



# A Step-by-Step Guide

How to apply for a place at Millbank Academy



Entry to Reception  
September 2019

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# Welcome



Dear Parent/Carer,

Thank you for visiting our school today.

I am extremely proud of what Millbank Academy achieves for its children and families. We provide an excellent education, characterised by a first-rate curriculum, and the rigour of high-quality teaching. This is coupled with a warm, supportive and personalised ethos, and high aspirations.

Our aim is to help pupils gain the knowledge, skills and understanding they need to achieve at school and in life. Millbank's approach and success have been praised by Ofsted, and we are rated Outstanding.

It is unusual for an inner-city school to have so much outdoor space. This, and the beautiful Victorian buildings, contribute greatly to the quality of what we offer Millbank pupils.

We hope you find this guide helpful and look forward to seeing you again.

Kind regards,

**Dr. Matthew Laban**  
Headteacher

## Important Dates

### Tuesday 15<sup>th</sup> January 2019

Deadline for Primary applications to be submitted to your local authority.

### Tuesday 16<sup>th</sup> April 2019

National Offer Day.

## How to Apply

The easiest and quickest way to apply for a place at Millbank Academy is to complete the Pan-London online application form.

- Go to [www.westminster.gov.uk/starting-primary-school](http://www.westminster.gov.uk/starting-primary-school) and click on the link for the [eAdmissions website](#).
- You can apply from any location with internet access, 24 hours a day, seven days a week, up until the closing date: **Tuesday 15<sup>th</sup> January 2019**.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application with an application reference number.
- You are able to express a preference for up to six primary schools. You **must** list them in order of preference. You should **write your first choice at the top of the list**. It is recommended that you state at least 3 choices.
- You are able to attach additional documents.

The application should not take any longer than 10 to 15 minutes to complete. Please remember to make a note of your username and password. If you need any assistance with your application, please contact our school office on 020 3262 0068.

If you would prefer to apply using a paper application form, you should request this from your Home Borough Council and return it to the address they provide.

## Outcome of your Application

- National Offer Day is Tuesday 16<sup>th</sup> April 2019.
- **Online applicants** will be sent an email on the evening of Tuesday 16<sup>th</sup> April 2019 with the outcome of their application. Once you have received this email, you can log onto the eAdmissions website to accept or decline your offer.
- **Postal applicants** will be notified of the outcome by first-class mail. Once you have received this letter, you will need to accept or decline your offer by following the instructions in the letter.

## Appeals Process

Information about Admission Appeals is available at [www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions). Guidance will be provided with your appeal form should you decide to pursue this right.

We hope you are successful and receive a place at  
**Millbank Academy**



## Contacting the Bi-Borough Admissions Team

### The Bi-Borough Admissions Team:

Westminster City Council work in partnership with The Royal Borough of Kensington and Chelsea as a bi-borough admissions service to schools within those boroughs.

#### Address:

Green Zone, 2<sup>nd</sup> Floor  
Kensington Town Hall  
Hornton Street, London  
W8 7NX

#### Telephone:

9:00am – 2:00pm, Monday to Friday  
020 7745 6433  
020 7745 6432

#### Email:

[schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk)  
[school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

#### Website:

[www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions)  
[www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions)  
[www.eadmissions.org.uk/eAdmissions/app](http://www.eadmissions.org.uk/eAdmissions/app)

## Neighbouring Boroughs – Contact Details

### Hammersmith and Fulham

**Telephone:** 020 7745 6434  
**Email:** [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)  
**Website:** [lbhf.gov.uk/schooladmissions](http://lbhf.gov.uk/schooladmissions)

### Lambeth

**Telephone:** 020 7926 9503  
**Website:** [lambeth.gov.uk](http://lambeth.gov.uk)

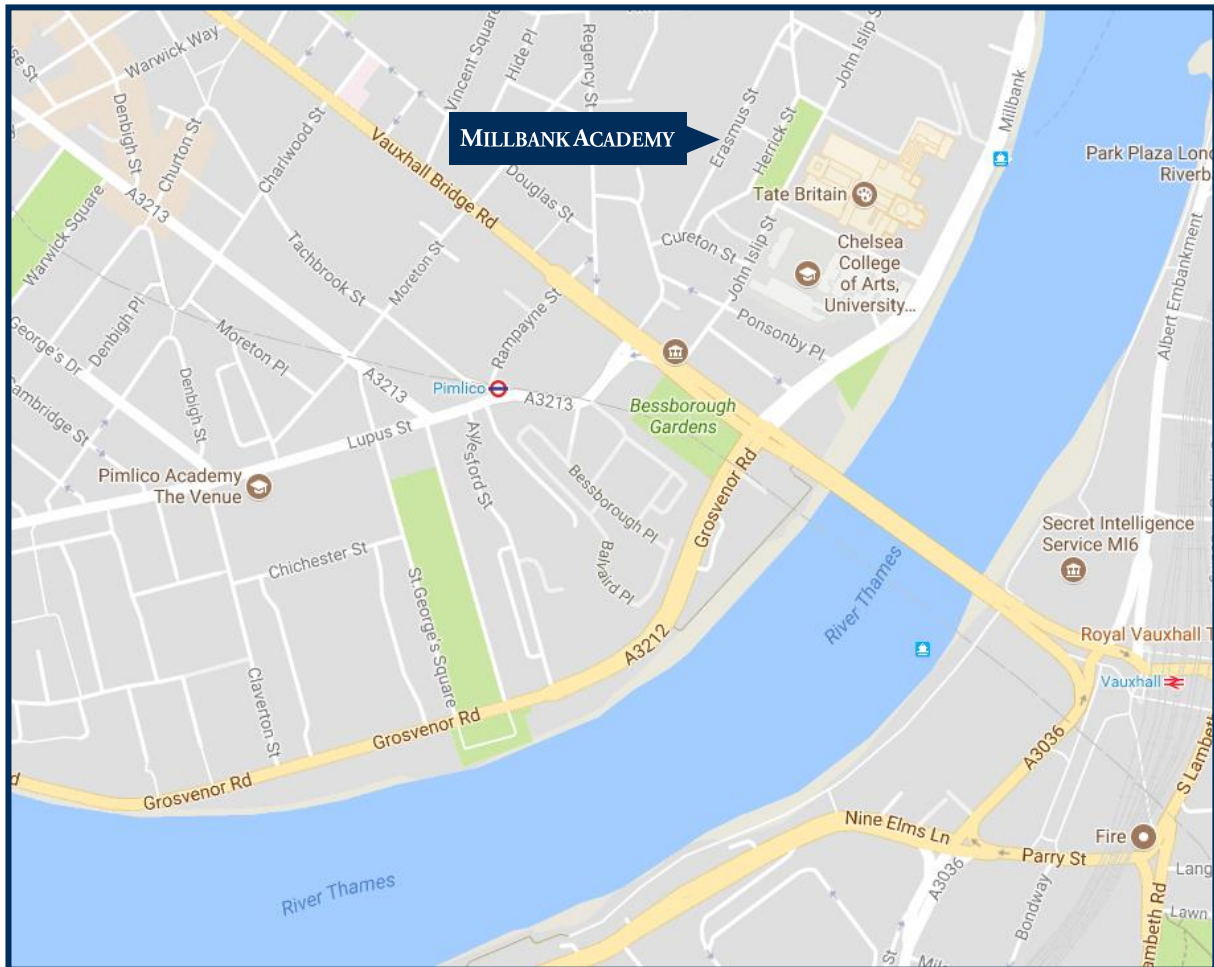
### Southwark

**Telephone:** 020 7525 5337  
**Email:** [schools.admissions@southwark.gov.uk](mailto:schools.admissions@southwark.gov.uk)  
**Website:** [southwark.gov.uk](http://southwark.gov.uk)

### Wandsworth

**Telephone:** 020 8871 7316  
**Email:** [admissions@wandsworth.gov.uk](mailto:admissions@wandsworth.gov.uk)  
**Website:** [wandsworth.gov.uk](http://wandsworth.gov.uk)

# Map of the Local Area



**Nearest Tube Station:** Pimlico (Victoria Line)

**Bus Route:** 88, 87, C10, N87

## **Millbank Academy**

Erasmus Street  
London  
SW1P 4HR

**Telephone:** 020 3262 0068

**Website:** [www.millbankacademy.org](http://www.millbankacademy.org)

**Email:** [office@millbankacademy.org.uk](mailto:office@millbankacademy.org.uk)

**Follow us on Twitter:** @MillbankAcad