



## In-Year Application at Pimlico Academy

Parents or guardians who would like to apply for a place at the Academy at any time other than primary to secondary transfer, will need to apply to their home Borough Council. If you are a resident of Westminster or the Royal Borough of Kensington and Chelsea, you should apply using the Bi-Borough In-Year Application form. You can apply by post, or online.

The application form can be found at [www.westminster.gov.uk/in-year-school-admissions](http://www.westminster.gov.uk/in-year-school-admissions)

### To apply by post:

1. Download this form: [Secondary In-Year Common Application Form](#)
2. Post your completed form to: School Admissions Team, Kensington Town Hall, Hornton Street, London W8 7NX

### To apply online:

1. Download this form: [Secondary \(Online Interactive\) In-Year Common Application Form](#)
2. Email your completed form to the Bi-Borough Admissions Team - [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

Once an application has been received by the Bi-Borough Admissions Team, it will be forwarded to Pimlico Academy for a decision as to whether a place can be offered. If we are unable to offer a place, the child's name will be placed on a waiting list in accordance with the published admissions criteria. This can be found on our website: [www.pimlicoacademy.org](http://www.pimlicoacademy.org)

If we are able to offer your child a place, we will contact you via the telephone number or email address that you provided on your application form.

For further information, please see the contact details below for the Bi-Borough Admission Team:

**Telephone:** 020 7745 6433

**Website:** [www.westminster.gov.uk/in-year-school-admissions](http://www.westminster.gov.uk/in-year-school-admissions)

**Email:** [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk)

### If your child is offered a place:

Once a place is offered, the student and parent/guardian will be invited to attend the following appointments:

1. **In-Year Assessment:** The assessments will take approximately 3 hours. They are in English, Maths, Science and French or Spanish. If the student has not studied a language before, they will not sit this part of the assessment.
2. **Head of Year Interview:** Induction interview with the Head of Year. Both the student and parent will need to attend this meeting.