



## In-Year Application at Phoenix 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 Hammersmith and Fulham, you should apply directly to the London Borough of Hammersmith and Fulham. You can apply by post, or online.

The application form can be found at [www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/year-admissions](http://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/year-admissions)

### To apply by post:

1. Download this form: [Secondary Application Form](#)
2. Post your completed form to: School Admissions Team, Hammersmith & Fulham Council, 145 King Street, London W6 9XY

### To apply online:

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

Once an application has been received by the School Admissions Team, it will be forwarded to Phoenix 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.phoenixacademy.org.uk](http://www.phoenixacademy.org.uk)

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 School Admissions Team:

**Telephone:** 020 8753 1085, 9am to 1pm, Monday to Friday

**Website:** [www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions](http://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions)

**Email:** [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

### Phoenix Academy

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Shepherds Bush  
London  
W12 0RQ

**Tel:** 020 8749 1141

**Email:** [admin@phoenixacademy.org.uk](mailto:admin@phoenixacademy.org.uk)

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