term exclusion in the last academic year:

Has the child been permanently excluded?

Other

Please add any other comments you think we may find helpful.

Please add any other comments you think we may find helpful.

To help this child move easily into their future school, please give full contact details below so the school or local authority can discuss the above with you, if necessary. Thank you for your help in filling in this form.

Name:

Phone (including extension):

Email:

School name:

Local authority number: Department of education number:

Your signature

Date

School stamp

Important Information – Checklist for school

Before returning this section to the parent please make sure you have done the following:

- Met with the family and discussed the reason(s) for transfer. Yes No
- Filled in all relevant sections of this form. Yes No
- Added any comments which may be relevant such as any medical or social issues relating to the child or additional support the child has been receiving in school. Yes No

If the information provided is not sufficient we will need to contact you to discuss the reasons for transfer.

Important Information – Checklist for parents/carers

- Given us your address, daytime phone number and, if applicable, email address? Yes No
- Had your child's current school fill in Part B of this form? Yes No
- Checked that your child's address is within the borough of Tower Hamlets? (The child's home is the permanent address where they live with their legal guardian.) Yes No
- Read the admissions criteria for the schools for which you are applying to? Yes No
- Completed the supplementary forms? You'll need to provide this if you are applying for voluntary aided (faith) schools, free schools, academies or schools outside Tower Hamlets. Yes No
- Enclosed any supporting evidence if you are making a request for medical or social priority? (e.g. a letter of diagnosis from the family doctor or consultant) Yes No

If your form is incomplete, it may be returned to you for completion, which will delay the processing of your application.

Receipt and acknowledgement

We will let you know we have received this form only if you fill in your child's details below and you send us a stamped, addressed envelope or take your form to:

Pupil Services, Tower Hamlets, Town Hall, Mulberry Place, E14 2BG

If you do not hear from us within 14 days of posting us your form, it is likely that we did not receive it.

First name:

Last name:

Date of birth: Day Month Year

Preferences listed on your application form

Preference 1:

Preference 2:

Preference 3:

Admissions or
LBTH stamp only

Tower Hamlets Pupil Services

Town Hall, Mulberry Place, Clove Crescent, London, E14 2BG

Phone: 020 7364 5006

London Borough of Barking and Dagenham Admissions

160 London Road

Barking, Essex

IG11 8BB

Phone: 020 8215 3004

London Borough of Barnet Admissions

1st Floor, Building 4

North London Business Park

Oakleigh Road South

N11 1NP

Phone: 020 8359 7651

Bexley Council Admissions

Directorate of Education and
Community Services

Bexley Council

Hill View Drive

Welling

DA16 3RY

Phone: 020 8303 7777

extension 4427

Brent Education Authority

Chesterfield House

9 Park Lane

Wembley

HA9 7RW

Phone: 020 8937 3029

London Borough of Bromley

School Admissions

Civic Centre

Stockwell Close

Bromley, Kent

BR1 3UH

Phone: 020 8313 4044

Camden Education Authority

Crowndale Centre

218-220 Eversholt Street

London

NW1 1BD

Phone: 020 7974 1625

Corporation of London Education Service

Guildhall

London

EC2P 2EJ

Phone: 020 7332 1627

Croydon Council Education Department

Taberner House

Park Lane

Croydon

CR9 1TP

Phone: 020 8760 5453

Ealing Council Admissions

Perceval House

14-16 Uxbridge Road

London

W5 2HL

Phone: 020 8825 5151

London Borough of Enfield Admissions

PO Box 56 Civic Centre

Silver Street

Enfield

EN1 3XQ

Phone: 020 8379 5501

London Borough of Greenwich Admissions

Riverside House, 9th Floor

Woolwich High Street

Woolwich

London

SE18 6DF

Phone: 020 8921 8133

Hackney Education Authority

The Learning Trust (Hackney)

1 Reading Lane

London

E8 1GQ

Phone: 020 8820 7000

London Borough of Hammersmith and Fulham Education Department

Hammersmith Town Hall

King Street

London

W6 9JU

Phone: 020 8753 3643

Haringey Education Authority

48 Station Road

Wood Green, London

N22 7TR

Phone: 020 8489 3162/3974

Harrow Council Admissions

PO Box 22

Civic Centre

Harrow

Middlesex

HA1 2UW

Phone: 020 8424 1680

London Borough of Havering

Education Service

Broxhill Centre

Harold Hill

Romford

RM4 1XN

Phone: 01708 433928

**London Borough of Hillingdon
Admissions**

Civic Centre 4E/05

Uxbridge

Middlesex

UB8 1UW

Phone: 01895 277205

**London Borough of Hounslow
Admissions**

LL LCS Civic Centre

Lampton Road

Hounslow

TW3 4DN

Phone: 020 8583 2649

**London Borough of Islington
School Admissions Section**

Laycock Street

London

N1 1TH

Phone: 020 7527 5661

**Royal Borough of Kensington
and Chelsea**

Isaac Newton Centre

108A Lancaster Road

London

W11 1QS

Phone: 020 7598 4868

**Royal Borough of Kingston
upon Thames Admissions**

Guildhall 2

Kingston upon Thames

Surrey

KT1 1EU

Phone: 020 8547 4610

**London Borough of Lambeth
Admissions**

5th Floor

International House

Canterbury Crescent

SW9 7QE

Phone: 020 7926 9827

**London Borough of Lewisham
Admissions**

3rd Floor

Laurence House

1 Catford Road

SE6 4RU

Phone: 020 8314 6212

London Borough of Merton

10th Floor

Civic Centre

London Road

Morden

SM4 5DX

Phone: 020 8545 3262

**London Borough of Newham
Admissions**

Broadway House

322 High Street

Stratford

London

E15 1AJ

Phone: 020 8430 2000

**London Borough of Redbridge
Admissions**

255-259 High Road

Ilford, Essex

IG1 1NN

Phone: 020 8708 3139

**London Borough of
Richmond upon Thames
Admissions**

Regal House

First Floor

London Road

Twickenham

TW1 3QB

Phone: 020 8891 7514

London Borough of Southwark

John Smith House

144-152 Walworth Road

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SE17 1JL

Phone: 020 7525 2910

**London Borough of Sutton
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The Grove

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Surrey

SM5 3AL

Phone: 020 8770 6652

**London Borough of Waltham
Forest**

EduAction Municipal Offices

High Road

Leyton

E10 5QJ

Phone: 020 8496 5102

**Wandsworth Council
Admissions**

Town Hall

Wandsworth High Street

London

SW18 2PU

Phone: 020 8871 8028

**Westminster Education
Authority**

City Hall

64 Victoria Street

London

SW1E 6QP

Phone: 020 7641 1816 or

020 7641 1817