



A parent's guide to in-year admissions
for primary school

www.rbkc.gov.uk



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

A parent's guide to in-year admissions for primary school

In February 2009, the law on how in-year admissions to schools is dealt with changed. With effect from 1 September 2010, applications to all state maintained schools must be made to the local authority where you live, regardless of where the schools you want to apply to are located.

Individual schools will not be able to accept applications from parents that approach the school directly, and will refer you to the local authority in which you live to obtain an application form. This law applies to all schools - with the exception of private or independent fee-paying schools.

This guide is designed to assist you in applying for a primary school place for your child or children if you are a resident of the Royal Borough of Kensington and Chelsea and you fall into one or more of the following categories:

- You have moved within the borough and the school your child(ren) currently attend will be too far away to travel.
- You have moved to the Royal Borough, either from another part of the country or from abroad.
- There is a preference to change schools.
- There is a preference to move from home education to school education.
- There is a preference to move from a fee-paying school to a state maintained school.
- Your child has been permanently excluded from a school*.

You will find detailed information about the Royal Borough primary schools in the 'Starting School in the Royal Borough of Kensington and Chelsea' booklet, which will include the admission criteria for each school. This can be obtained from the Admissions Team or the website, details of which can be found on the back this booklet.

**If your child has been permanently excluded from a school, you will still need to complete the in-year form. However, procedures will mean that your child may need to spend a period of time with the Pupil Support Service before being re-integrated to mainstream school. For further advice, please contact the School Admissions Team in the first instance.*

If your child is currently in Year 6 of primary school and will be transferring to secondary school, you will need to complete the 'Primary to Secondary School Transfer' form which can be obtained from your home local authority (council/borough).

If your child is due to start in a reception class, you will need to complete the 'Application for Admissions to Primary School'. You will also need to obtain the form as indicated above.

All applications received after the transfer/application process (ending 31 August), or for years other than the normal year of entry, are processed as 'in-year' applications.

If you fall into either of the above categories, you will need to complete the 'In-Year Primary Application' form which you can obtain from the Town Hall or Royal Borough primary schools. Alternatively, you can submit an application online at: www.rbkc.gov.uk/schools/admissions.

All applicants will be asked to provide proof of their residence in the Royal Borough. This will be requested once you have submitted your application and will be dependent on your circumstances.

The Royal Borough is not able to hold places open for those applicants moving to the borough and cannot guarantee a place will be available at a preferred school. It is advisable to contact the School Admissions Team prior to any house move to determine where there are likely to be school places.

If you have a permanent residence in the Royal Borough but have been working abroad, you will need to provide evidence of your residence and work contract. You will need to be aware that if a place does become available at a school applied for, your child will need to start on the agreed date provided; a place cannot be held open.

Applying in-year does mean that our ability to offer a place is restricted. The demand for places - particularly for Royal Borough schools - is very high and many are fully subscribed with long waiting lists. You can, of course, express a preference to any Royal Borough school, but it is strongly advised that you speak to the School Admissions Team first to obtain information on the schools that are likely to have vacancies.

It is often the case, particularly if you live on the border, that schools located in neighbouring boroughs are closer to your home. You can also apply to these schools on the Royal Borough application form.

You will find the admission criteria for Royal Borough primary schools in the primary school booklet and on the website. Neighbouring local authorities will also publish their schools admissions criteria in their equivalent booklet and on their websites.



Completing your application

You are invited to name up to six schools on the form. If you are applying for school(s) outside of the Royal Borough, you must also use this form. Many schools across London have the same name, so it is important that you indicate the borough where the school is located. Please remember that you are applying for schools at a time when places have already been allocated, so you will need to be aware that the school you prefer, or is the closest to your home, may not be able to offer a place.

All schools have a published admission limit that they must not exceed. Unless the school has a vacancy, you can request that your child's name be placed on a waiting or interest list which will be ordered in accordance with the school's admissions criteria. It is advisable to speak to the School Admissions Team in the borough where the schools you are interested in are located, in order to find out where potential places may be.

It is important that you give full details of your child's current or last school, including the reason for leaving. If this section of the form is not completed, it may cause a delay in processing your application. The Royal Borough reserves the right to contact the previous school for further information.

If you are applying for more than one child, you will need to complete separate forms. It may not always be possible to offer places to all your children at the same school, and this will depend on which vacancies are available in their required year group. In most cases if one child is offered a place, other children will receive sibling priority on the waiting list. However, some schools have minimal pupil mobility and this must be taken into account.

The Admissions Team will assist in locating a school that can offer all children a place, but demand on school places will not always make this possible. If it is not possible to offer places to all children from the same family you will be provided with the details of schools with available places.

If you are applying for a voluntary aided (church) school, you may need to complete and submit a supplementary information form if the school is full. The information requested on the supplementary form is for the school's governing body to determine commitment to faith in accordance with their published admission criteria and will place your child on a waiting or interest list in order of this priority. If the school you are applying to has a vacancy and no waiting list in the relevant year group, a place will normally be offered regardless of faith. The outcome of your application will be notified to you by the Admissions Team on behalf of the governing body.

It is advised that you read the admission criteria for the schools you may be interested in applying to, as this will help you understand how places are allocated. The criteria and form can be obtained either directly from the school, on the school's website, or on the local authority website where the school is located.

If your child has a statement of special education needs (SEN), you will need to complete the in-year application form. You will then be contacted by the SEN Team shortly after submitting your application who will take over the responsibility of securing a school place for your child.

Processing your application

Any preferences for schools you name that are located in other boroughs will be notified of your application in accordance with the coordinated in-year admissions arrangements via the Pan London secure information exchange.

The order of preference given on the application form will not be revealed to a school within the Royal Borough; however, where a preference is expressed for schools in the area of another local authority, the order of preference for that local authority's schools will be revealed to that local authority. This will enable them to determine the highest ranked preference in cases where your child is eligible for a place at more than one school in that local authority's area.

If more than one school is able to offer a place, you will be offered the school ranked highest in your list of preferences. Any preferences you named that were placed lower than the school offered to your child are automatically withdrawn under the coordinated scheme.



When an offer can be made for one of your preferences

You will normally be informed within ten school days* if a place can be offered at one of your school preferences. There can often be unavoidable delay in the outcome of in-year applications, as some schools will need to arrange for their governing body to meet and make decisions on who they can offer a place to when they have more applications than places available. The Admissions Team will keep you updated, either by telephone or in writing, on the progress of your application.

If it is possible to offer your child a place at one of your preferences, the Admissions Team will notify you in writing. Once you have confirmed acceptance, the offered school will be passed your child's details and will contact you to arrange a date for your child to start.

The reason for your in-year application will depend on when your child will start school; these arrangements will be discussed between you and the school. If you have recently moved to the area, the school will normally arrange a start date as soon as possible.

Schools will often invite the parents/carers and children to a pre-admission meeting before the child starts school. This meeting is an opportunity for you and your child to provide any information that the school may need to know (e.g. medical requirements, bullying at previous school, sensitive family circumstances that have an impact on your child) and for you to ask questions.

**Does not apply to children that have been excluded from a previous school.*

When an offer cannot be made for one of your preferences

If it is not possible to offer your child a place at one of your preferences, you will be informed in writing by the Admissions Team within ten school days. You can request to go on a waiting list for any school/s that were not able to offer your child a place (see how waiting lists operate on page 12).

You also have the right of appeal against the decision not to offer a place; details of the appeals procedure will depend on the type of school. Please contact the Admissions Team and they will be able to advise you who you need to contact.

You may also find it useful to contact the Advisory Centre for Education (ACE), which is a national charity that has been providing free, independent advice on the admissions and appeals process for 50 years. Parents can call the freephone advice line on **0808 800 5793** from Monday to Friday between 10am and 5pm. For further information, please visit **www.ace-ed.org.uk**.

When your child is not offered one of your preferences, the Admissions Team will advise you on schools that you need to apply for. It is the responsibility of the parent to ensure their child receives an education until the age of 16; therefore, it is strongly advised that you use all your preferences and take advice from the Admissions Team on realistic preferences to avoid further delay in your child's education.

The Royal Borough has a statutory duty to provide your child with a suitable education* and is not obliged to offer a school of your choice when that school is full.

* *The definition of 'suitable education' is efficient full-time education suitable to a child's age, ability and aptitude.*

Waiting or interest list

The waiting lists (interest lists) for community schools in the Royal Borough are held by the School Admissions Team based at the Town Hall. Your child's name will be automatically placed on the waiting list in accordance with the published admission criteria if a place cannot be offered.

All distances from home to school will be calculated as a straight line (as the crow flies) with effect from September 2010. All the lists will be cleared and regenerated three times a year and you will be contacted by the Admissions Team to indicate continued interest. If a response is not received by the deadline given, your child's name will be removed. You can, of course, request that your child join the list at any time after removal.

Waiting lists for the Royal Borough's voluntary aided schools are held by the individual schools*. They are the responsibility of the governing body and are ordered in accordance with their published admission arrangements. If you want to be added to a waiting list or interest list for one of these schools, you would need to apply using the 'In-Year Primary Application' form. You will not be able to make this request to the school. Once you have been informed that your child's details have been passed to the school, you can contact the school directly for an update.

Waiting lists for schools not in the Royal Borough will be held by either the home local authority or the school. If your application for any schools in another area is unsuccessful and you would like to be added to a waiting list, you can make this request via the Royal Borough Admissions Team. You will then need to either contact the local authority where the school is located, or the school itself for an update on where your child is on the waiting list.

It is also important to note that a waiting list position can go up and down. If a child is added to the waiting list that lives closer to the school, or meets a higher category of a faith criteria (in the case of a church school), they will take priority on the list.

If a school that you are on a waiting list for is able to make your child an offer, this will be notified to you by your home local authority.

Children who are the subject of a direction by the local authority to admit to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

**Waiting lists are only legally required to be operated for one term in the academic year of admissions. Therefore, not all voluntary aided schools will operate a waiting list after this time. Please check with the respective school for further information.*



Which year group is my child in?

The table below gives details of the phases of education in England (relating to the National Curriculum) and the year groups those phases are taught in.

Year group	Reception	Year					
		1	2	3	4	5	6
Age range	Rising 4 to 5	5 to 6	6 to 7	7 to 8	8 to 9	9 to 10	10 to 11
Phase of education	Foundation	Key Stage 1		Key Stage 2			



Primary schools in the Royal Borough of Kensington and Chelsea

All primary schools in the Royal Borough of Kensington and Chelsea are mixed, meaning they offer education to both boys and girls.

Ashburnham Primary School

Blantyre Street SW10 0DT

Community, age five to 11

Nursery Class: age three to five

Headteacher: Mr Derek Llewellyn



020 7352 5740



020 7351 7669



www.ash.rbkc.sch.uk



info@ash.rbkc.sch.uk



Sloane Square, Earl's Court and Fulham Broadway



328, 11 and 22

Avondale Park Primary School

Sirdar Road W11 4EE

Community, age five to 11

Nursery Class: age three to five

Headteacher: Mrs Katy Blackler



020 7727 7727



020 7727 2993



www.avondalepark.rbkc.sch.uk



info@avondalepark.rbkc.sch.uk



Latimer Road and Holland Park



295

Barlby Primary School

Barlby Road, Ladbroke Grove W10 6BH

Community, age five to 11

Nursery Class: age three to five

Headteacher: Mr Anthony Mannix



020 8969 3988



020 8968 1805



www.barlby.rbkc.sch.uk



info@barlby.rbkc.sch.uk



Ladbroke Grove



23, 52, 70, 228, 452 and 295

Bevington Primary School

Bevington Road W10 5TW

Community, age five to 11

Nursery Class: age three to five

Headteacher: Mr John Towers



020 8969 0629



020 8964 5697



www.bevington.rbkc.sch.uk



info@bevington.rbkc.sch.uk



Ladbroke Grove



23, 52, 70, 228, 452 and 295

Bousfield Primary School

South Bolton Gardens SW5 0DJ

Community, age five to 11

Nursery Class: age three to five

Headteacher: Ms Connie Cooling


 **020 7373 6544**

 **020 7373 8894**

 **www.bousfield.rbkc.sch.uk**

 **info@bousfield.rbkc.sch.uk**

 Gloucester Road and Earl's Court

 C1, 430 and 328

Christ Church CE Primary School

1 Robinson Street SW3 4AA

Church of England, age five to 11

Headteacher: Mrs Avis Hawkins

 **020 7352 5708**

 **020 7823 3004**

 **www.chch.rbkc.sch.uk**

 **info@chch.rbkc.sch.uk**

 Sloane Square

 170 and 452

Colville Primary School

Lonsdale Road, Portobello Road W11 2DF

Community, age five to 11

Nursery Class: age three to five

Headteacher (acting): Mr Daniel Upfield



020 7229 6540



020 7243 3193



www.colville.rbkc.sch.uk



info@colville.rbkc.sch.uk



Ladbroke Grove and Notting Hill Gate



7, 23, 52 and 452

Fox Primary School

Kensington Place W8 7PP

Community, age five to 11

Headteacher: Mr Paul Cotter



020 7727 7637



020 7229 4628



www.fox.rbkc.sch.uk



info@fox.rbkc.sch.uk



Notting Hill Gate



27,28, 52, 70, 328 and 452



Holy Trinity CE Primary School

Sedding Street SW1X 9DE

Church of England, age five to 11
Nursery Class: age three to five
Headteacher: Miss Deryn Welbourne

 **020 7881 9860**

 **020 7730 0596**

 **www.ht.rbkc.sch.uk**

 **info@ht.rbkc.sch.uk**

 Sloane Square

 C1, 19, 22, 137 and 452

Marlborough Primary School

Draycott Avenue SW3 3AP

Community, age five to 11
Nursery Class: age three to five
Headteacher: Ms Jessica Finer

 **020 7589 8553**

 **020 7581 9374**

 **www.marlborough.rbkc.sch.uk**

 **info@marlborough.rbkc.sch.uk**

 South Kensington and Sloane Square

 11, 19, 22, 211 and 319

Middle Row Primary School

Kensal Road London W10 5DB

Community, age five to 11

Nursery Class: age three to five

Headteacher: Mr Dominic Smith



020 8969 4094



020 8960 6017



www.middlerow.rbkc.sch.uk



info@middlerow.rbkc.sch.uk



Westbourne Park



23

Oratory RC Primary School

Bury Walk, Cale Street SW3 6QH

Roman Catholic, age five to 11

Headteacher: Mr Peter Ward



020 7589 5900



020 7581 5220



www.oratory.rbkc.sch.uk



info@oratory.rbkc.sch.uk



South Kensington and Sloane Square



49 and 211

Our Lady of Victories RC Primary School

Clareville Street SW7 5AQ

Roman Catholic, age five to 11

Nursery Class: age three to five

Headteacher: Mrs Sarah McBennett

 **020 7373 4491**

 **020 7244 0591**

 **www.olv.rbkc.sch.uk**

 **info@olv.rbkc.sch.uk**

 South Kensington and Gloucester Road

 211 and 360

Oxford Gardens Primary School

Oxford Gardens W10 6NF

Community, age five to 11

Nursery Class: age three to five

Headteacher: Ms Sarah Cooper

 **020 8969 1997**

 **020 8964 5844**

 **www.oxfordgardens.rbkc.sch.uk**

 **info@oxfordgardens.rbkc.sch.uk**

 Latimer Road

 7, 295, 52, 452, 23 and 228

Park Walk Primary School

Park Walk, King's Road SW10 0AY

Community, age five to 11

Nursery Class: age three to five

Headteacher: Ms Jayne Halliwell



020 7352 8700



020 7460 6820



www.parkwalk.rbkc.sch.uk



info@parkwalk.rbkc.sch.uk



West Brompton and Earl's Court



19, 49, 319, 345, 11 and 22

St. Barnabas and St. Philip's CE Primary School

58 Earl's Court Road W8 6EJ

Church of England, age five to 11

Headteacher: Mr Christopher Doyle



020 7937 9599



020 7938 2406



www.sbsp.rbkc.sch.uk



info@sbsp.rbkc.sch.uk



Earl's Court and High Street Kensington





9, 10, 27, 28, 49, 328 and C1

St. Charles RC Primary School

83 St. Charles Square W10 5EB

Roman Catholic, age five to 11
Nursery Class: age three to five
Headteacher: Miss Ann Slavin

-  **020 8969 5566**
-  **020 8960 4338**
-  **www.st-charles.rbkc.sch.uk**
-  **info@st-charles.rbkc.sch.uk**
-  Ladbroke Grove
-  23, 52, 70, 228, 452 and 295

St. Clement and St. James CE Primary School

Penzance Place W11 4PG

Church of England, age five to 11
Nursery Class: age three to five
Headteacher: Ms Susan Hussey

-  **020 7603 9225**
-  **020 7371 2693**
-  **www.scsj.rbkc.sch.uk**
-  **info@scsj.rbkc.sch.uk**
-  Holland Park
-  228, 295, 31 and 6



St. Cuthbert with St. Matthias CE Primary School

Warwick Road SW5 9HE

Church of England, age five to 11

Nursery Class: age three to five

Headteacher: Mr Stephen Boatright



020 7373 8225



020 7460 0424



www.st-cuthbert.rbkc.sch.uk



info@st-cuthbert.rbkc.sch.uk



Earl's Court



74, 328, C1, C3 and 430

St. Francis of Assisi RC Primary School

Treadgold Street W11 4BJ

Roman Catholic, age five to 11

Nursery Class: age three to five

Headteacher: Mr Paul Rincon



020 7727 8523



020 7229 2174



www.franassisi.rbkc.sch.uk



info@franassisi.rbkc.sch.uk



Latimer Road



295 and 316

St. Joseph's RC Primary School

Cadogan Street SW3 2QT

Roman Catholic, age five to 11

Nursery Class: age three to five

Headteacher: Mrs Anne Spragg



020 7589 2438



020 7581 9489



www.stjosephs.rbkc.sch.uk



info@stjosephs.rbkc.sch.uk



South Kensington and Sloane Square



361, 11, 19, 22, 211 and 319

St. Mary's RC Primary School

East Row, North Kensington W10 5AW

Roman Catholic, age five to 11

Nursery Class: age three to five

Executive Headteacher: Mrs Kathleen Williams

Associate Headteacher: Ms K Perry



020 8969 0321



020 8964 3122



www.st-marys.rbkc.sch.uk



info@st-marys.rbkc.sch.uk



Westbourne Park



23

St. Mary Abbots CE Primary School

2 Kensington Church Court W8 4SP

Church of England, age five to 11

Headteacher: Mrs Nicola Doyle

**020 7937 0740****020 7937 9142****www.sma.rbkc.sch.uk****info@sma.rbkc.sch.uk**

High Street Kensington



27, 28, 52, 70, 328, 452, 9, 10 and 49

St. Thomas' CE Primary School

Appleford Road W10 5EF

Church of England, age five to 11

Nursery Class: age three to five

Headteacher: Ms Sarah Bouette

**020 8969 2810****020 8964 8625****www.st.rbkc.sch.uk****info@st.rbkc.sch.uk**

Westbourne Park



23



Servite RC Primary School

252 Fulham Road SW10 9NA

Roman Catholic, age five to 11

Nursery Class: age three to five

Executive Headteacher: Mrs Kathleen Williams

Associate Headteachers: Ms S Judge, Mr C Gauci



020 7352 2588



020 7351 4024



www.servite.rbkc.sch.uk



info@servite.rbkc.sch.uk



Earl's Court and West Brompton



328, 414, 211, 144 and C3

Thomas Jones Primary School

St. Mark's Road W11 1RQ

Community, age five to 11

Nursery Class: age three to five

Headteacher: Mr D Sellens



020 7727 1423



020 7221 4838



www.thomasjones.rbkc.sch.uk



info@thomasjones.rbkc.sch.uk



Ladbroke Grove



23, 52, 228, 452, 7 and 70

Information from this document can be made available in alternative formats and in different languages. If you require further assistance, please use the contact details below.



Please contact the Admissions Team
for further information:

School Admissions Team

Room 247/1
Town Hall
Hornton Street
W8 7NX



020 7361 2210



020 7361 3525



school.admissions@rbkc.gov.uk



www.rbkc.gov.uk/schools/admissions