



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

www.rbkc.gov.uk



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

A parent's guide to in-year admissions for secondary 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.

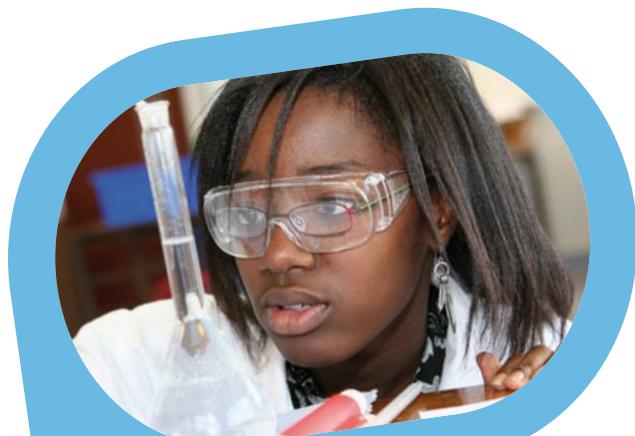
Individual schools will not be able to accept applications from parents that approach the school directly, and will refer you to the local authority in which you live to obtain an application form. This law applies to all schools – with the exception of private and independent fee-paying schools.

This guide is designed to assist you in applying for a secondary 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 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 each of the Royal Borough schools and other services in the 'Transferring to Secondary School' 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.*



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).

All applications received after the transfer 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 Secondary Application' form which you can obtain from the Town Hall or Royal Borough secondary 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.

It is strongly advised that consideration should be given before moving home if you have a child that is in the last year of school (Year 11). This is a crucial time in a child's education and disruption should be avoided, as securing a school place in another school, particularly after Christmas, will not be possible and the only education provision will be that provided by the Pupil Support Service.

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 you applied for, your child will need to start on the agreed date; a place cannot be held open.

Applying in-year does mean that the ability to offer a place is restricted. The demand for places - particularly for Royal Borough schools - is very high and most 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 apply to schools in neighbouring boroughs.

It is often the case that schools located in neighbouring boroughs are closer to your home. You will find the admission criteria for Royal Borough secondary schools in the secondary 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 or similar 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 where places have already been allocated, so it is more than likely that the school you prefer, or is the closest to your home, will not be able to offer a place.

It is important that you give full details of your child's current or last school, including 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.



The Admissions Team will advise you on schools to apply to that are likely to have vacancies. The availability of school places in some areas of London will mean that your choice will be very limited. All schools have a published admission limit that they must not exceed. However, this does not mean you cannot still apply to your preferred schools as you can request for your child to be added on a waiting or interest list.

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 you on a waiting 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. This situation is not likely to occur often, as there are very limited places available in secondary schools across London. Any preferences you named lower than the school offered to your child is 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 their governing body to meet to 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 or interest list for any school that was not able to offer your child a place (see how waiting lists operate on page 13).

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 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.*



Appealing against the decision

You 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 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.



Waiting and interest lists

The waiting list for Holland Park School, which is the Royal Borough's only community school, is held by the School Admissions Team based at the Town Hall and is updated each Friday. The school will have a mirror image of the waiting list for each group and will also be able to give your child's position, but they will not be responsible for the ordering of the list or offering places. 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 are cleared and regenerated three times a year and you will be contacted 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.

The waiting lists for the Royal Borough's three voluntary aided Catholic schools and Chelsea Academy 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 for one of these schools, you would need to apply using the 'In-Year Secondary Application' form. You will not be able to make this request to the school. Once you have been informed that you have been added to a waiting list, you can contact the school directly to find out the position.

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 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 for where the school is located, or the school itself for an update on where your child is on a waiting or interest list.

It is also important to note that a waiting list position can go up and down. If a child is added 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.



Schools located in the Royal Borough

Chelsea Academy *(from September 2010, Year 7 and 8 only)*

Lots Road SW10 0SH

DfE School code: 207 6905

Church of England, Mixed, Academy

Headteacher: Mr A Yarrow



020 7376 3019



www.chelsea-academy.org



admin@chelsea-academy.org



Imperial Wharf *(London Overground)*



11, 14, 19, 22, 319, 328, 345, 391, 414 and C3

Holland Park School

Airlie Gardens, Campden Hill Road W8 7AF

DfE School code: 207 4320

Community, Mixed

Headteacher: Mr Colin Hall



020 7727 5631



020 7908 1098



www.hollandparkschool.co.uk



info@hollandpark.rbkc.sch.uk



Notting Hill Gate, High Street Kensington and
Holland Park



9, 10, 12, 27, 28, 31, 49, 52, 70, 94, C1 and 452

Sion-Manning Roman Catholic Girls' School

St. Charles Square W10 6EL

DfE School code: 207 4801

Roman Catholic, Girls, Voluntary aided

Headteacher: Mrs C Leach



020 8969 7111



020 8969 5119



www.sion-manning.com



info@sion-manning.com



Ladbroke Grove



7, 23, 52, 70, 295 and 452

St. Thomas More Language College

Cadogan Street SW3 2QS

DfE School code: 207 4681

Roman Catholic, Mixed, Voluntary aided

Headteacher: Dr T Papworth, PH.D., NBA., NPQH, MA.



020 7589 9734



020 7823 7868



www.stm.rbkc.sch.uk



info@stm.rbkc.sch.uk



Sloane Square and South Kensington



11, 19, 22, 137, 211 and 319

The Cardinal Vaughan Memorial School

89 Addison Road W14 8BZ

DfE School code: 207 5402

Roman Catholic, Boys, Voluntary aided

Headteacher: Mr C. Eynaud



020 7603 8478



020 7602 3124



www.cvms.co.uk



admissions@cvms.co.uk



Holland Park and Shepherds Bush



12, 49, 94, 220 and 295

(Girls admitted to sixth form)

It is strongly advised that you use all your preferences and apply to schools in neighbouring boroughs to increase the chance of being offered a school place for your child. To find out which schools are likely to have vacancies or shorter waiting lists, please contact the Admissions Team on **020 7361 2210**.

Listed on the following pages are the details of schools that many Royal Borough residents apply to and attend, and are accessible by public transport.

Secondary schools in Brent

Capital City Academy

Doyle Gardens NW10 BST

DfE School code: 304 6905

Mixed



020 8838 8700



020 8838 3680



www.capitalcityacademy.org



info@capitalcityacademy.org

Cardinal Hinsley High School

Harlesden Road NW10 3RN

DfE School code: 304 5407

Roman Catholic, Boys, Voluntary aided



020 8965 3947



020 8965 8497



office.chhs.brent@lgfl.net

Convent of Jesus and Mary Language College

Crownhill Road NW10 4EP

DfE School code: 304 5404

Roman Catholic, Girls, Voluntary aided



020 8965 2986/9267/6133



020 8838 0071



www.cjmhs.brent.sch.uk



cjmhs@cjmhs.rmplc.co.uk

JFS

The Mall, Kenton, Middlesex HA3 9UA

DfE School code: 304 4033

Voluntary aided Jewish School, Mixed



020 8206 3100



020 8206 3101



www.jfs.brent.sch.uk



admin@jfs.brent.sch.uk

The Crest Boys Academy

Crest Road NW2 7SN

DfE School code: 304 5408

Academy, Boys



020 8452 8700



020 8208 2281



www.thecrestboysacademy.org.uk



staff@thecrestboysacademy.org.uk

The Crest Girls Academy

Crest Road NW2 7SN

DfE School code: 304 5409

Academy, Girls



020 8452 4842



020 8452 6024



www.thecrestgirlsacademy.org.uk



staff@thecrestgirlsacademy.org.uk

Queens Park Community School

Aylestone Avenue NW6 7BQ

DfE School code: 304 5403

Foundation, Mixed



020 8438 1700



020 8909 1161



www.qpcs.brent.sch.uk



info@qpcs.brent.sch.uk

Wembley High Technology College

East Lane, North Wembley, Middlesex HA0 3NT

DfE School code: 304 4006

Community, Mixed



020 8904 5066



020 8908 6826



www.whtc.co.uk



admin@whtc.co.uk



Secondary schools in Camden

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Haverstock School

24 Haverstock Hill, Chalk Farm NW3 2BQ

DfE School code: 202 4652

Community, Mixed



020 7267 0975



www.haverstock.camden.sch.uk



office@haverstock.camden.sch.uk

Maria Fidelis Convent School

North Gower Street NW1 1HR

DfE School code: 202 4652

Roman Catholic, Girls



020 7387 2359



www.mariafidelis.camden.sch.uk



admin@mariafidelis.camden.sch.uk

South Camden Community School

Charrington Street NW1 1RG

DfE School code: 202 4652

Community, Mixed



020 7387 0126



www.sccs.camden.sch.uk



enquiries@sccs.camden.sch.uk

William Ellis

Highgate Road NW5 1RN

DfE School code: 202 4688

Boys, Voluntary aided

**020 7267 9346****www.williamellis.camden.sch.uk****info@williamellis.camden.sch.uk**

Secondary schools in Ealing

Acton High School

Gunnersbury Lane, Acton W3 8EY

DfE School code: 307 4035

Community, Mixed



020 3110 2400



www.actonhighschool.co.uk



enq@actonhigh.ealing.sch.uk

Twyford Church of England School

Twyford Crescent, Acton W3 9PP

DfE School code: 307 4602

Voluntary aided, Mixed



020 8752 0141



www.twyford.ealing.sch.uk



office@twyford.ealing.sch.uk

Secondary schools in Hammersmith and Fulham

Burlington Danes Academy

Wood Lane W12 0HL

DfE School code: 205 4610

Church of England, Mixed, Voluntary aided



020 8735 4950



www.burlingtondanes.org



bda.school@burlingtondanes.org

Fulham Cross School

Munster Road SW6 6BP

DfE School code: 205 4315

Community, Girls



020 7381 0861



www.fulhamcross.lbhf.sch.uk



school@fulhamcross.lbhf.sch.uk

Henry Compton School

Kingwood Road SW6 6SN

DfE School code: 205 4106

Community, Boys



020 7381 3606



www.henrycompton.net



admin@henrycompton.lbhf.sch.uk

Hurlingham and Chelsea School

Peterborough Road SW6 3ED

DfE School code: 205 4319

Community, Mixed



020 7731 2581



info@hurlchel.lbhf.sch.uk

Lady Margaret School

Parson's Green SW6 4UN

DfE School code: 205 4632

Church of England, Girls, Voluntary aided



020 7736 7138



www.ladymargaret.lbhf.sch.uk



admin@ladymargaret.lbhf.sch.uk

Phoenix High School

The Curve, Shepherds Bush W12 2RQ

DfE School code: 205 4314

Community, Mixed



020 8749 1141



www.phoenix.lbhf.sch.uk



admin@phoenix.lbhf.sch.uk

Sacred Heart High School

212 Hammersmith Road W6 7DG

DfE School code: 205 4620

Roman Catholic, Girls, Voluntary aided

**020 8748 7600****www.sacredh.lbhf.sch.uk****info@sacredh.lbhf.sch.uk****The London Oratory School**

Seagrave Road SW6 1RX

DfE School code: 205 5400

Roman Catholic, Boys, Voluntary aided

**020 7385 0102****www.london-oratory.org****admin@los.ac***Girls admitted to sixth form*

Secondary schools in Hounslow

Brentford School for Girls

5 Boston Manor Road, Brentford TW8 0PG

DfE School code: 313 4024

Community, Girls



020 8847 4281



020 8568 2093



www.brentford.hounslow.sch.uk

Chiswick Community School

Burlington Lane, London W4 3UN

DfE School code: 313 4020

Community, Mixed



020 8747 0031



020 8747 6620



www.chiswick.hounslow.sch.uk



enquiries@chiswick.hounslow.sch.uk

Gunnersbury Catholic School for Boys

The Ride, Boston Manor Road, Brentford TW8 9LB

DfE School code: 313 5401

Roman Catholic, Boys, Voluntary aided



020 8568 7281



office@gunnersbury.hounslow.sch.uk

Secondary schools in Islington

Elizabeth Garrett Anderson Language College

Donegal Street N1 9QG

DfE School code: 206 4324

Community, Girls school



020 7837 0739



www.egaschool.co.uk



admin@egas.org.uk

Secondary schools in Richmond Upon Thames

Shene School

Park Avenue SW14 8RG

DfE School code: 318 4020

Community, Mixed



020 8876 8891



www.shene.richmond.sch.uk



shene@sheneschool.net

Secondary schools in Wandsworth

29

Battersea Park School

401 Battersea Park Road SW11 5AP

DfE School code: 212 4329

Council maintained

City Tech College, Mixed



020 7622 0026



www.batterseaparkschool.co.uk



admin@batterseaparkschool.org

Elliot School

Pullman Gardens SW15 3DG

DfE School code: 212 5402

Community, Mixed



020 8788 3421



www.elliott-school.org.uk



elliotschool@elliott-school.org.uk

John Paul II RC High School

Princes Way, Wimbledon SW19 6QE

DfE School code: 212 5404

Roman Catholic, Mixed, Voluntary aided



020 8788 8142



www.johnpaulii.wandsworth.sch.uk



office@johnpaulii.wandsworth.sch.uk

Saint Cecilia's

Sutherland Grove, Wandsworth SW18 5JR

DfE School code: 212 4734

Church of England, Mixed, Voluntary aided



020 8780 1244



www.saintcecilias.wandsworth.sch.uk



info@saintcecilias.wandsworth.sch.uk

Salesian College

Surrey Lane SW11 3PB

DfE School code: 212 5403

Roman Catholic, Boys, Voluntary aided



020 7228 2857



020 7223 4921



www.salesiancollege.co.uk



info@salesiancollege.co.uk

Southfields Community College

333 Merton Road, Wandsworth SW18 5JU

DfE School code: 212 5405

Community, Mixed



020 8875 2600



www.southfields.wandsworth.sch.uk



info@southfields.wandsworth.sch.uk

Secondary schools in The City of Westminster

King Solomon Academy

Penfold Street NW1 6RX

DfE School code: 213 6907

Academy, Mixed



020 7563 6900



www.kingsolomonacademy.org



e.morrissey@kingsolomonacademy.org

Paddington Academy

50 Marylands Road W9 2DR

DfE School code: 213 6905

Academy, Mixed



020 7479 3900



www.paddington-academy.org.uk



office@paddington-academy.org

Pimlico Academy

Lupus Street SW1V 3AT

DfE School code: 213 4279

Academy, Mixed



020 7828 0881



www.pimlicoacademy.org



l.cronin@pimlicoacademy.org

Quintin Kynaston School

Marlborough Hill NW8 0NL

DfE School code: 213 4279

Community, Mixed

**020 7722 8141****020 7586 8473****www.qkschool.org.uk****St. Augustine's School**

Oxford Road NW6 5SN

DfE School code: 213 4723

Church of England, Mixed, Voluntary aided

**020 7328 3434****020 7328 3435****www.staugustineshigh.org****St. George's Catholic School**

Lanark Road, Maida Vale W9 1RB

DfE School code: 213 4809

Roman Catholic, Mixed, Voluntary aided

**020 7328 0904****020 7624 6083****www.stgeorgesrc.org****office@stgeorgesrc.org**

The Grey Coat Hospital

St. Andrew's Building, Grey Coat Place SW1P 2DY

DfE School code: 213 4628

Church of England, Girls, Voluntary aided



020 7969 1998



020 7282 2697



www.gch.org.uk



info@gch.org.uk

The St. Marylebone CE School

64 Marylebone High Street W1U 5BA

DfE School code: 213 4673

Church of England, Girls, Voluntary aided



020 7935 4704



020 7935 4005



www.stmarylebone.westminster.sch.uk



stmaryleboneschool@yahoo.co.uk

Westminster Academy

255 Harrow Road W2 5EZ

DfE School code: 213 6906

Academy, Mixed



020 7121 0600



www.westminsteracademy.biz



admin@westminsteracademy.biz

Westminster City School

55, Palace Street SW1E 5HJ

DfE School code: 213 4687

Christian non-Diocesan, Boys, Voluntary aided

**020 7641 8760****020 7641 8761****www.wcsch.com****enquiries@wcsch.com**



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