



# St Clement Danes Church of England Primary School

Drury Lane, London WC2B 5SU

Tel: 0203 096 9745

E mail: [office@stcd.co.uk](mailto:office@stcd.co.uk)

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[www.st-clementdanes.westminster.sch.uk](http://www.st-clementdanes.westminster.sch.uk)

Headteacher: Miss Patricia Coxhead

## School Admissions Information

Dear Parents and Carers,

Thank you for your interest in St Clement Danes Church of England Primary School.

This school has existed for more than 300 years and is steeped in history. I hope our website gives you a flavour of the exciting learning opportunities and enriching experiences that our pupils absorb here at our small, friendly school in the heart of Covent Garden.

The school consists of eight full-time classes:

- a class of up to 25 children in Nursery
- a class of up to 30 children in Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6

### When and how to apply for a place:

- **Reception Class:** applications for this school must be made **online using the e-Admissions system** via the borough in which the child resides. Please also complete the form on the next page of this document. Please read the school's [Admissions Policy](#) for the year that you are applying for. In addition to your e-Admissions application, **if you are applying under criteria 2, 3 or 6, you should also complete our school's Supplementary Application Form** (this can be found in our Admissions Policy) so that the governors may consider your application fully.
- **Years One to Six:** applications can only be accepted on the school's official School Application Form (see next page). Before completing the School Application Form, please read the school's [Admissions Policy](#) for the year that you are applying for.

Please note:

- There may not be enough places in the class to take all the children who would like to attend. In the event of over subscription, admissions criteria are applied (see Admissions Policy).
- A place in the Nursery will *not* automatically guarantee a place in the Reception class at St Clement Danes CE Primary School. Parents will need to make a further application for the Reception class.
- The inclusion of your child's name on a list is not taken as an indication that your child will be offered a place.
- Your child will not have automatic right to a place, even if she/he has a brother or sister in the school.

### Arranging a pre-application visit:

Parents/carers are warmly invited to visit the school; please contact the school office to arrange a tour date.

### Notification:

All offers will be made in writing. It is not possible for the school to give you verbal information about admissions or places. If you receive a written offer, please return your acceptance slip **within two weeks**. If we do not receive written acceptance, the place may be reallocated after this date.

Unsuccessful applicants will be informed in writing and their children's names will be added to the reserve list on request. Reserve lists are kept and, upon a vacancy arising, places would be offered in the order outlined in the admission criteria (see Admissions Policy).

I look forward to receiving your application.

Many thanks and best wishes

Miss P. Coxhead  
Headteacher





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## SCHOOL APPLICATION FORM

### Application for Admission to St Clement Danes CE Primary School (**Reception to Year 6**)

PLEASE NOTE: this form is for those applying for a place in Reception Class or Years One to Six; there is a different form for Nursery applications.

Before completing this form, please read the school's [Admissions Policy](#) for the year that you are applying for.

Parents/carers are warmly invited to visit the school; please contact the school office to arrange a tour date.

Please complete this form in BLOCK CAPITALS and return it to the school office. Many thanks.

#### Information about your child:

Child's First Name:
Child's Surname:
What would you like us to call your child? How would you like their name to be written above their coat peg at school? (If different from above):
Child's Gender:
Child's Date of Birth: <small>(Please note that the school will need to see the child's birth certificate, if your application is successful.)</small>
Name of child's current / previous school(s) and Nursery:
Dates attended:
Child's current year group at school: Nursery / Reception / Year 1 / Year 2 / Year 3 / Year 4 / Year 5 / Year 6 <small>(Please circle)</small>
Home Address and Postcode:
Borough of Residence: ..... <small>(Please note that proof that you live at the address given, such as a Council Tax receipt, will be required if your application is successful.)</small>
Does the child have siblings? Yes / No      Child's position in family (please circle): 1 2 3 4 5 6
Name(s) of siblings attending St Clement Danes CE Primary School, if applicable:

#### Child's Parent/Carer (1):

Parent/Carer's First Name:
Parent/Carer's Surname: <span style="float: right;">Title: Mr / Mrs / Ms / Miss / Other:</span>
What name would you like us to call you?
Parent/Carer's Contact Telephone Number(s):
Parent/Carer's Email address:

#### Child's Parent/Carer (2, if applicable):

Parent/Carer's First Name:
Parent/Carer's Surname: <span style="float: right;">Title: Mr / Mrs / Ms / Miss / Other:</span>
What name would you like us to call you?
Parent/Carer's Contact Telephone Number(s):
Parent/Carer's Email address:

**Admission to the School would be granted by the school's Governors according to the admissions criteria for the academic year in which you are applying. On which entry criteria are you basing your request for a place?**

#### Any other remarks or reasons for wishing your child to attend St Clement Danes CE Primary School:

(If you require additional space, this can be written in the form of an attached letter.)

Signed: ..... (Parent/Carer) Date: .....

#### FOR SCHOOL USE ONLY:

Year Group: \_\_\_\_\_ Entry Term: \_\_\_\_\_ Ack. Date: \_\_\_\_\_ Acceptance / Refusal: \_\_\_\_\_

Confirmation from Parent(s)/Guardian(s): \_\_\_\_\_ Transfer to w/list: \_\_\_\_\_