

Transferring to Secondary School in September 2014



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

www.rbkc.gov.uk/schools/admissions

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Welcome

Dear Parents and Carers

If your child is in Year 6 of primary school and their date of birth is between 1 September 2002 and 31 August 2003 they will be ready to transfer to secondary school in September 2014.

Choosing a secondary school is a big decision for you and your child. Enclosed in this booklet you will find helpful information, and what you need to consider before you decide which schools to apply to. You will also find information about the schools located in Kensington and Chelsea and their admission criteria. You can of course find out much more by visiting the schools on the open days/evenings that they have arranged for you during September and October. The dates are provided on page 5.

Please remember, if you are not a Royal Borough of Kensington and Chelsea resident and would like to apply for one or more of our schools, you will need to do this through your home borough.

The five secondary schools located in Kensington and Chelsea are heavily oversubscribed so I am delighted that we will have the much needed Kensington Aldridge Academy opening from September 2014. This is another big step towards opening an exciting new academy which will deliver high standards of education for local children and bring real benefits for the local community. You can find out more information on the New Academy on page 27.

The three catholic schools have a reputation which extends beyond Kensington and Chelsea and receive a higher number of applications each year. Chelsea Academy and Holland Park School, both offering community places, have received four times more applications than places available in recent years. I would urge you to read the admission criteria for the schools you would like to apply to before you make your decision to avoid disappointment for you and your child. The School Admissions Team is happy to advise you and their contact details can be found on page 48.

The excellent reputation, fantastic Ofsted ratings and impressive exam results are all thanks to the hard work of our headteachers, staff and pupils. You will see from the following results the passion and dedication that has led to Kensington and Chelsea schools popularity across many London boroughs.

Exam results have seen the borough named 2nd best nationally, along with best in London, for pupils achieving five or more GCSEs at grades A*-C (including English and maths). At 80%, this is well above the national average of 58%.

Ofsted ratings for all Kensington and Chelsea secondary schools remain 'good' or 'outstanding'. Kensington and Chelsea is now ranked 2nd in England for expected levels of progress between Key Stage 2 (11 year olds at primary school) and Key Stage 4 (GCSEs) in English (with 85% of pupils making the expected 3 levels of progress, compared with 68% nationally), and is ranked 4th for maths (with 82% of pupils making the expected 3 levels of progress, compared with 69% nationally).

Finally, please ensure you read all the information available to you in this booklet before you make your decision. Most importantly, please make sure you submit your application by the closing date, 31st October 2013. I would strongly recommend applying online at: **www.rbkc.gov.uk/schools/admissions** for all the benefits outlined on page 6.

I wish your child every success in their secondary education.

**Cabinet Member for Education and Libraries
Councillor Emma Will**



How the admissions system works

Pan-London Co-ordinated admissions system

Every year around 78,000 pupils living in London transfer to secondary schools, many crossing borough boundaries to do so.

In 2005, all 33 London boroughs, together with councils bordering the capital, signed up to a system to co-ordinate admissions to their secondary schools.

The co-ordinated admissions system is fairer and means that, compared with previous years, more children are offered one of their preferred schools at an earlier stage and fewer children receive no initial offer. It is also easier for parents to manage, reducing anxiety for you and your children.

How the admissions system works

Under the pan-London co-ordinated admissions system (PLCAS), all parents must list the schools they want to apply for, on their home local authorities common application form, ranking them in their order of preference. This is important, as potentially only one offer will be made and this will be from the highest-ranked school able to make the offer. This form (either paper or online) is returned to the local authority for the area which the child lives.

The local authorities taking part in the PLCAS then use a secure computerised system to pass on details of the applications for schools in other areas. They will also co-ordinate the offer of places to make sure that no child is offered more than one school place. The decision on whether a place can be offered will continue to be made by the admissions authority for each school. When a school receives more applications than places available (also referred to as oversubscribed), its published admission criteria will be used to decide the order in which applicants will be offered places.

Local authorities will not pass on details to your preferred school of where the school was ranked on the application form, and no school will be told about other schools a parent has applied for.

Where a child is eligible to be offered a place at more than one school, the local authority will hold the offer for the highest preference on the common application form and release all other lower preference offers. These places can then be offered to other applicants. Potential offers are exchanged between local authorities until they are in a position to make the single best offer to parents using all available places. All offers will be made on the same day –
3rd March 2014.



Introduction to the Royal Borough of Kensington and Chelsea Schools

With the opening of Kensington Aldridge Academy in September 2014, the Royal Borough will have six state secondary schools. The opening of Chelsea Academy in September 2009 marked the start of a new era for parents in the Royal Borough by providing Church of England school places and much needed community places, particularly for families living in the south of the borough. The new Kensington Aldridge Academy will provide much needed school places to children living in the north of the borough where it has historically been difficult for some families to access schools of their preference.

Parents now have the option to apply for high quality community places at three schools – Chelsea Academy, Holland Park School and Kensington Aldridge Academy. The demand for places for Chelsea Academy and Holland Park is very high. It is therefore important that you read the admission criteria for each school to determine the likelihood of gaining a place. Information on how places were offered for the September 2013 entry is provided in the school section of the brochure. The outcome can be different each year depending on the number of applications submitted and type

of cohort that applies, e.g., the number of siblings (brothers or sisters). This information is therefore provided as a guide and in order for you to make an informed decision.

The Royal Borough's three Catholic schools have a reputation which extends beyond Kensington and Chelsea, and recruit pupils from a wide area. Further on in the booklet you will find the admission criteria for these schools. The same advice applies, in that you must read the criteria to judge the likelihood of your child being offered a place.

It is important to remember that the higher the number of applications, the harder it will be to gain a place, so looking at each school's criteria becomes even more important.

When considering your preferences, do not rely solely on what you may have heard about a school's reputation. Visit as many schools as possible on their open days or evenings. Take your son or daughter with you and, if you can, visit the school when it is at work. All the open days and evenings are provided on page 5 of this brochure.



Key dates

1 September 2013

You will be able to apply online at:

www.rbkc.gov.uk/schools/admissions

The transferring to secondary school booklet and hints and tips leaflet will be available to view or download online.

From – September 2013

The hard copy booklet and paper application form will be available.

31 October 2013

The closing date for applications

- If you are applying on a paper form you will need to ensure that it is received by the School Admissions Team by 5pm on the closing date.
- If you are applying online, you will have up until 11:59pm on 31 October 2013 to submit your application.

3 March 2014

National offer day

The School Admissions Team will write to you advising the outcome of your application. Letters will be sent by first class mail. Online applicants will also be notified by email on the evening of 3 March 2014.

3 March 2014 onwards

Any vacancies that arise will be filled from school waiting lists.

17 March 2014

Deadline for successful applicants to accept or decline their school offer.

May/June 2014

The secondary school your child has been offered will write to you with information about starting school.

June/July 2014

Appeals heard by an independent panel.



Royal Borough school open days/evenings and test dates

Kensington Aldridge Academy:

Open evenings:

Wednesday 18 September 2013 and Wednesday 25 September 2013 at 4pm to 8pm at Avondale Park Primary School

Chelsea Academy:

Open evening:

Thursday 26 September 2013 at 6pm to 9pm

School Visits:

Monday 30 September 2013 to Thursday 10 October 2013 by appointment only

Deadline for Music Aptitude application:

Friday 13 September 2013

Written test:

Monday 30 September to Wednesday 2 October 2013

Auditions:

Saturday 19 October 2013

Letter to parents notifying them of the outcome of aptitude testing:

Monday 21 October 2013

Holland Park School:

Open evening:

Tuesday 17 September 2013 at 6pm

Open morning:

Thursday 19 September 2013 at 9.15am to 11.15am

Deadline for art aptitude application:

Friday 27 September 2013

Aptitude testing:

Saturday 12 October 2013 at 8.30am

Letters to parents notifying them of the outcome of aptitude testing:

by Friday 25 October 2013

Banding test:

Saturday 30 November 2013 / morning (applicants will receive written confirmation of the date and time. If you have listed a preference for Holland Park School but do not receive a letter, ensure your child still attends in the morning. If your child fails to attend the test it will affect their chances of being offered a place in the school).

Sion Manning RC Girls School:

Open Evening:

Monday 23 September 2013 at 6pm to 8pm

Open Day:

Saturday 28 September 2013 at 10am to 12pm

Open Morning:

Thursday 26 September 2013 and Thursday 3 October 2013 at 9am to 12pm

Regular open mornings will be held throughout the autumn term. Please ring the school to make an appointment.

St Thomas More Language College:

School visiting dates:

Thursday 12 September 2013 from 4.15pm

Wednesday 18 September 2013 from 4.15pm

Banding test dates:

Monday 11 November to Friday 15 November 2013

The Cardinal Vaughan Memorial School:

Open Evenings:

Thursday 19 September and Tuesday 24 September 2013 at 4.30pm, 5.15pm and 6.30pm

Ability banding test (and aptitude test for Music applicants):

Monday 4 November 2013 at 9am (Music applicants)

Monday 4 November 2013 at 1pm (non-Music applicants)



The application process



Apply online from
1 September 2013 at
www.rbkc.gov.uk/schools/admissions

It is quick and easy!

Applying online

It is highly recommended that you apply online. You can do this from **1 September 2013** at www.rbkc.gov.uk/schools/admissions.

Parents and carers will still be able to apply on a paper application form in the traditional way. However there are advantages to applying online:

- It is quick and easy to do.
- You can log back on to change or delete preferences up until 11.59pm on the closing date. (Ensure you resubmit your application if making any changes).
- You are able to attach additional documents.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application.
- During the evening of Monday 3 March, you will be sent an email with the outcome of your application. Please wait until you have received the email before logging onto the Pan-London eAdmissions website.
- You will be able to accept or decline an offer of a school place online.

There are four easy steps that you will need to follow if you apply online:

Step 1

**Register to apply online
(or login if you have used the system before)**

Step 2

Add a child

Step 3

Apply for schools

Step 4

Check and submit application

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 experience technical problems, please call the London Grid for Learning support line on **020 8255 5555** and choose option 4.

The same deadline of **31 October 2013** applies to both online and paper applications.

Once you have submitted your application you will receive an application reference number that will look like this: **207-2013-09-E-007594**. This number confirms that your application has been submitted.

If you decide to apply online, you do not need to complete a paper application form.

Your online details

Please note these details of your online application



Username:

Password:

Reference number:

It is important to keep this information so that you can view your outcome online.



Gathering information

To get a good overview of secondary schools in the Royal Borough, you should read the information about the schools in this brochure.

You should then:

- Contact schools you are interested in directly to ask for a copy of their prospectus which will give you more detailed information.
- Visit schools' own websites to find out more about them.
- Arrange to attend schools' open days and evenings.
- Talk to your child's primary school headteacher. They will have experience based on previous transfers.
- Contact the School Admissions Team for advice if you are unclear on how the system works on **020 7745 6432** or email your query to **school.admissions@rbkc.gov.uk**.

Also:

- If you are interested in a school outside of the Royal Borough, contact the borough in which the school is located for more information. You will find other borough contact details at the back of this booklet.
- Parents who wish to secure a place in a Catholic school can find further information on 'Choosing a Catholic Secondary School' on the Diocese of Westminster website **www.rcdow.org.uk/education**.

Considering the facts

Many schools receive more applications than they have places. To avoid disappointment you should consider whether your child has a realistic chance of gaining a place at your preferred school(s).

You should look at:

- How many applications were made for your preferred school(s) last year compared to how many places were available.
- The admission criteria of the school. The criteria will determine the order of priority for each applicant.

You may also like to consider:

- Whether the curriculum and ethos of the school suit your child's needs.
- The exam results for the school. You can do this by visiting schools' own websites to find out more detailed information. If you want to find out about Ofsted reports for Royal Borough schools visit **ofsted.gov.uk**.
- How your child will travel to school.



Guidance on completing your application (paper or online)

Details of child

Your child's name

Please ensure you use the same name that you have registered with your child's primary school.

Your child's date of birth

You should only complete the application form if your child is currently in Year 6 in primary school and their date of birth is between 1 September 2002 and 31 August 2003. If your child is in Year 6 and does not fall in this birth range, please speak to your primary school head teacher before completing the application form.

Your child's home address

The address you give must be your child's permanent address on the closing date for applications. See page 9 for further information on your home address and proof of address required.

Children with a Statement of Special Education Needs

You do not need to complete an application if your child has a Statement of Special Education Needs, as there is a separate process that is detailed on page 48.

However, if your child is in the process of being assessed for a statement, you will need to complete an application. It would be useful to make us aware of the child's needs by writing this clearly on the application and we can inform the school that your child is offered so that they can plan accordingly to be able to meet your child's needs.

Your child's primary school

You must include the name of the primary school your child currently attends. If your child does not attend a primary school, either because you have just moved into the borough or your child is being educated at home, please state this in the space provided.

Details of parent or carer

Parent/carers details

Only one parent/carers needs to complete this section. If you prefer, you can indicate the name of the 'other parent/carers' in the space provided.

Relationship to child

Please indicate your relationship to the child e.g. mother, father, grandmother, foster carer.

Children in Public Care

Children in Public Care (Looked After children) and children who have been adopted or made subject to a residence order or special guardianship order

immediately following having been Looked After receive priority for admissions to school. The child's social worker must submit a letter to the Royal Borough admissions team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child's full name and current address.

Medical, social or special needs

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the area provided and give brief reasons of your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker (please see page 10 for more detailed information). *Please be aware that not all schools have this criterion in their policy, so it is advised you check first.*

School preferences

You can list up to six state-maintained schools (including grammar, church, foundation and academies) in order of your preference. They can be in the Royal Borough of Kensington and Chelsea or any other borough or council area.

You do not have to name six schools, but you are strongly advised to use as many preferences as possible, and include at least one school where you think you have a good chance of being offered a place. You will need to read the admission criteria for the schools to determine what chance you have of gaining a place.

Applying for only one school will not improve your chances of being offered a place at that school. Please do not name independent or private fee-paying schools on the form. Applications to these schools must be made separately.

Siblings (brothers or sisters)

If your child will have a brother or sister attending any of your preferred schools at the time of admission in September 2014, you must enter their details where indicated. Please be aware that the definition of sibling can vary, so you are strongly advised to check with the borough(s) or school(s) concerned for their definition.

Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are living at the same address.

Reasons for preference

The application also invites you to give a reason for your preferences. You do not have to complete this part of the form and most parents will see no need to. If, however, there are **professionally supported**



medical or social reasons why you feel it is necessary for your child to attend the school you have named, further information can be found on page 10.

Children of school staff

Recent changes in legislation provided schools with the option to give priority to children of staff in their admission criteria. This does not apply to all schools. Please check the criteria for the school you are applying to. Please indicate in this section if you are applying under this criteria, naming the school you are applying to in the available box. You must also provide supporting evidence from the school.

Siblings of former pupils

Recent changes in legislation provided schools with the option to give priority to siblings of former pupils in their admissions criteria. This does not apply to all schools. Please check the criteria for the school you are applying to. If you apply under this criteria please list the name and date of birth of the former sibling and the school they attended in the relevant box.

Declaration and signature of parent or carer

Declaration

If you apply on a paper form you must sign your application to certify that you have parental responsibility for the child you are applying for. If you provide any false or misleading information on the form or in supporting papers, or withhold relevant information, it may render your application invalid and lead to the withdrawal of an offer of a school place.

Proof of Address

The address you provide on your application must be your child's permanent address on close of applications, 31 October 2013. You must not use a business address, childminder's or relatives address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement. If you have a genuine 50/50 share care arrangement with your child's other parent, it will be for you to determine the address that will be used as the main home address for your child's application. Only one address will be used throughout the application process. If you are in receipt of child benefit, the address of the parent making the claim will be used for the purpose of the application.

You do not need to provide us with documentary evidence of your address other than your council tax reference number (as shown on your annual bill or direct debit statement). If it is not possible to verify your address by this method, or if further evidence is required, you will be contacted.

In these cases, we will request that you provide one or more of the following documents:

- A mortgage statement/tenancy agreement.
- Recent utility bill.
- Child benefit/Inland revenue documents (if entitlement applies).
- Any other recently dated documents that we request, depending on individual cases.

If it's discovered that the parent/carer/guardian has deliberately provided an address that is not the main residence of the child, any offer made that may have deprived other applicants of a place will be withdrawn. This may also apply if the child has already started in the school. If it is decided not to remove the child's offer, any future sibling link will not apply.

Data Protection

The Royal Borough of Kensington and Chelsea will handle information you have provided in line with the Data Protection Act (DPA) and will use the information for school admission purposes. *The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it.*

The Council has a duty under the Children's Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address for **The Royal Borough of Kensington and Chelsea** resident applications, the Admissions Team will refer to data held by internal council tax records.

The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. *Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact Admissions.*

Guidance on completing your application (paper or online)

If you own or rent more than one property, you should state this on your form. You will also need to provide proof of residence and occupancy for the address at which your child lives most of the time and is considered the main family home.

If you move into a property for a temporary period purely for the purpose of trying to be nearer to a school, we will use your normal, permanent residence for the purpose of processing the application.

You must notify the Admissions Team if you move address. Your new address will not be updated until proof has been provided. If you move after **13 December 2013**, your address will not be updated as the process of allocating places would have already started. We are able to send you correspondence to your new address, but your application will be processed using the address you submitted at the close of applications, 31 October 2013.

Medical social need

All schools have experience in dealing with children with diverse social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school. If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the area provided in your application, giving reasons supporting your case. *Please be aware that not all schools have this criterion in their policy, so it is advised you check this first.*

All requests for priority consideration must be supported by a professional, such as a doctor or social worker. It must be made clear in the professional support which school you are making a special case for; the reason why it is necessary for your child to attend this school in particular; and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date of 31 October 2013. The Admissions Team is not responsible for contacting professionals for information about your case, and any decision will be based on documents you submit by the closing date.

For own admission authority schools, and schools located in other areas, any additional documentation you provide will be passed on for the respective school's attention via the secure pan-London system.

The notification date is 3 March 2014. You will not be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria for the requested school.

Additional forms you may need to complete

Most voluntary aided (church) and selective schools provide a Supplementary Information Form (SIF) and/or priest reference form that you are advised to complete as set out in their admission criteria. These forms must be returned to the respective school. You must include the name of the school(s) in your common application form as your application cannot be considered if you only submit the SIF. This additional information is necessary for the school governors to determine whether applicants meet the school's faith requirements or other criteria.

The forms can be obtained directly from the school, on the school's own website or at **www.rbkc.gov.uk/schools/admissions** if applying for Royal Borough schools.

Some schools allocate places to children that qualify for a place based on aptitude in a specialist area, or have other entry requirements that may require the submission of an additional form. You are strongly advised to read the admission criteria for each school you want to apply to in order to check whether supplementary forms are required. This also applies to schools located in other boroughs.

For Royal Borough schools, Supplementary Information Forms available are as follows:

- **Chelsea Academy** – SIF for Foundation applicants and SIF for Music Aptitude applicants.
- **Holland Park School** – SIF for Visual Arts applicants.
- **Sion-Manning RC Girls School** – SIF and priest reference form for Catholic applicants.
- **St. Thomas More Language College** – SIF, which includes the priest reference form for Catholic applicants.
- **The Cardinal Vaughan Memorial School** – SIF and priest reference form for Catholic applicants. SIF for Music Aptitude applicants.



Late applications and change of preferences



Late applications

If you apply after the closing date, your application will only be considered after the offer date, 3 March 2014. Your child's name will be added to waiting lists along with those unsuccessful applications considered in the initial allocation round.

If there is an exceptional reason why you are applying after the closing date and before 13 December 2013, for example, you have just moved to the area, it may be possible to consider

your application with those that were made on time. Other circumstances will be considered and each case will be decided on its own merit. Examples of reasons that would not be accepted include: failure of the school to remind a parent to apply, the late return from a family holiday, or non receipt of an application form due to postal issues. You are advised to contact the School Admission Team as soon as possible on **020 7745 6432** if applying after the closing date.

Closing date for applications

The closing date for application is Friday 31 October 2013.

For all the benefits detailed on page 6 it is highly recommended that you apply online at: **www.rbkc.gov.uk/schools/admissions**.

If you prefer to complete a paper form, you must return it by the closing date to the address shown on the form. If you would like confirmation that we have received your application, please indicate this when you submit the form.

Make sure you use the correct postage if you return your form through the post. Incorrect postage may delay your application from reaching the Admissions Team by the closing date. If you prefer, you can hand your completed form to your child's primary school but you are advised to check with the school first that they are happy for you to do this.

Change of preferences

If you wish to change the order of preference of schools listed on your application form you must so do in writing, or by email at **school.admissions@rbkc.gov.uk** before the closing date of 31 October 2013. If you apply online, you can log back in to your account to change/add/delete preferences up until the closing date (ensure you resubmit your online application if making changes).

It is not normally possible to accept any changes after the closing date. If you do want to add or change the order you placed your preferences after this date, you must inform the School Admissions Team as indicated above. In most cases, new or changed preference schools will only be considered after all other applications have been considered.

How decisions are made

How decisions are made

The School Admissions Team will process any preferences you have made for Royal Borough schools and pass on your child's details to schools that are responsible for their own admissions.

If you have applied for schools that are not located in the Royal Borough, your preference(s) will be passed to the local authority which maintains these schools. At the same time, the Admissions Team will receive applications for Royal Borough schools from residents in other local authorities. All these operations will be carried out via the secure Pan-London School Admissions System.

The order of your preferences is not revealed to the schools. This information is only known by your home local authority and the authority where the schools are located.

If any school has more applications than places available, the published admission criteria will be used to decide the order in which applicants will be offered places. The same process is carried out across London and decisions are made by all admission authorities by a common deadline and relayed back to the home local authority. This co-ordinated process eliminates multiple offers and will result in your child being offered the highest potential school you named in your list of preferences (if an offer can be made).

Examples are shown in the table below:

Example 1

School	Criteria met?	Outcome
1 The Cardinal Vaughan Memorial School	No	Can be added to waiting list and appeal
2 Holland Park School	Yes	Place offered
3 Chelsea Academy	Yes	Withdrawn as higher offer met
4 Burlington Danes	No	Withdrawn as higher offer met
5 Westminster Academy	Yes	Withdrawn as higher offer met

Example 2

School	Criteria met?	Outcome
1 Chelsea Academy	Yes	Place offered
2 The St Marylebone CofE School	No	Withdrawn as higher offer met
3 Phoenix High School	Yes	Withdrawn as higher offer met
4 Sion-Manning RC Girls School	Yes	Withdrawn as higher offer met
5 St Thomas More Language College	No	Withdrawn as higher offer met
6 Holland Park School	Yes	Withdrawn as higher offer met

Notifying you of the outcome

All Royal Borough applicants will be sent a notification letter on 3 March 2014, even if you applied online. The written notification letter will inform you of the following (depending on the outcome):

- The name of the school which can offer your child a place (if an offer can be made).
- That preferences for schools listed lower than the school offered are withdrawn.
- How to accept the place you have been offered. You should not reject the place unless you have a place secured elsewhere and should indicate the name of the alternative school.
- If not offered a school place, the reason why and who you need to contact for further information*.
- Who you need to contact regarding waiting lists.
- Your right of appeal and who you need to contact for further information.
- The details of schools which have vacancies if you did not receive an offer for any of your preferences.

The online notification will be very basic and will not include all the information listed above. The notification letter will include a reply slip which you will be asked to return by 17 March 2014.

If you applied online, you will not need to return this slip and can accept or decline your offer online.

** The notification letter does not go into the detail of why a place could not be offered, and can only inform you that your child did not receive a high enough priority in the oversubscription criteria. You will be able to obtain more detailed information from the local authority where the school is located, or from the school itself. Please contact the Admissions Team on 020 7745 6432 in the first instance, who will be able to advise you accordingly.*

Waiting lists

The coordinated scheme finishes after 3 March 2014. Places may still become available at the Royal Borough's schools after that date, as there is often movement between March and September.

Arrangements for Holland Park School – The Admissions Team will manage the waiting lists for Holland Park. Unsuccessful applicants will automatically be added to the waiting list. The waiting list will be organised on the basis indicated below up until the end of August 2014.

- Separate waiting lists will be maintained in accordance to the pupil's allocated band and for unsuccessful visual arts applicants up until the end of August 2014.
- The waiting list will be organised in accordance with the schools admission criteria.
- As places become available, they will be replaced by the next child in the appropriate band. If no applicants in the appropriate band remain, they will be evenly filled by children falling into the next nearest band.



- Only unsuccessful visual arts applicants scoring 20 marks or above (out of a possible 40) will be placed on the waiting list in descending order of score. Where two applicants have the same score, the closest to the school, measured in a straight-line will receive priority.
- Late applications (made after 31 October 2013) that did not sit the banding test are prioritised against the same admission criteria and will be placed on the reserve waiting list.
- Lower preferences are withdrawn under the Pan-London coordinated scheme. Those parents that made Holland Park a preference and received a higher offer, but want to re-apply to Holland Park, will need to do so by notifying their home local authority. The pupil will be considered in accordance with the same admission criteria and be placed on the reserve waiting list.
- The allocation of pupils to bands will not continue after the coordinated transfer scheme is concluded on 3 March 2014.
- With effect from 1 September 2014, all the waiting lists will be cleared and re-ordered as one list in accordance with category 1, 2 and 3(i) of the admission criteria, then priority will be given to applicants who live nearest to the school (see page 25). The original allocation to bands will no longer apply. The revised waiting list will be passed to the school and any enquires about your child's waiting list position must be made to the school from 2 September 2014.

Chelsea Academy, Sion-Manning RC Girls School, St Thomas More Language College, Kensington Aldridge Academy and The Cardinal Vaughan Memorial School will use their admission criteria for compiling their waiting lists i.e. they will give priority to applicants according to the degree to which they meet the school's published over-subscription criteria. With the exception of Chelsea Academy and Kensington Aldridge Academy waiting lists, which will be held by the Admissions Team up until 31 August 2014, the three Catholic schools will administer their own lists after 17 March 2014 and any enquiries will need to be made to the school.

Additional information about waiting lists

It is important to be aware that the length of time your child's name is on a waiting list does not give priority for a school place. Waiting lists are ordered in accordance to the admission criteria for the respective school, and it may be the case that new applicants will have a higher priority. For example, if the order of priority is based on distance, and a new applicant lives closer to the school; or a new applicant for a church school meets a higher priority in the faith criteria. A waiting list position will often

go down as well as up, so you will need to be prepared for this when you make enquiries about your child's position. Many children are offered a place at their preferred school from a waiting list, but this will depend on the individual school.

Places can only be offered from a waiting list as a result of initial offers being declined. It is therefore strongly advised that an alternative school place is secured for your child as there is no guarantee that a place will be offered from a waiting list at your preferred school, or that any appeal you may have lodged will be successful.

Any offer that can be made from a waiting list for any school will be notified to you by your home local authority.

Appeal Arrangements

If your child is not offered a place at the school(s) where you expressed a preference, you have the right to appeal. The appeals are heard by panels which are independent of the schools and of the local authority. If you wish to appeal against a decision refusing your child a place at Holland Park School, you should request an appeal form from the Royal Borough, or download a form from the website; **www.rbkc.gov.uk/schools/admissions**. Your appeal should be sent to us within 20 days of the date of your notification letter to ensure it is heard before the end of the summer term. The appeal panel will consider your appeal according to the terms of the Schools Standards and Framework Act 1998 and the Code on Admission Appeals. You may attend the hearing yourself and you may be accompanied by a friend, or be represented. If you are unable to attend, your written appeal will be considered.

Chelsea Academy, Sion-Manning RC Girls School, St. Thomas More Language College, Kensington Aldridge Academy and The Cardinal Vaughan Memorial School have their own appeal arrangements. Appeals should be made on the appropriate form, which can be obtained from the school.

To ensure your appeal is heard by the end of the summer term, please make sure you lodge your appeal by the deadline set by the school as they will each have their own arrangements in place.

Making final arrangements for transfer

The head teacher of the secondary school where your child has been offered a place will invite you to visit the school before the end of the summer term 2014. You will have the opportunity to look around the school and to discuss questions such as school uniform, books, travel arrangements, midday meals and possible financial help.

By the start of the summer holidays, the arrangements for your child's transfer to a new school should have been completed so that he or she can look forward to starting there in September.

Frequently Asked Questions

Does the law guarantee my child a place in the school of my choice?

No. The law says that parents may express a preference for any school. However, if more parents express a preference for a school than the number of places available, there has to be an order of priority to decide which children to admit. The law allows parents to appeal to an independent panel if their child is refused a place at a school of their preference.

Am I more likely to get the school that I named as my first preference?

Preferences for schools are considered together and equally against the schools published admission criteria, regardless of which preference you placed it on your application. The rank or order of your preference will only be used if it is possible for your child to be potentially offered more than one of your preferred schools.

If this is the case, the offer will be made for the school that you ranked highest. Any lower preferences that could have been offered will automatically be withdrawn, as only one offer will be made for each child on offer day (if an offer can be made). It is therefore important that you list the schools on your form in order of your preference.

Will a school know where I listed them on my application?

No. All applications are treated equally against the school's published admission criteria. Schools are not provided with the preference order, as it has no relevance to the decision-making process.

Does my child have priority for a school place in the borough that I live in?

No. It is against the law for boroughs to give priority to its own residents. However, some schools, such as Chelsea Academy and Holland Park School, do give priority to children who attend a Royal Borough primary school which complies with the admissions code.

I want to change my preferences. What do I do?

If you want to change your preferences before the closing date and you completed a paper application form, you will need to call the Admissions Team on **020 7745 6432** to request a 'change of preference' form or email your child's details with the changes you want to make to: **school.admissions@rbkc.gov.uk**. Preferences will not be changed as a result of a verbal conversation. If you applied online, you will be able to log back into your application up until the closing date to make changes. You must remember to re-submit your application. If you change preferences after the closing date, they will be treated as late and will not be considered until after all on-time applications have been considered.

I live in the Royal Borough, but will be moving outside of London and want to apply for schools there. What do I do?

As long as you are living in the Royal Borough before the closing date, you can still complete our application form and name the schools in the area you are moving to. This information cannot be transferred via the Pan-London System, but we are able to pass your request to the council you will be moving to by a secure transfer system. You must check the admission criteria for the schools you apply for as your child may need to attend tests.

The distance that you have calculated from my home to the school is further away than the distance I have calculated on a measuring system I used on the internet. What do I do?

The Royal Borough's geographical measuring system is used for calculating all applicants' distances from home to school. Distances measured by other means – e.g. private car, pedometer or the internet – are likely to be calculated on a different basis and should not be relied upon as evidence that the Royal Borough's distance calculation is incorrect.

The Royal Borough's measurement system is designed to be reliable and consistent, and is used for all applications.





Chelsea Academy



Chelsea Academy is a mixed Church of England Academy for students aged between 11 and 19. It specialises in the sciences and is sponsored by the Church of England (the London Diocesan Board for Schools) and the Royal Borough of Kensington and Chelsea. It opened in September 2009 and has places for 180 students per year group.

Chelsea Academy combines traditional values and the highest standards with a high level of pastoral care and an innovative approach to learning and teaching. It is open to girls and boys of all backgrounds and most students live in the local area. Ten per cent of the Academy's places are allocated to students with an aptitude in music. Of the remaining places, 50 per cent of places are 'Foundation Places', with priority given to those who attend Christian churches and Church of England primary schools in the deanery of Kensington and Chelsea. The other half are 'Community Places', with priority given to applicants who attend a primary school in the Royal Borough of Kensington and Chelsea which is not a CE primary school, and allocated to those who live closest to the school.

Admission criteria

Chelsea Academy has an agreed admission number of 180 students. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of children with statements of SEN, places will be allocated to applicants in the following priority order:

- (i) Young people who are in public care or who were in public care but ceased to be so because they were adopted or became subject to a residence or Special Guardianship Order.
- (ii) Young people whom the Governors and Principal accept have an exceptional medical, social or educational need for a place at Chelsea Academy. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional. In each case there must be a clear connection between the child's need and Chelsea Academy, and an explanation of the difficulties which would be caused if the child were to attend another school.
- (iii) Up to 10% of the agreed admission number of pupils will be admitted on the basis of aptitude in Music, using a specified assessment process, which will be published in the Academy prospectus



(Year 7 Secondary Transfer only). Applicants for those places must complete a supplementary information form. Applicants who are not offered a place under this category will automatically be considered for a place under the admission criteria described below.

- (iv) The Governors will give priority to children of staff where the member of staff has been employed by the Academy (i.e. those who have an employment contract with the Academy) for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (v) To brothers and sisters of students on the roll of the Academy at the time of admission (does not include students who have only attended the sixth form). This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer partner provided that they live at the same address as the applicant.

Admission under (i) to (v) will be considered irrespective of any religious affiliation.

(a) Balance of Foundation and Community Places

50% of the remaining places per year will be Foundation Places (Church) and

50% Community Places (Open), with any vacant places being taken up by oversubscription from the other category. Foundation Places are defined as places for those pupils who meet the foundation criteria established for their admission to Chelsea Academy. Community Places are defined as places for those pupils who meet the community criteria established for their admission to Chelsea Academy. If from the remaining places fewer applications were received, all those applications would automatically gain admission. In the event that either or both of the categories of Foundation and Community places are oversubscribed, then the remaining places will be allocated using the oversubscription criteria and procedures.

(b) Foundation Places

Foundation places are open to applicants who meet the criteria for foundation places. Applicants must complete Chelsea Academy's Foundation Place Supplementary Information Form (SIF) and ensure it is returned to the Academy by the date specified within the Academy's prospectus and on its website. Chelsea Academy's SIF will be available with the school's prospectus, or can be downloaded from the school's website www.chelsea-academy.org.

Chelsea Academy

Church of England Academy for boys and girls, which also offers Community Places

Acting Principal: Charlotte Harrison

School Specialist Status Subject: Sciences


DfE number: 207 6905


Address: Lots Road, SW10 0AB

 020 7376 3019

 admin@chelsea-academy.org

 www.chelsea-academy.org

 Fulham Broadway (District Line)
Imperial Wharf (Mainline)

 11, 14, 19, 22, 49, 211, 319, 328, 345, 391, 414

Admissions limit for September 2014: 180

Open Evening:

Thursday 26 September 2013, 6 to 9pm

School visiting date:

Monday 30 September to Thursday 10 October 2013 (by appointment only)

Music aptitude test

Deadline for applications: Friday 13 September

Written Tests: Monday 30 September –

Wednesday 2 October 2013

Auditions: Saturday 19 October

Letter to parents notifying them of score:

Monday 21 October

How places were offered in 2013

(at offer date, 1 March 2013)

Total applications: 745

Seven places were allocated to children with a Statement of Special Educational Needs.

Music Aptitude Places: 12

Remaining places offered as follows:

Community Places:

50 per cent – offers made up to 1.3563 miles* (within category 1, non CE Royal Borough Primary School).

Foundation Places:

50 per cent – offers made up to category 4.

As there were more applications than places in this category, the order of offer would have been decided by random allocation.

Appeals heard 2013: **7**

Successful appeals: **0**

Appeals heard 2012: **27**

Successful appeals: **1**

Appeals heard 2011: **14**

Successful appeals: **1**

**The distance is calculated as a straight line (as the crow flies) from home to school.*

Chelsea Academy

Foundation Applicants

Applicants eligible for Foundation Places will be allocated places in the following order of preference:

1. Children who regularly attend¹ one of the Church of England churches in the Deaneries of Kensington and Chelsea and who attend a Church of England Primary School in the Deaneries.
2. Children who regularly attend¹ other Christian Churches or chapels² and who attend a Church of England Primary School in the Deaneries.
3. Children who regularly attend¹ one of the Church of England churches in the Deaneries of Kensington and Chelsea, or other Christian Churches or chapels² in the Deanery area.
4. Other children who attend a Church of England Primary School in the Deaneries of Kensington and Chelsea.

If any of the above categories are over-subscribed, random allocation will be used as a tie-break. Those not offered foundation places will be considered against the criteria for community places and vice versa.

If a tie-break involves twins or triplets, Chelsea Academy will offer places over the published number to accommodate the children.

(c) Community Places

Community places are open to all applicants.

Community Places: Over-Subscription Criteria

Places will be offered in the following order of priority.

1. To applicants who on the closing date for applications attend a primary school in the Royal Borough of Kensington and Chelsea which is not a Church of England primary school.
2. To other applicants who attend a primary school in the Royal Borough.
3. To other applicants that do not attend a Royal Borough primary school.

If there are more applicants than places available in either category 1, 2, or 3 places will be offered to children who live nearest the school.

¹ Regular attendance at church must have been for at least one year, on at least two occasions per month. A Vicar's/Minister's letter will be required. The only exception will be those families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they attended a church regularly in the place where they used to live. ² "Christian Churches or chapels" refers to those churches that are members of Churches Together in Britain and Ireland or are members of the Evangelical Alliance or Afro-Caribbean Evangelical Alliance.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance

Survey Data to the centre point of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance a decision will be made using random allocation.

If a tie-break involves twins or triplets, Chelsea Academy will offer places over the published number to accommodate the children.

Waiting lists

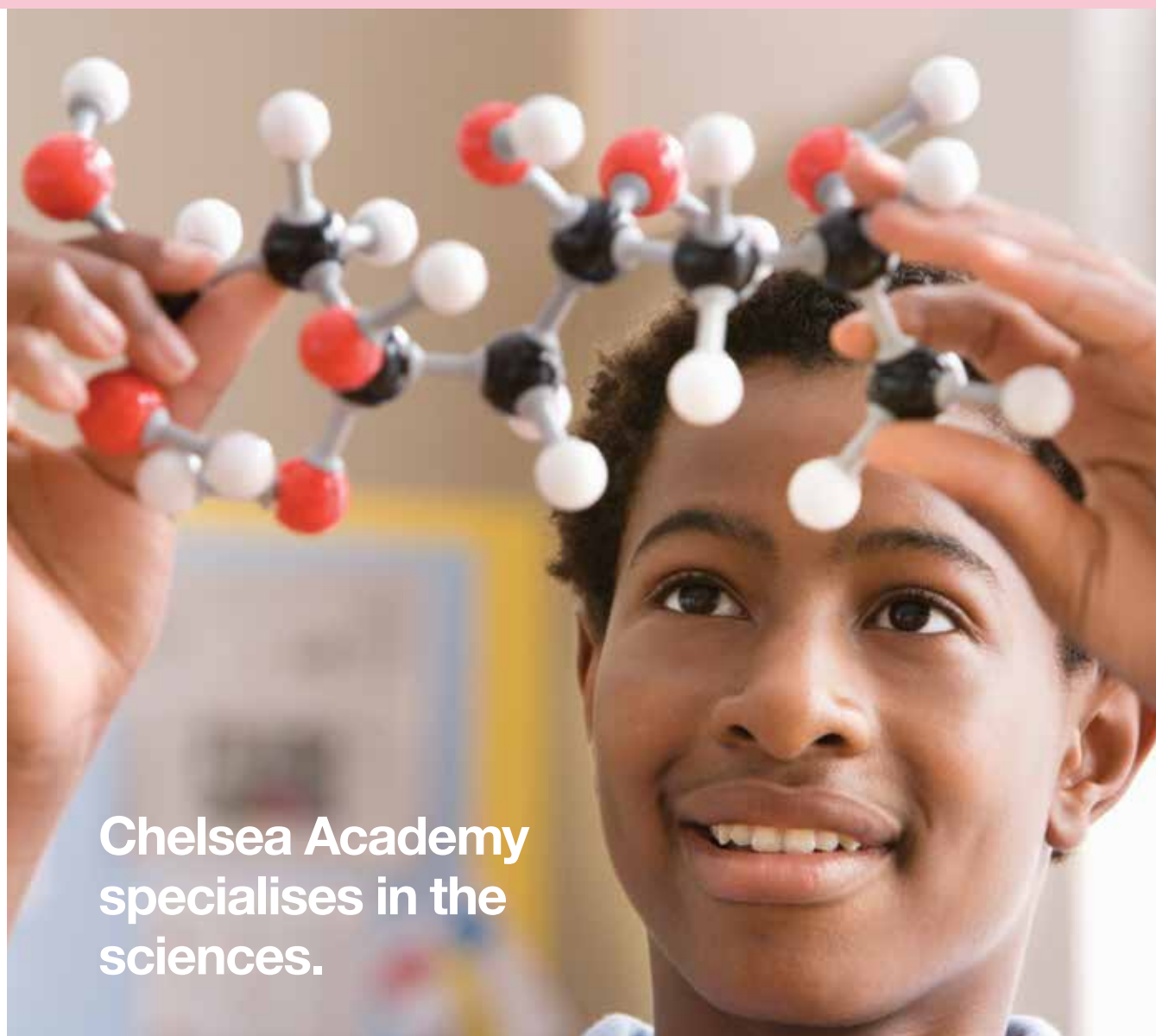
Where in any year Chelsea Academy receives more applications for places than there are places available, waiting lists will operate for foundation and community places. The lists will be maintained by Chelsea Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list(s), following an unsuccessful application. You will need to contact your Home LA if you would like to either make a late preference for your child or to be added to the waiting list(s) if you have already applied.

After Year 7 has begun, pupils will no longer be admitted on the basis of aptitude in Music. Priority will first be given in the way described in i) and ii). After that, a child's positions on the waiting list(s) will be determined in accordance with the Foundation and Community oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting lists in accordance with the oversubscription criteria.

Arrangements for admission to post 16 provision

Chelsea Academy operates a co-educational sixth form for a maximum of 250 students. The Academy will not admit external applicants into its sixth form unless it is undersubscribed by pupils progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum





Chelsea Academy specialises in the sciences.

academic entry requirements for entry. In addition to the minimum academic entry requirements for the sixth form, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and website and in the LA composite admissions prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements, places will be offered according to the following criteria in the order shown:

- (1) Young people who are in public care or who were in public care but ceased to be so because they were adopted or became subject to a residence or Special Guardianship Order.
- (2) The applicant's suitability for the course for which application is being made.

Details relating to prior attainment requirements (for external applicants) will be required on a supplementary application form

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants and those existing Chelsea Academy pupils refused admission into the sixth form.

Holland Park School



Holland Park School is a vibrant central London comprehensive school, judged by Ofsted in May 2011 to be outstanding. The school enjoys a stunning new building located alongside Holland Park.

It is designated a Humanities Specialist School, with English as its leading subject. Holland Park School is oversubscribed in all years; has outstanding results at GCSE and A level; and its value added is in the top three per cent of all schools nationally.

The school holds the following awards: Specialist School Status, Artsmark, Sportsmark, Inclusion Mark, The Princes Teaching Institute, Healthy Schools, FMSIS and IIP.

In addition, Holland Park has achieved the Royal Borough of Kensington and Chelsea's Excellence in Leadership Award; is a partnership school with Cambridge University; was listed in the top ten most successful Humanities Specialist Colleges; and features in the Good Schools Guide.

The following is an extract from the school's most recent Ofsted report:

"Holland Park School provides an inspirational climate for learning within a safe environment. Exceptional leadership and dedicated staff have secured key improvements since the last inspection, such that it is now an outstanding school."

"The inspirational leadership of the head teacher has ensured that those aspects of the school which were found to be outstanding at its last inspection have been securely maintained and built upon."

The full report can be accessed via the school's website.

A New Holland Park

In Autumn 2012 the school moved into its brand new, state of the art building, and students now benefit from an exceptional learning environment. By November 2013 all the external play and sports



areas will be complete. Specialist teaching rooms and laboratories, a 25m competition swimming pool, dance studios and recording studio, are just some examples of the learning and activity spaces available to students studying at Holland Park.

Aims

The school aims to provide a secular, safe, secure and well ordered environment in which all students can learn effectively to achieve their full potential. Life at Holland Park means commitment, formality, passion, drive, attention to detail, academic rigour, aspirational targets and a fundamental understanding that beneath all of this challenge beats the individual human heart that needs nurturing.

Organisation

Students are organised into one of our five 'Houses', each comprising 12 mixed age, mixed ability tutor groups. Students are organised for learning by ability in all subjects.

All students complete homework regularly. They may use the well resourced library to do this before and after school. Provision is made literacy and language needs and students with Special Educational Needs, either within classes or in small withdrawal groups.

There is a daily personal, social, health and citizenship education lesson taught by tutors. The topics covered include health and sex education, study skills, ethics, citizenship and careers guidance. We run a two-year Key Stage 3 curriculum, allowing students in Years 9, 10 and 11 to study and complete a wide range of accredited GCSE and BTEC courses.

Pastoral care and discipline

All students meet their tutor every day. Tutors oversee students' welfare and well-being, progress and achievement, attendance and punctuality. We have a Code of Conduct which sets out our expectations of behaviour very clearly. We expect and maintain a positive, well-ordered, well-mannered and purposeful learning environment. This is confirmed in our Home-School Agreement; each parent and child signs this document prior to admission.

Parental involvement

All parents receive a Parent Planner at the start of September. This keeps parents informed of all events throughout the school year. All parents are invited to attend our Parent Teacher Groups. These are important opportunities for consultation. We also

Holland Park School

An Academy for boys and girls

Head: Mr C Hall BA, FRSA

Associate Head: Mr D Chappell BA, FRSA

School Specialist Status Subject:

Humanities (with English as the lead subject)


DfE number: 207 4320

Address: Airlie Gardens, Campden Hill Road, W8 7AF

 020 7908 1000

 info@hollandparkschool.co.uk

 www.hollandparkschool.co.uk

 Notting Hill Gate (Central, District and Circle Lines), High Street Kensington (Circle and District Lines) and Holland Park (Central Line)

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

Open evening: Tuesday 17 September 2013 at 6pm

Open morning: Thursday 19 September 2013 at 9.15am to 11.15am

Deadline for art aptitude applications:

Friday 27 September 2013

Art aptitude test:

Saturday 12 October 2013 at 8.30am

Banding test: Saturday 30 November 2013

Admission limit for September 2014: 240

How places were offered for September 2013 (on offer day, 1 March 2013)

Total applications: 1074

Four places allocated to children with a statement of SEN.

Places were then offered as follows:

Visual Art aptitude category: Ten per cent (24 places) of the available places were offered to children that met the visual Art aptitude category. Allocations were made equally to each band where it applied or the adjacent band if no applicants remained.

Band A: 25 per cent – 11 siblings and 42 places offered up to 1.5239 miles in category (3ii).

Band B: 25 per cent – 16 siblings and 37 places offered up to 1.318 miles in category (3ii).

Band C: 25 per cent – 23 siblings and 30 places offered up to 0.9099 miles in category (3ii).

Band D: 25 per cent – 28 siblings and 25 places offered up to 0.8631 miles in category (3ii).

Appeals heard 2013: **32**

Successful appeals: **0**

Appeals heard 2012: **21**

Successful appeals: **1**

Appeals heard 2011: **33**

Successful appeals: **2**

Holland Park School

have a Parent Leadership Team that actively involves itself in the life of the school.

The school communicates regularly with parents keeping them up-to-date through a variety of publications such as our termly magazine, *Et Cetera*. All parents receive termly academic reports, which include their child's current working levels matched against predicted levels and grades.

Uniform

All students are expected to wear Holland Park's bespoke uniform. This consists of a dark grey suit for boys and girls, together with a blue shirt or blouse. Boys are required to wear a tie. All students are required to wear the school's outdoor coat. There is also a school bag, scarf and jumper/cardigan. Uniform is only available from the school's supplier (Stevenson's) and is of a high quality. Our Sixth Form students have a professional dress code similar to that of teachers and associate staff.

Assemblies

Assemblies contribute to the social, moral, spiritual and cultural education of young people. We regard assemblies seriously and have a planned annual programme. Music, video, quiet reflection and thought provoking themes are central to each presentation. All reflect the secular nature of the school.

Extra-curricular activities

Extensive use is made of the school's facilities for the wide range of clubs and activities that run after school. We are actively committed to sport and hold Sports Mark Gold. We enjoy high standards of performance in drama, dance, music and gymnastics. Our Art Gallery regularly exhibits the work of our students and local artists. We have a choir and a popular chess club. There are also wide ranging opportunities to join residential expeditions. Year 10 students complete a two week Work Experience, which takes advantage of our strong links with local businesses. Employers are encouraged to come into school to contribute to curriculum development and provide direct support for students and staff.

Commitment to equality

With students representing over 100 nationalities and speaking more than 70 languages, we share personal connections across the globe and celebrate together our cultural diversity.

More information about Holland Park School, including the Prospectus, can be obtained from the school on request or via our website: www.hollandparkschool.co.uk.

Admissions criteria September 2014

Year 7

Applicants with a signed Statement of Special Educational Needs (SEN) which names Holland Park will be placed at the school via the SEN process as set out in Section 324 of the Education Act 1996.

Applicants are asked to read carefully all the information set out in the following paragraphs though not all of it may seem relevant to their application.

The admissions number for Holland Park is 240.

Holland Park seeks to create and preserve a genuinely balanced intake which reflects its commitment to a comprehensive character. The school will therefore admit students to Year 7 in four bands of ability. Each band will comprise 25% of the intake after visual arts aptitude places have been allocated i.e., 54 places to each band. All applicants must take the standardised test to be allocated a band and the date will be published in the Royal Borough's booklet and notified to parents in writing.

Holland Park School has a particular expertise in the teaching of the visual arts and will offer up to 10% of the total admissions number (24 places) to applicants who can demonstrate an aptitude and capacity to succeed in the visual arts, especially art and design. Applicants for those places must complete a supplementary information form to register and submit by the 27 September 2013. There will be an assessment by the school of the child's potential and applicants with an aptitude test score of more than 20 points (out of a possible 40) will be placed in descending order with the highest score receiving priority. All visual arts applicants that take the test will be notified of their score before the national closing date for applications.

Applicants that submit a preference for Holland Park on the Common Application Form by the national closing date will automatically be considered for a place within their ability band under the general admission criteria described below. This also applies to unsuccessful visual arts applicants.

Holland Park has for a number of years been heavily over-subscribed. If in 2014 there are again more applications to the school than there are places





Holland Park School is a vibrant central London comprehensive school, judged by Ofsted in May 2011 to be outstanding.

available, the Governors* will allocate places in accordance with the following order of priority.

1. Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to residence orders or special guardianship order immediately following having been looked after. The child's social worker must submit a letter with their application confirming the legal status of the child and the local authority to whom the child is/was in care and quoting the child's full name and current address.
2. The Governors* may, on an individual basis, give priority to applicants who can demonstrate that admission to Holland Park is necessary on the grounds of professionally supported medical/social needs. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or

social worker, which must not be more than six months old. All information submitted will be regarded as confidential.

Only a small number of the places available in each band will be taken up by the categories of applicants described in category (1) and (2). For the majority of applicants to Holland Park the criteria set out next are the ones which are most likely to be relevant.

When the applicants referred to in the two preceding paragraphs have all been offered places, the remaining places in each of the four bands will be offered in following order of priority.

**On 15 November 2012 the Royal Borough of Kensington and Chelsea cabinet agreed for Holland Park to become an academy from September 2013. The governing body will therefore be responsible for the admission arrangements from this date which will also apply to admission for 2014.*

- 3.(i) To brothers and sisters of children already on the roll of the school who are expected to still be attending the school from September 2012 (including the sixth form). This includes half

Holland Park School



brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer partner provided that they live at the same address as the applicant.

- (ii) To applicants who attend a primary school in the Royal Borough of Kensington and Chelsea on the closing date for applications for places in the admissions year.

If, in any of the bands, there are more applicants than places available in either category 3(i) or 3(ii), places will be offered first to children who live nearest to the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order.

Routes will be measured to four decimal places (if necessary). If in the unlikely event that two or more applicants live at exactly the same distance from the school the offer of a place will be decided by random allocation.

If, in any of the bands, there are not enough children in categories (i) and (ii) to fill all the places in that band, the remaining places in the band will be offered to other applicants who live nearest the school in the manner described above regardless of which primary school they attend.

If an offer of a place is not accepted by an applicant the place will be offered to another applicant according to the same order of priority.

Twin and Triplets

If a tie-break involves twins or triplets, Holland Park will offer places over the published number to accommodate the children. Further places will not be offered until the school admissions limit reduces back to 240.

Ability banding test

Your child must attend the school to take the banding test on **Saturday 30 November** in the morning. Failure to attend will mean your child will not be allocated to an ability Band. As the school is always heavily oversubscribed, those not allocated to a Band will not be offered a place, even if they have a sibling or live very close to the school.

Holland Park School will write to you (and email you if you have provided an email address in your application) with arrangements for the test and the



time your child needs to arrive at the school. If you do not receive communication from the school by **Thursday 28 November**, you will need to either contact the school on **020 7908 1000** or the Royal Borough's Admissions Team on **020 7745 6432**. The school will have a list of all those that have named Holland Park School as a preference in their application. Even if you do not receive your letter, your child's name will be on the school's application list and they must turn up for the test. If there are exceptional reasons why your child cannot attend you will need to contact the school or the School Admissions Team for advice **before** the test date.

The banding test is not an entry test. There is no 'pass' or 'fail' and a child's score does not determine whether he/she will receive an offer of a place. The test is used to ensure that the intake to the school represents the ability range of the cohort applying. The test gives an indication of the child's current ability to reason using words and numbers. Applicants are ranked on the basis of their score in the test relative to other applicants who took the test. There are four ability bands, A, B, C and D. Offers are made equally within each band (25 per cent) in accordance with the admission criteria.

Art aptitude test

If you have decided to apply for an Art aptitude place you must complete the supplementary form to register. The form can be obtained from the school, the school's website, the School Admissions Team or online at www.rbkc.gov.uk/schools/admissions. This form must be returned to the school before the closing date, Friday 27 September 2013. The aptitude test will take place on Saturday 12 October 2013 in the morning. The same advice applies as above for the arrangements for the test.

A child with aptitude is one who is identified as being able to benefit from teaching in a specific subject, or who demonstrates a particular capacity to succeed in that subject. Selection by aptitude allows up to 10 per cent of the total 240 places available. Each applicant will receive a score out of 40 and only those with a score of 20 or more will be considered for an Art aptitude place.

Year 7 – Waiting list

After Year 7 has begun, visual arts aptitude and allocated bands will no longer apply. Those who have requested to go on the waiting list will be ordered as described above in 1, 2 and 3(i). After that, priority will be to applicants who live nearest the school in the way described above.



Years 8–11

If there are more applications than there are places available in these years, priority will first be given in the way described above in 1, 2 and 3(i). After that priority will be given to applicants who live nearest the school in the way described above.

Year 12

Holland Park has places for about 230 pupils in its sixth form. The school expects to admit a maximum of 100 pupils from other schools in Year 12, though this number may be exceeded if sufficient places remain once the demand for places from young people already at Holland Park School has in the view of the school been met. The availability of places in Year 12 for particular subjects will depend on the number of young people coming forward from Holland Park: priority will be given to these.

The school will only consider applicants for courses which it has published as being available and will not make other courses available at the request of applicants. All places will be offered conditional on applicants meeting the school's entry requirements for the courses.

In the event of there being more applicants from outside Holland Park than there are places available, places will be offered according to the following criteria in the order shown.

1. The applicant's suitability for the course for which application is being made.
2. The applicants considered suitable who live nearest to the school. Nearness to the school will be measured in the same way as for Year 7 (see above).

Kensington Aldridge Academy



“Everyone has the right to expect an exciting, engaging education, regardless of who they are, or where they live. There will be no limits to what Kensington Aldridge Academy students can achieve.”

Sir Rod Aldridge OBE, *Founder of the Academy's sponsor the Aldridge Foundation*

Overview

Kensington Aldridge Academy (KAA) is a brand new 11-8 school opening to Year 7 in September 2014. First entry into the sixth form will be from September 2016.

This new academy will offer a rich, varied curriculum, offering a full range of GCSE and A-Level subjects and promoting excellence in English and mathematics. We will specialise in performing and creative arts and will excite our students with expert teaching of music, drama, art and design, providing

them with access to first class facilities, including our theatre and visual arts studios.

Our curriculum will challenge students to extend their thinking and develop their own passion for learning and enquiring minds. They will be confident, creative learners, who see problems as puzzles to be solved and mistakes as opportunities to improve. We will focus on developing entrepreneurial attributes in our students and, as the academy grows, we will also encourage entrepreneurship in the local area - providing students and the community with support to develop business and social enterprise ideas.

The Academy is sponsored by the educational charity the Aldridge Foundation, who sponsor four other academies in England, and is co-sponsored by RBKC. The Educational Advisory Partners for the school include the two independent schools Charterhouse and Godolphin & Latimer, who will provide curriculum support to accelerate our students' learning and assist with their university preparations, as well as our arts partners the London Academy of Music and Dramatic Art and the Royal Academy of Dance.



Aims

“There is only one twenty first century skill: the ability to act intelligently when you are faced with a situation for which you have not been specifically prepared.”

Seymour Papert, *Professor Emeritus at the Massachusetts Institute of Technology*

We aim to develop our students into confident, articulate young people, equipped with the knowledge and skills they need for university and employment, and to be successful whatever the complex, modern world throws at them.

All students will be treated as intelligent and individual and will go on to achieve beyond their expectations. They will become independent and entrepreneurial, having the practical skills to access every opportunity they want in life. They will be responsible, respectful citizens, having a strong awareness of the rights of others and a clear understanding of the rewards of active citizenship.

Learning and Teaching

“The academies movement has given teachers the opportunity to become curriculum innovators to a greater, and more exciting, extent....for example the pioneering work done by David Benson at the Ark Academy in Wembley which he will now have the chance to extend to more students as the new principal of Kensington Aldridge Academy.”

Michael Gove MP – *Secretary of State for Education*

Learning and teaching is the core business of any school. At KAA we will ensure students have a consistent diet of outstanding lessons, across all subjects and classrooms. We aspire to the very highest standards in teaching, and have a proven record of achieving them in other schools.

We will have a strong focus on English and mathematics, committing extra time to these subjects. We will also emphasise the humanities and modern languages, believing that these subjects develop the critical-thinking and analytical skills that universities and employers want, as well as giving students a fuller understanding of the world around them.

Alongside a variety of academic options, KAA will provide a range of quality vocational opportunities,



Kensington Aldridge Academy

An Academy for boys and girls

Principal Designate: David Benson

School Specialist Status Subject:

Performing and Creative Arts

DfE number: To be confirmed

Address: Silchester Road, W11



020 7297 0340



kaa.enquiries@aldridgefoundation.com



www.kensingtonaldridgeacademy.co.uk



Ladbroke Grove and Latimer Road
(Hammersmith and City Line and Circle Line)



295, 52, 23, 7

Admissions limit for September 2014: 180

Open Evenings:

Wednesday 18 September and Wednesday
25 September 2013 at 4pm to 8pm at Avondale
Park Primary School

Kensington Aldridge Academy

based firmly on our focus on entrepreneurship and performing and creative arts. We will forge links with local businesses and organisations, helping students to gain the experiences necessary to ensure they leave the academy 'life ready', 'work ready' and independent.

The House System & Behaviour

The academy will operate a House System. Every student will join one of our Houses which will, as the Academy grows, become mixed age, with older students mentoring younger students and encouraging their all-round development. Houses will promote a sense of belonging and healthy competition between students – with sports, music, drama, debating and arts competitions running each academic year.

We have very high expectations of all our students in terms of behaviour, attendance and punctuality. The academy promotes positive behaviour for learning and this will be emphasised in our system of rewards and sanctions.

Uniform

We are proud of our young people and encourage them to be proud of their school and their community. One key aspect of this is that all of our students will wear a smart uniform. This promotes safety, a sense of community and demonstrates that students are ready to work.

Admissions

The Academy is non-selective and follows the standard admissions policy within the Royal Borough of Kensington and Chelsea. This means that places will be allocated according to proximity to the academy.

The Admissions number (the maximum allowed in each year) for the academy is 180. Where the number of applications for admission is greater than this, applications will be considered against the criteria set out below. After the admission of students with a statement of Special Educational Needs where Kensington Aldridge Academy is named on the statement, the criteria will be applied in the order of priority as set out below:

Oversubscription Criteria

- a) Children in Public Care, also known as Looked After children, to include, children who were looked after, but ceased to be because they were

adopted, or became subject to a residence order or special guardianship order.

- b) Children who live in the defined priority area who have a sibling at the Academy at the time of admission (Map of priority on page 29)
- c) Children who live in the defined priority area who live nearest the Academy. Distances will be calculated using a straight measurement from the home address to the centre point of the Academy
- d) Children who live outside the defined priority area who have a sibling at the Academy at the time of admission
- e) Children who live outside the defined priority area who live nearest to the Academy. Distances will be calculated using a straight measurement from the home address to the centre point of the Academy

For the purpose of criterion (a) The child's social worker must submit a letter confirming the legal status of the child and the local authority to whom the child is/was in care and quoting the child's full name and current address. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in section 22(1) of the Children Act 1989). An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

For the purposes of criterion (b) and (d) above, a sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/ carer's partner and in every case, the child should be living at the same address. The sibling must be in school at the time of application and be likely to remain in the school at the proposed date of admission.

For the purpose of criteria (b) and (c), the defined priority area includes addresses located on both sides of the boundary roads.

For the purpose of criterion (c) and (e) above, nearness to school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest



priority. Accessibility by car or public transport will be disregarded. If two or more applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor by ascending flat number order.

Routes will be measured to four decimal places (if necessary). If in the unlikely event that two or more applicants live at exactly the same distance from the school the offer of a place will be decided by random allocation.

Where a student lives for part of each week at different addresses, the 'home' address shall be the address that the pupil spends the majority of the school week.

If a tie-break involves twins or triplets, the Academy will offer places over the published number to accommodate the children.

Not with-standing the above arrangements, The Secretary of State may direct the academy to admit a named student on application to the Local Authority; before doing so the Secretary of State will consult with the academy.

Year 7 waiting List

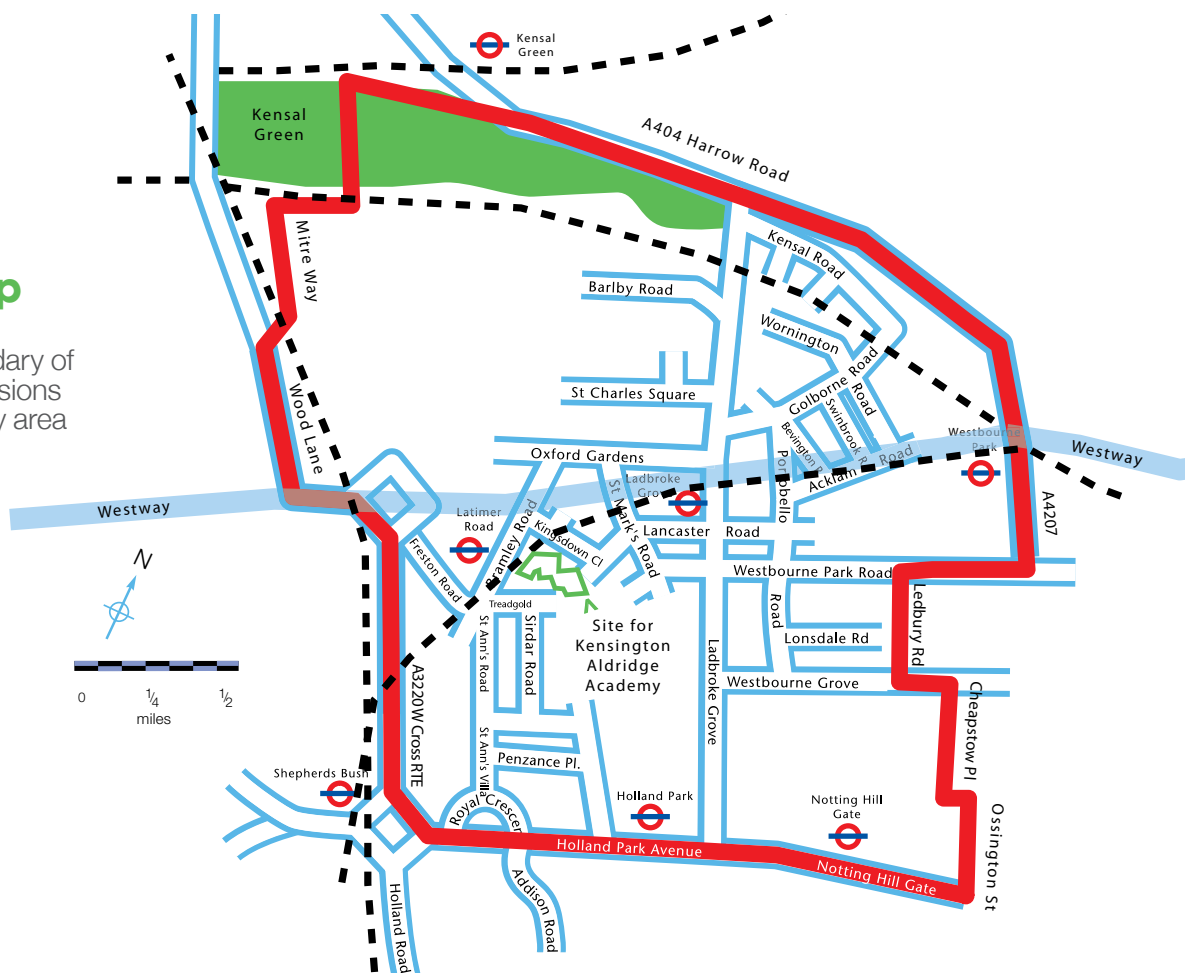
Where in any year the Academy receives more applications than places available, a waiting list will be in operation and ordered in accordance with the oversubscription criteria (5). The list will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. You will need to contact your Home LA if you would like to either make a late preference for your child or to be added to the waiting list if you have already applied.

Right of Appeal

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the School Standards and Framework Act 1998. For appeals to be heard by the end of the summer term, they must be lodged within 20 school days from the receipt of the Home LAs notification letter. If you would like to appeal please contact the Royal Borough of Kensington and Chelsea School Admissions department, who will inform you in the first instance.

Priority area map

 Boundary of admissions priority area



Sion-Manning RC Girls School



“The teachers support you a lot to make you feel happy” Menha 7N

Sion-Manning was recognised by Ofsted in April 2013 as a good school.

“Teachers provide a positive environment for learning; students have very positive attitudes towards learning, and as a result, teaching is consistently good and sometimes outstanding.”

“Attainment is above national averages in most subjects, and students make good progress.”

“Students’ spiritual, moral, social and cultural development is effectively promoted through inspirational teaching, assemblies and visits. Their behaviour is good, they say they feel safe, and their positive relationships contribute strongly to their learning.”

“The headteacher’s high expectations ensure that Sion-Manning continues to improve. Leaders and managers at all levels share an ambitious vision. This is reflected in the accurate and regular checking of the school’s work including students’ achievement and the improvements in teaching.”

“Students say that the school provides a safe and welcoming environment so that no form of bullying is acceptable.”

“The school works well with parents to support their children’s learning. School evidence show that parents have few, if any, concerns.”

“Students behaviour is good. They have good relationships with each other and work productively in groups.”



We are an inclusive school; whilst priority is given to Catholic applicants we welcome applications from all communities.

Sion-Manning is a community of learners founded on the values, beliefs and practices of the Catholic Church. As a life giving dynamic community which embraces diversity, innovation and achievement. Our girls are the leaders of tomorrow and we count ourselves as privileged in sharing, in their journey, alongside their parents.

Our faith is at the heart of all we do, the touchstone of our day to day life and we aspire to become a living expression of the Gospel within our community. We are proud to be an 'Outstanding Catholic School' for two consecutive inspections.

Teaching and learning

Our GCSE results are increasing rapidly. We expect all our families to make an unreserved commitment to the learning, progress and achievement of their daughters. Learners have the opportunity to progress and gain GCSE validation at a pace that is appropriate for them including Year 7. Our girls complete a two year KS3, allowing them to begin their GCSEs in Year 9. Where appropriate, girls are also entered early for a number of different GCSE examinations, including modern languages, English language and maths. This will require those involved to make considerable commitment to learning out of normal timetable time with the support of their family.

The school has specialist tutors in English and Maths who provide 1:1 tuition for those girls who may need extra support. This is funded by the school.

Assessment is a regular feature of teaching and learning and each half term parents are informed of their daughter's progress and attainment at the end of that half term. A strong partnership between school and home is essential in ensuring the girls leave this community with the maximum opportunities to create a better life for themselves.

Scholarship programmes

Sion-Manning has in place a scholarship programme for pupils who are gifted in Art, Music, English, Maths, Science and Religious Education. There are up to 10 places in each subject.

Only girls who have been offered and accepted a place at the school will be eligible to apply for a scholarship. Entry for a scholarship place will be through competitive selection during the first half of the Autumn term.



Sion-Manning RC Girls School

**Roman Catholic School for girls
(voluntary aided)**

Head: Mrs C Leach MA BA NPQH

DfE number: 207 4801

 020 8969 7111 / 020 8969 5119

 info@sion-manning.org.uk

 www.sion-manning.org.uk

Address: St. Charles Square, W10 6EL
Ladbroke Grove (Hammersmith and

 City Line, Circle Line)

 7, 23, 52, 70, 295, 452, 316

Admissions limit for September 2013: 120

School Specialist Status Subject: Visual Arts

School visiting dates:

Monday 23 September 2013 at 6pm to 8pm

Thursday 26 September 2013 and Thursday 3

October 2013 at 9am to 12pm

Saturday 28 September 2013 at 10am to 12pm

How places were offered for September 2013

Places available: 120

Number of applications received: 132

Places were offered to:

- all Catholic applicants
- those of other faiths
- those of no faith.

There have been no appeals lodged over a 3 year period.

Sion-Manning RC Girls School

Sion-Manning acknowledges and nurtures excellence in all subjects. Scholars will set the standard for other girls in their year groups to follow and encourage achievement in all areas of school life.

The Scholarship programme aims to improve confidence, skills and subject knowledge through a range of privileges depending on the department offering the scholarship.

As an incentive and a reward for their hard work Scholarship girls will be given a bursary to cover half the cost of a school trip to Barcelona or Paris.

Pastoral care and support

We offer a well-structured system of care and support for the girls. The girls work within a year team structure; each year team is led by a Lead tutor and team of tutors. Your daughter's tutor is your first point of contact, the day starts with time as a tutor team with their tutor and ends in the same arrangement. The year team of girls meet weekly for their assembly where girls receive merits, rewards and other incentives. All the Year teams are supervised by an Assistant Head and the Deputy Head who work together for the benefit of the girls.

The tutor teams are all experienced professionals and specialists in their own subject area. Attendance, punctuality, behaviour and all aspects related to learning progress and achievement are monitored on a half termly basis.

We recognise that being a parent brings challenges as well as rewards; we have a specialist team offering an extensive range support for both children and families at difficult times.

Parental involvement

Five minutes a day spent talking to your daughter about her progress, achievement and grades can add half a grade improvement to the final GCSE grade in any subject. If you were in any doubt about your role I hope this shows how important you are to your daughter's final achievements.

We meet as a team, parents and school, once each half term where you will receive a detailed progress report which shows your daughter's achievements now, compared to her targets and her grades at the last tracking.

During the year there are drama productions, art exhibitions, and musical evenings to showcase our girls' talents to parents and the community.

Learners with a statement of special educational needs

For learners with particular and specific learning or medical needs individual support is given both in and out of the classroom. Statemented children and children identified with additional SEN support needs receive appropriate support.

Working together is essential if we are to ensure your daughter's needs are met and she too makes appropriate progress to achieve the best level/grade possible. Every parent has hopes and dreams for their child and we are here to work with you to make that dream a reality as far as possible

Homework support

Every year team offers dedicated time at least once a week for homework support, including for those children with special educational needs to enable them to complete any tasks or allocated home learning.

We set and expect all the girls to do their best in completing homework. Supervising your daughter whilst doing home learning ensures sufficient quality and quantity, it is an essential in your role as parents.

The Learning Resource Centre (LRC) stays open four nights a week, after school to enable the girls to access any resources or materials they may need as part of their home learning.

Learners with a Statement of Special Educational Needs

Sometimes we are faced with challenges which need more than just a short-term solution. Individual support is given in the classroom for statemented children and those learners with particular and specific learning or medical needs. Similarly, learners who are identified as school action plus receive appropriate support. Working together is essential if we are to ensure your daughter's needs are met and she makes appropriate progress to achieve her best. Every parent has hopes and dreams for their child, and we are here to work with you to make that dream a reality as far as possible.

Homework support

Every Year Team offers dedicated time at least once a week for homework support. For those children with special educational needs, help is available from the SEN Team at the end of each day to enable them to complete any tasks or allocated home learning.



We expect all of the girls to do their best in completing homework. Supervising your daughter whilst doing home learning ensures sufficient quality and quantity; it is an essential in your role as parents. The Learning Resource Centre is available after school to enable the girls to access any resources or materials they may need as part of their home learning.

After school activities

There are many activities and clubs running each night throughout the year. These include a wide range of PE activities e.g. archery and basketball, science club, film club, chess club, maths club and philosophy.

ICT

ICT is a major driver of change in our learning community. All our girls should have access to a computer at home and for those who need some help with this we operate a home loan scheme, access to this knowledge is an entitlement for everyone. Funding for the home loan scheme is provided by the school.

Behaviour

We expect the highest standards of behaviour from learners within the community. We celebrate successes, for example, with certificates, VIVO points, notepads, praise pens, positive phone calls home and end of year trips. There are also consequences for those who choose not meet the expectations of our community. No one has the right to interrupt the learning and well-being of another in the community, either adult or other child, and therefore our response will be clear and unequivocal. We expect our parents to support us in this without question or reservation.

Come and meet

Visits by perspective parents are actively encouraged. Additionally, we meet with our parents and their daughters to give each family some special time to talk about their daughter, their hopes and dreams and anything else they might want to share prior to their start at school. If we are to work together as a team then this initial time together is invaluable. It allows us to get to know each other, establish a trusting relationship and share all those things that will make the difference to a successful start to their daughter's new future.

The view from year 7.

"The teachers support you a lot to make you feel happy" Menha 7N

"I love coming to school because I learn a lot and I enjoy all lessons" Rahma 7S

"If you need help with your homework or classwork then you can go to drop in sessions after school" Jhada 7I

"All staff are helpful, caring and respectful to everyone" Jerusalem 7N

"The teachers have helped me achieve my levels" Fai 7N

Admission Criteria 2013

Sion-Manning RC Girls School was founded by the Catholic Church to provide education for children of Catholic families.

Whenever there are more applications than places available, priority will always be given to Catholic applications, who will be required to provide a reference from a Catholic priest as to their catholicity.

The governing body of the school has sole responsibility for admissions to the school. It intends to admit 120 pupils to year 7 in the school year commencing September 2013.

All applicants complete the school's own application documentation, which includes providing (as and when appropriate) evidence of Catholicity by means of the priest's reference form (Section B) in addition to the home LEA's common application form.

The timetable for applications to the school will be in accordance with that published for the Pan-London coordinated admissions.

Oversubscription Criteria:

When the number of applicants exceeds the admission number, offers of places are made using the following criteria in order of priority:

1. Catholic "looked after" girls and Catholic girls who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after.

Sion-Manning RC Girls School



2. Baptised Catholic girls from practising Catholic families whose applications are supported by the Diocesan Priest's Reference Form
3. Other baptised Catholic girls
4. Other "looked after" girls who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after.
5. Catechumens and baptised girls of Eastern/ Orthodox Churches where the application is supported by their priest
6. Girls from Christian families where the application is supported by a reference from a minister of religion.
7. Girls from families of other faiths where the application is supported by a reference from a religious leader
8. Any other girls

Exceptional Need

The governors will give top priority in any category, after the appropriate category of looked-after girls to girls whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only

be met at this school, the Governing Body will require compelling written evidence at the time of application from an appropriate professional e.g. doctor, priest or social worker.

Priest's reference

It is normal for the priest's reference to be completed by the priest of the parish which parents/guardians reside.

It is acknowledged, however, that some applicants may not be known in what might be termed their home parish. In such instance, such persons are free to nominate a priest of their own choice to complete the priest's reference form.

Tie-break

Distance will be measured from the main entrance of the school to the applicant's front door. In the case of flats, measurement will be to the front door of the flat within the building.

Home address is defined as where the child lives for more than 50% of the school week. If a situation arises where two or more children from a family are competing within the same potential year group for a single remaining place, this will be resolved by random allocation i.e. lottery, in the presence of an independent witness. In the case of a number of addresses in a block with the same geographical reference, priority will be determined by random allocation.

Twins and Multiple Births

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If one girl is offered a place and there are insufficient places available for the others, the Governing Body will agree to exceed the published admission number and admit the additional girls.

Waiting Lists

Where an application for Year 7 is unsuccessful, parents/guardians may request the child's name to be placed on a waiting list.

Applicants will be drawn from the waiting list in accordance with the school's oversubscription criteria and not in the date a particular name was placed on the list. The waiting list remains open at all times to fill any vacancies which may occur – whether it is in Year 7 or any other year – as time progresses.



From time to time, parents/guardians are asked if they wish their child to remain on the list. Casual admissions are also filled in accordance with the published oversubscription criteria.

Change of details

If any of the details on your form change between the date of application and the receipt of the letter of offer or refusal, you must inform the School immediately. If misleading information is given or allowed to remain on the form, governors reserve the right to withdraw the place, even if the child has already started at the School.

Fair Access

The school is committed to taking its fair share of [children] who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

In Year Admissions:

Applications for In-Year admissions are made directly to the school and if there is no waiting list, a girl will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic girls without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' girls similarly, other [children] without an offer of a school place are given priority immediately after other 'looked-after' girls. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and make an offer.



Admissions Appeals

Parents/guardians who are unsuccessful in their daughter's application have the right to appeal to an independent admissions appeal panel, in accordance with the provisions of the Code of Practice; School Admission Appeal.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. Details of this separated procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN you must contact your local authority SEN officer.

Notes:

For the purposes of admission criteria, the term 'Catholic' is taken to denote a baptised person who is in full communion with the Catholic Church, that is to say, a member of any Catholic Church that is in full communion with the See of Rome.

Membership of Catholic Church is gained by Baptism in that church; it can also be gained by other baptised Christians who are subsequently received into the Catholic Church.

'Practising' means attendance at Mass on Sunday and Holy Days of Obligation.

St. Thomas More Language College



Aims

The college's aims can be summed up in its Mission Statement – which can be found in the school's own prospectus and on their website.

We are a community living and growing in the Catholic faith. The life and teaching of Jesus Christ are the foundation of all we undertake.

We expect all members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy education
- honour the aims and purposes of the college.

In this way we are Serving God and Striving for Excellence in everything we do.

Organisation and curriculum

The pupils are divided into tutor groups and are taught in 'sets', or mixed ability groups, according to subject following a broad and balanced curriculum.

The college has a clearly defined Home Learning Policy which parents are required to support. Opportunity to complete homework is provided in the College Library and in the Study Club after school. Sex Education forms part of the Pastoral, Science and Religious Education Curriculum and follows the guidelines set by the Education Service of the Diocese of Westminster.

Career education is provided through the Pastoral Curriculum in all year groups and two weeks Work Experience is arranged for all Year 10 pupils. A programme of enrichment activities for gifted pupils is arranged by the Gifted and Talented Coordinator; additional support is available to help pupils with special needs and disabilities.

Additional support and programme for our Pupil Premium cohort of students.

At the start of the summer holiday we have a summer school for the students in Year 6 who will join us in September. This is a great week full of activities, fun and fellowship and assists the transition to secondary school.

Pupils are guided in planning their post-16 education and they are encouraged to continue



with their studies in a Catholic sixth form e.g. St. Charles Catholic Sixth Form College.

Subjects available

Key Stage 3

- A) National Curriculum and Core Subjects
Religious Education, Mathematics, Science, English, and Modern Foreign Language.
- B) Foundation Subjects
Art, Geography, History, ICT, Music, Physical Education and Technology.
- C) Pastoral Curriculum
Citizenship, Personal, Social Health, Economic Education and Enrichment drop down days.

Key Stage 4

- A) National Curriculum and Core Subjects (leading to GCSE or equivalent)
Religious Education, English (language and literature), Mathematics, Science (double or triple).

All students follow a Physical Education programme and ICT is integrated across the curriculum.

- B) Option Subjects (leading to GCSE or equivalent)
Subjects are chosen from Art, Business Studies, Economics, Geography, French, German, Spanish, History, Information and Communication Technology, Sports Science and Technology.

- C) Pastoral Curriculum
Citizenship, Personal, Social, Health, Economic Education and enrichment drop down days.

Pastoral care and discipline

The pastoral care and discipline of the college is maintained through establishing a genuine partnership with parents. All parents are fully informed about the aims and the ethos of the college and are asked to sign a written agreement in which they agree to support fully the academic and pastoral procedures.

Pastoral care is organised through the year system. Each year group has an experienced Head of Year who works closely with the form tutors. A framework of rules has been worked out to ensure that discipline and good order prevail, so that an atmosphere of learning can be guaranteed. The college student planner is an important means of communication between parents and the college.



St. Thomas More Language College

Roman Catholic School for boys and girls (voluntary aided)

Head: Dr T Papworth, Ph.D., MBA, NPQH, MA

School Specialist Status Subject: Languages

DfE number: 207 4681

Address: Cadogan Street, SW3 2QS

020 7589 9734/020 7823 7868

info@stm.rbkc.sch.uk

www.stmlc.co.uk

Sloane Square, South Kensington (District and Circle Line)

11, 19, 22, 137, 211, 265, 319, 360, C1, C10

Admissions limit for September 2014: 120

School visiting dates:

Thursday 12 September 2013 from 4.15pm

Wednesday 18 September 2013 from 4.15pm

Banding test dates:

Monday 11 to Friday 15 November 2013

How places were offered in 2013:

Number of applications received: 609

Places were offered as follows:

Band 1: 30 places offered under Criterion 2;

Band 2: 57 Places offered under Criterion2; (plus 3 students with SEN).

Band 3: 30 places offered under Criterion 2;

Appeals lodged: **14**

Appeals heard 2013: **10**

Successful appeals: **0**

Appeals heard 2012: **20**

Successful appeals: **2**

Appeals heard 2011: **18**

Successful appeals: **1**

St. Thomas More Language College



Chaplaincy

We are very fortunate to have a priest as a full time Chaplain working in the College. The Chaplain celebrates Mass each day in our Chapel and is available to celebrate the Sacrament of Reconciliation whenever a student or member of staff asks. Our Chapel is open each day for reflection and prayer offering a calm oasis in the midst of life. The Sacramental life of our community is guaranteed and strengthened by the ministry of our Chaplain.

Parental involvement

Parents' evenings are organised to discuss pupils' progress with subject teachers and Heads of Year, and are available by appointment for individual interviews.

There are annual and interim reports in all subjects. Parents are encouraged to comment on their child's work through work reviews and by regular monitoring of the college student planner.

Assemblies

A formal assembly is held once a week for each year group; when not in assembly, each form has its own Act of Worship. Every pupil is expected to take part in assemblies and Acts of Worship.

Uniform

All pupils are expected to wear full uniform at all times.

Extra-curricular activities

The college provides a full programme of activities to enrich the curriculum. These include sports clubs, language clubs, a choir and a Key Stage 3 Debating Club. A wide range of

college trips are organised to the local museums, galleries and other venues such as Kew Gardens. School journeys abroad and language exchanges take place each year. Enrichment days, where the normal college timetable is suspended, are also provided. UTOPIA is the name of the Catholic Club that runs a lunchtime meeting in the Chapel each week with special events organised by the Chaplain. Highlights have been our pilgrimages to Rome and Lourdes.



Admission Policy 2014-2015

St Thomas More Language College is a Catholic school for the education of Catholic pupils which is provided in accordance with the statement made by the Bishops.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Responsibility for the admission of pupils rests with the Governors, who will consider applications to the school made on behalf of eligible pupils by parents and guardians. As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Parents/guardians¹ who make an application to the school are invited to attend one of the school's Secondary Transfer Open Evenings, and priority will be given to applicants who are practising Catholics.

¹ Parent/Guardian should be defined as the person or persons who have legal responsibility for the child.

How places will be allocated

The Governors intend to admit the school's Published Admission Number (PAN) of 120 pupils in Year 7 each school year and, in doing so, will endeavour to preserve its comprehensive character by establishing a balanced intake across the ability range in the ratio 25:50:25. This will be achieved by the use of standardised verbal and non-verbal tests.

Should there be an oversubscription of children within a criteria listed below the Governors will first allocate places:

- To an application, where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical or pastoral need of the child, which can only be met at this school.
- Then to a sibling who will have a brother or sister² on the school roll at the time of admission or who is in the current Year 11 cohort at the time of applying.

- Then to those children attending our neighbouring school, St Josephs Catholic Primary School, Cadogan Street, Chelsea, SW3 2QT.
- Then to those pupils living nearest the school as measured by an electronic routeing method administered by Hopewiser Limited which measures distance 'as the crow flies' from each individual property. Should the distance be exactly the same applicants will be placed in order by means of a lottery which will take place in front of an independent witness – all applicants with matching distances are randomly selected via a tombola method and numbered in order of selection, the first applicant to be selected will precede the other applicant(s) with the same distance. A child is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.

Oversubscription criteria

1. Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.³
2. Practising Catholic⁴ children from practising Catholic families whose practice of their faith is supported by a written reference from their parish priest of the parish or ethnic chaplain of the community in which the family attend Sunday Mass weekly⁵ and a Baptismal Certificate.
3. Any other Catholic applicants⁶
4. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
5. Catechumens and members of an Orthodox Communion.
6. Children of other Christian⁷ denominations whose practice of their faith, and that of their parents/guardians, is supported by a written reference from their priest or minister in the community they regularly worship.
7. Any other applicants.

² Siblings include half and step brothers and sisters.

³ A looked after child means a child in the care of the local authority, within the meaning of Section 22 of the Children's Act 1989.

⁴ 'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

⁵ At least weekly attendance.

⁶ Includes non-practising Catholics.

⁷ Christian is defined as a member of a church which belongs to 'Churches Together in Britain and Ireland'.

St. Thomas More Language College



Application form and Priests reference

In order to make a full application, you should complete the school's supplementary information form (SIF) and return it to the Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. If you do not complete both the CAF and SIF and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Parents will receive a copy of the Diocesan priests' reference form with the application pack.

Waiting lists

Where an applicant is unsuccessful, parents/guardians may ask, in writing, for the child's name to be placed on a waiting list. The waiting list will be updated each term as and when vacancies occur and/or parents who have not previously made an application to the school submit an application. Length of time on the waiting list will not influence a child's chance of gaining a place. All applications on the waiting list, including late applications, will be judged against admission criteria as vacancies occur. Parents whose applications are unsuccessful are entitled, under the School Standards & Framework Act 1998 to appeal against the governing body's decision.

When a vacancy arises the school will allocate the place according to the oversubscription criteria and according to the band in which the vacancy has arisen.

Applications from twins or multiple births

If the offers of places result in the admission of one pupil of a multiple birth/twin and not others, the Governors reserve the right to offer places to all pupils of the same multiple birth/twin.

Pupils with a Statement of Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. Details of the procedure are set out in the DCSF Special Educational Needs Code of Practice. The parents of children with statements of SEN have access to a separate appeal mechanism (the SEN Tribunal) and not to the independent Appeal Panel established by the College's Governing Body.

Admission appeals

An independent admission appeals panel will be established to hear appeals concerning non-admission to the school in accordance with the provisions of the 'Admission Appeals Code'. Parents/guardians will be sent information regarding their right to appeal.

In-year admissions

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, the local authority will communicate the Governors' offer of a place to the family. If more applications are received than there are places available, applications will be



ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at the time, you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order which the applications are received. The waiting list is open to applicants all through the academic year. Names are removed from the list at the end of each academic year. When a place becomes available, the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions

round the governing body is empowered to give absolute priority to a child where admission is requested under a local protocol that has been agreed by both the Diocese and the

governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.



The Cardinal Vaughan Memorial School



The Vaughan School was founded in 1914 and is England's memorial to Cardinal Herbert Vaughan, the third Archbishop of Westminster.

Situated in Holland Park, West London, the School is one of the highest achieving State Comprehensives in the country. Awarded the Evening Standard Award for Academic Achievement and with Specialism's in Maths, Computing and Science, the Vaughan offers outstanding opportunities to its pupils both academically and in the fields of sports, music and the arts.

Our principal role, however, as a Roman Catholic school is to participate in the apostolic mission of the Church by providing a Catholic framework in which children may grow in their understanding and practice of the faith and in which they are prepared to undertake their responsibilities as Catholics in society.

Criteria:

The Cardinal Vaughan Memorial School is an oversubscribed Catholic boys' comprehensive school. There are 120 places in the First Form (Year 7) split into three bands of ability. The number of places available in each ability band is - Band 1 (above average ability) 30 places, Band 2 (average ability) 60 places and Band 3 (below average ability) 30 places. Places up to the admission number will be offered as described in part 1 below. Please also read part 2 of this Policy carefully for definitions of terms used as well as for more general information on admission procedure.

Part one - oversubscription criteria

If there are more applications for admission to the school than there are places available, places will be offered by band in the following order

- A. Catholic boys currently in public care or who were in public care but ceased to be so because they were adopted or became subject to a Residence or Special Guardianship Order. A letter from the boy's local authority must be submitted with the application stating the boy's legal status AND a copy of any relevant Court Order.
- B. Catholic boys from fully practising Catholic families. Applications in this group, group B, are given priority as follows:
 - 1. Catholic Boys from fully practising Catholic families who have applied for a Music Place. Twelve offers



will be made to boys with the highest score in the music aptitude test. The number of places available in each band is Band 1-3 places, Band 2-6 places and Band 3-3 places

2. Catholic Boys from fully practising Catholic families who are siblings of pupils or siblings of former pupils on the School roll.
3. Catholic Boys from fully practising Catholic families who are not siblings of pupils or siblings of former pupils at the School. Applications in this group, group B3, are given priority as follows:

First

Boys, baptised before 7 months old (or within 7 months of legal adoption)

AND who have made First Holy Communion.

Second

Other Catholic boys from fully practising Catholic families who have not been baptised within 6 calendar months of birth or legal adoption.

C. Other Catholic boys

D. Boys who are not Catholic who are currently in public care or who were in public care but ceased to be so because they were adopted or became subject to a residence or special guardianship order.

E. Other boys who are not Catholic

If there are more boys in any group than places available, remaining places will be offered by random allocation

On the basis of last year's admissions, it is likely that all places will be offered to boys in groups A, B1, B2 and B3 (First)

Part two – general information

Application Forms

You **MUST** complete a school application form, which **MUST** be sent back to the school address, and a Common Application Form (CAF), which **MUST** be sent back to your home borough, by the closing date.

Children with Statements of Special Educational Needs

The admission process for children with statements of SEN is separate from the process set out in



The Cardinal Vaughan Memorial School

Catholic school for boys (voluntary aided)

Headmaster: P Stubbings Esq.

DfE number: 207 5402

Address: 89 Addison Road, London W14 8BZ

020 7603 8478

admissions@cvms.co.uk

www.cvms.co.uk

Holland Park (Central Line), Shepherd's Bush (Central, Hammersmith and City lines)

12, 49, 94, 220, 295

Admissions limit for September 2013: 120

Open evenings:

Thursday 19 and Tuesday 24 September 2013 at 4pm, 5.15pm and 6.30pm

Ability banding test (and aptitude test for Music applicants):

Monday 4 November 2012 at 1pm
(Non-Music applicants)

Monday 4 November, 2012 at 9am
(Music applicants)

How offers were made in 2013:

Boys with statements of SEN placed at the School - **4**

Criterion A (Catholic boys in public care) – **3**

Criterion B1 (Music places) – **11**

Criterion B2 (Siblings of pupils or former pupils) – **43**

Criterion B3 First (Catholic boys from practising Catholic families baptised within 6 months of birth who have made first Holy Communion) – **78**

Appeals heard 2013: **51**

Successful appeals: **2**

Appeals heard 2012: **70**

Successful appeals: **3**

Appeals heard 2011: **93**

Successful appeals: **4**

The Cardinal Vaughan Memorial School

this Policy. If your child has a statement, you must contact your home borough for advice on admission to secondary school.

Twins or Boys of Multiple Births

If the offer of places would result in the admission of one boy of a multiple birth and not others, the Governors reserve the right to offer places to all boys of the same multiple birth.

Words used in this Policy

Public Care – A boy in Public Care is one who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 of The Children Act).

Catholic – A member of a Church in full communion with the See of Rome, including members the Eastern Catholic Churches. Evidence of membership of the Catholic Church **MUST** be enclosed with the application form. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church or equivalent (a certificate of confirmation in a Catholic church, a certificate of marriage in a Catholic church or, when there is a good reason why none of the above can be supplied, a sworn statement from a person who witnessed a baptism provided there is no conflict of interest) is acceptable.

Catholic boys from fully practising Catholic families – Boys who have attended a Catholic primary school for the whole of statutory education (or participated in a programme run by a local parish or equivalent at any stage when not at a Catholic school) and who have attended Sunday Mass/Saturday Vigil Mass weekly for the last five years or more and who have at least one Catholic parent who has attended Sunday Mass/Saturday Vigil Mass weekly for the last five years or more.

Siblings – Brothers, half brothers, step brothers, or adopted brothers residing permanently at the same address.

Former pupils – Boys or girls who attended The Cardinal Vaughan Memorial School at any time in the past.

The Priest's Reference

You **MUST** return a completed priest's reference with your application form. Follow the instructions

on the priest's reference form. Take the form(s) to your priest(s) so that he can complete page 2. Include page 2 of the priest's reference with your application form and return it to the School by the closing date.

The priest's reference will be used as evidence of Catholic practice. If you have worshipped at different churches within the last five years, you **MUST** complete and return more than one form.

Ability Banding Test

Your son must attend the school to take the banding test. An application cannot be processed if the test has not been taken.

The banding test is not an entry test. There is no 'pass' or 'fail' and a boy's score does not determine whether he will receive an offer of a place. The test is used to ensure that the intake to the School represents the ability range of the cohort applying. The test that we use is intended for 10-11 year old boys. It gives an indication of the boy's current ability to reason using words and numbers.

Boys are ranked on the basis of their score in the test relative to other boys who took the test. Ability bands are set by placing the top 25% of boys in band 1, the middle 50% of boys in band 2 and the bottom 25% of boys in band 3. Offers are made within each band – 25% (30 places) to boys in band 1, 50% (60 places) to boys in band 2 and 25% (30 places) to boys in band 3 – using the priority groups A-E set out in Part One above.

Music Places

The Governing Body is permitted to give priority to up to 10% of pupils who can demonstrate an aptitude in music. A boy with aptitude for music is one who will benefit from Music teaching or who demonstrates a particular capacity to learn or develop skills in music and can benefit from the particular expertise and facilities at the school.

Please consider whether your son has an inclination towards music before applying for a music place. If successful, your son will be required to give up a significant part of his free time to learn music and play a full part in the School's extensive music programme. Do not apply for a music place if your son has no interest in doing this.

All Catholic boys from practising Catholic families applying for a Music Place must attend the School to take a music listening test. This is an aptitude test for pitch, melody, texture and rhythm. The test



is focussed on music aptitude and not on ability or any other aptitude or prior learning or experience in the subject. Boys who score 35 points or more in the listening test will be invited to attend a music practical test. This is an aptitude test using aural and singing tasks that require no previous learning, experience or ability. Instrumental ability is not a factor tested. Offers will be made by ability band to boys with the highest scores in the music practical test. To qualify for a music place, boys must achieve a minimum score of 14 in this practical test.

Please note that we will only invite Catholic boys from practising Catholic families to take aptitude tests.

Baptism before 7 months old (or within 7 months of legal adoption)

The Governing Body will consider each case of delayed baptism on its own merits. The baptism will be treated as if it took place within 6 months of birth if it was delayed because of severe and completely unavoidable circumstances and the child was then baptised within 6 months of the cessation of these circumstances.

Examples of circumstances which are severe and unavoidable include the death/serious illness of the boy's parent or sibling, boy's serious illness, delay caused by the parish, (civil) war and domestic abuse.

When you make your application, you must provide written evidence from a priest or other person acting in a professional capacity which fully explains why the baptism was delayed AND accounts for the full length of the delay.

In the case of an adopted child, the monthly period will run from date upon which the final adoption order was made in respect of that child. You must tell us if your son is adopted and provide a copy of the adoption order.

Random Allocation of Offers

The Governing Body will use random allocation as the means of deciding between applicants who have an equal entitlement to place on the basis of the oversubscription criteria A – E. Offers will be made by random number in ascending order. The process will be administered electronically by the local authority, which is independent from the School.

In-Year Applications for Admission

If you are applying for admission outside the normal admission round, you **MUST** complete a School application form. Your application will be considered in the priority order set out in part one of this section.

Reserve List and Allocation List (Waiting List)

Unsuccessful candidates will be placed on a Reserve List ordered on the basis of the oversubscription criteria set out in this policy. The Reserve List will be maintained until 31 August 2014. Vacancies arising before this date will be offered to candidates on the Reserve List.

You can also ask for your son's name to be placed on the Allocation List, which will be maintained from 1 September 2014. Ability bands will not apply. Boys' names will be placed in oversubscription groups using the priority order set out in part one of the admission policy.

If applicable, a fresh round of random allocation will take place when deciding which child is to be offered a place from the Reserve List or Allocation List so that those who apply for a place at the School after the first random allocation was carried out are not disadvantaged.

The Allocation List will continue into years 8-11.

At the end of each academic year, we will ask you if you want your son's name to stay on the Allocation List. The list for each year group will be re-generated and re-ordered so that it reflects the admission policy in effect at the time (and not that which applied when the application was made).

Admission Appeals

You have the right of appeal against the governors' decision not to offer your son a place. An independent admissions appeals panel will be established to hear appeals in accordance with the provisions of the 'School Admissions Appeals Code'. Appeals are normally heard in April or May and the decisions of the appeal panel are posted within two weeks.

Applications to the Sixth Form (Year 12)

Please refer to the separate arrangements for admission to the sixth form. Please visit the

School's website to view the sixth form policy at www.cvms.co.uk.

Additional information

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In-Year Admissions

An In-Year admission is when an application for a school place needs to be made outside of the normal admission round (the first year of entry to a school). In most cases your reason for making an application will be that you have moved to a new area, moved from abroad or you would like to transfer your child from one school to another. There is a separate process for applying in-year for a school place further information and guidance can be found on the Royal Borough website: **www.rbkc.gov.uk/schools/admissions**.

Support for school attendance

All Education Welfare Officers/Advisers are already based in Localities Teams in WCC and LBHF and from July 2013 all EWOs will be based Early Help service in RBKC. You can contact them on **020 7854 5988**.

These multi-disciplinary teams will continue to work with schools, children and parents to improve pupils' attendance and reduce unnecessary absence and truancy.

There will also be a Tri Borough central team – the ACE team – concentrating on the following areas of work:

- Attendance (processing legal action for entrenched non-attendance & issuing penalty notices)
- Child employment and children in entertainment
- Elective home education and children missing education

This team will be based at Kensington Town Hall and can be contacted on **020 8753 2877**

Financial Assistance with travel to school

All children under 16 in full-time education can travel free on bus and tram services. All school pupils will be required to carry a 'Zip' Oyster Photocard to travel free on buses and trams. For further information, please visit the Transport for London (TfL) website at **www.tfl.gov.uk**.

It is expected that children resident in Kensington and Chelsea make use of the concessions offered by TfL, including free travel across London. However, there may be circumstances where travel assistance is required outside the scope of free arrangements offered by TfL. In this instance, Kensington and Chelsea will take account of the statutory requirements.

The full policy and application form are available from the School Admissions and Travel Team on **020 7745 6432** or on the website: **www.rbkc.gov.uk/schools/admissions**.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol in place which identifies children considered 'hard to place' and are often deemed as vulnerable.

Fair access placements take priority above children on the waiting lists and schools may be expected to exceed the published admissions number. The Royal Borough has a robust protocol in place with participation from all schools that meet monthly with senior council officers.

For further information on the Royal Boroughs protocol please contact the school admissions team or visit the website: **www.rbkc.gov.uk/schools/admissions**.

Free School Meals

Children whose parents receive any one of the following are entitled to free school meals.

- Income Support or Income-based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Are supported under National Asylum Seekers support scheme
- Child tax credit and your income is less than £16,190
- Guaranteed Pension Credit

Children already receiving free school meals at primary school will continue to receive them at secondary school as long as their parent/carer still qualifies for these benefits.

The headteacher can arrange for suitable meals to be made available for children who need special diets for religious or health reasons. Application forms for free meals can be obtained from the school.

Sixth Form

Contact any of the schools or colleges to find out more about their courses, open events and enrolment procedures.

- Chelsea Academy has its own sixth form and further information can be found on page 18 and on the school website: **www.chelsea-academy.org**

Additional information

- Holland Park School has its own sixth form and further information can be found on page 25 and on the school website: **www.hollandparkschool.co.uk**
- The Cardinal Vaughan Memorial School has its own sixth form. Please visit the School's website to view the sixth form policy at **www.cvms.co.uk**
- St Charles Catholic Sixth Form College – further information can be found by visiting their website: **www.stcharles.ac.uk**
- Kensington and Chelsea College – further information can be found by visiting their website: **www.kcc.ac.uk**

University Technical Colleges and Studio Schools

University Technical Colleges and Studio Schools are opening in some areas to provide technically-oriented courses of study or work skill based learning for 14-19 year old.

Kensington and Chelsea will co-ordinate applications for residents for University Technical Colleges (UTCs) and Studio Schools in neighbouring Local Authorities. Applicants are encouraged to apply on line at **www.rbkc.gov.uk/admissions**. Currently there are no UTCs or Studio Schools in Kensington and Chelsea.

Please see **www.utcolleges.org** and **www.studioschoolstrust.org** for further information.

Choice Advice Service

The Royal Borough of Kensington and Chelsea provides an independent service for those that require additional support in applying for a secondary school place. The Choice Advice Service is about helping and supporting families, including mothers, fathers, adults with caring responsibility and children, to make the best and most realistic choice of secondary school. Their aim is to help families optimise their school choices using all the information to hand and use of local knowledge of what individual schools have to offer, to ensure parents are more likely to get the best place for their child. Where appropriate, this will include information about schools which might be in different local authority areas with additional advice covering local authority school admission regimes and individual schools' admissions criteria.

Choice Advisers will work with families to understand their child's educational needs and interests, providing and explaining key information in order to help them make an informed choice.

Choice Advisers will advise but will not decide for you. A central component of the work of the Choice Advisers is that the advice they give is independent, impartial and in the best interest of the child.

Please contact the Choice Adviser on **020 7361 4319**, via email at **fis@rbkc.gov.uk** or visit **fis.gov.uk/fis** for further information.

Special Educational Needs

If your child has a signed statement of special educational needs, then most of the information in this booklet does not apply to you. You will be welcome to visit the schools shown in this booklet, but different legal requirements and procedures apply to the transfer of pupils with statements.

You will not need to complete the Local Authority Common application form.

A letter will be sent to you early in September 2013 by the Special Needs Officer for your child, giving details of the arrangements for transfer. If you would like further information, please telephone your child's Special Needs Officer on the following number: **020 7598 4869**


Independent schools


A list of private or independent schools in Kensington and Chelsea is provided below. You will usually be required to pay fees to attend these schools but some may offer bursaries towards these fees.

More detailed information is available from the Independent Schools' Council **www.isc.co.uk** and the Independent Schools Directory and Resource **www.independentschools.co.uk** or from schools direct. These schools do not form part of the PLCAS and you must apply to them directly.

Gems Hampshire School

15 Manresa Road, London, SW3 6NB


 020 7352 7077

 020 7351 3960

 info@ghs.gemsedu.co.uk

Instituto Espanol Vicente Canada Blanch

317 Portobello Road, London, W10 5SY


 020 8969 2664


 020 8968 9432

 canada.blanch.uk@educacion.es

Knightsbridge School

67 Pont Street, London, SW1X 0BD

 020 7590 9000

 020 7589 9055

 enquiries@knightsbridgeschool.com



Lloyd Williamson School

12 Telford Road, London, W10 5SH


 020 8962 0345/


 020 7243 3331

 lloydwilliamschools@yahoo.co.uk

More House School

22-24 Pont Street, London, SW1X 0AA


 020 7235 2855

 020 7259 6782

 office@morehouse.org.uk

Queen's Gate School

133 Queen's Gate, London, SW7 5LE


 020 7589 3587


 020 7584 7691

 registrar@queensgate.org.uk

Tabernacle School

32 St. Ann's Villas, Holland Park, London, W11 4RS


 020 7602 6232


 020 7602 6232

 info@tabernacleschool.co.uk

Thomas's Preparatory and Lower School, Kensington

17-19 Cottesmore Gardens, London, W8 5PR

 020 7361 6500

 020 7361 6501


 kensington@thomas-s.co.uk

Contacting the School Admissions Team

The Royal Borough of Kensington and Chelsea School Admissions team work in partnership with the London Borough of Hammersmith and Fulham and Westminster City Council School Admissions teams as a tri-borough Admissions Service.

The Tri-borough Team are based at Kensington and Chelsea Town Hall, Hornton Street, London W8 7NX and can be contacted between 9.00-5.00pm, Monday to Friday.


Royal Borough of Kensington and Chelsea residents

 020 7745 6432

 school.admissions@rbkc.gov.uk

 www.rbkc.gov.uk/schools/admissions

London Borough of Hammersmith and Fulham residents

 020 7745 6434

 school.admissions@lbhf.gov.uk

 www.lbhf.gov.uk/schooladmissions

City of Westminster residents

 020 7745 6433

 schooladmissions@westminster.gov.uk

 www.westminster.gov.uk/admissions

Please note: *at busy times, it may be necessary make an appointment if you need to see a member of the Admissions Team in person.*

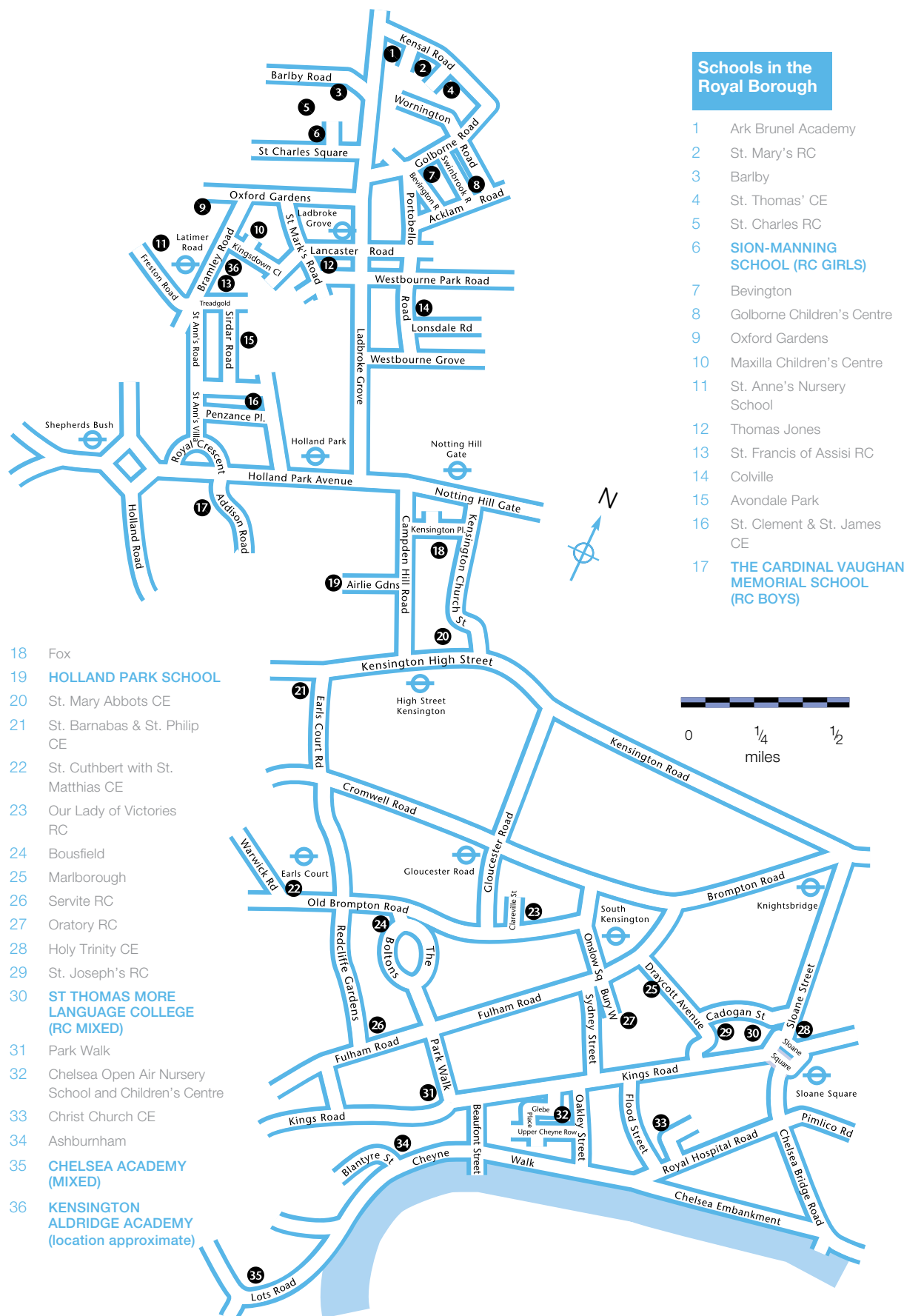
Additional information

Contact details for other London boroughs

Parents often apply for school places in boroughs other than their own. The application has to be made via the borough in which you live, but these are the contact details of the admissions teams across London.

Borough	Telephone	Email address	Website
Barnet	020 8359 7651	school.admissions@barnet.gov.uk	www.barnet.gov.uk
Barking and Dagenham	020 8215 3004	admissions@lbdd.gov.uk	www.lbdd.gov.uk
Bexley	020 8303 7777	schooladmissions@bexley.gov.uk	www.bexley.gov.uk
Brent	020 8937 3110	school.admissions@brent.gov.uk	www.brent.gov.uk
Bromley	020 8313 4044	school.admissions@bromley.gov.uk	www.bromley.gov.uk
Camden	020 7974 1625	admissions@camden.gov.uk	www.camden.gov.uk
City of London	020 7332 1002	fyi@cityoflondon.gov.uk	www.cityoflondon.gov.uk
Croydon	020 8726 6400	school.admissions@croydon.gov.uk	www.croydon.gov.uk
Ealing	020 8825 5511/5522	mainroundadmissions@ealing.gov.uk	www.ealing.gov.uk
Enfield	020 8379 5501	enfield.school.admissions@enfield.gov.uk	www.enfield.gov.uk
Greenwich	020 8921 8043	school-admissions@greenwich.gov.uk	www.royalgreenwich.gov.uk
Hackney	020 8820 7105/7247	admissions@learningtrust.co.uk	www.learningtrust.co.uk
Haringey	020 8489 1000	secondaryadmissions@haringey.gov.uk	www.haringey.gov.uk/
Harrow	020 8901 2620	education@harrow.gov.uk	www.harrow.gov.uk
Havering	01708 434600	schooladmissions@havering.gov.uk	www.havering.gov.uk
Hillingdon	01895 556644	admissions@hillingdon.gov.uk	www.hillingdon.gov.uk
Hounslow	020 8583 2721	admissions@hounslow.gov.uk	www.hounslow.gov.uk
Islington	020 7527 5515	admissions@islington.gov.uk	www.islington.gov.uk/ admissions
Kingston upon Thames	020 8547 4610	school.admissions@rbk.kingston.gov.uk	www.kingston.gov.uk
Lambeth	020 7926 9503	No email	www.lambeth.gov.uk
Lewisham	020 8314 8282	schooladmissions@lewisham.gov.uk	www.lewisham.gov.uk
Newham	020 8430 2000	pupil.services@newham.gov.uk	www.newham.gov.uk
Merton	020 8274 4906	admissions@merton.gov.uk	www.merton.gov.uk
Redbridge	020 8708 3562	AdmissionsAndAwards@redbridge.gov.uk	www2.redbridge.gov.uk
Richmond upon Thames	020 8891 7514	education.admissions@richmond.gov.uk	www.richmond.gov.uk
Southwark	020 7525 5337	schools.admissions@southwark.gov.uk	www.southwark.gov.uk
Sutton	0208 770 5000	admissions@sutton.gov.uk	www.sutton.gov.uk
Tower Hamlets	020 7364 5006	school.admissions@towerhamlets.gov.uk	www.towerhamlets.gov.uk
Waltham Forest	0845 200 1551	secondary.admissions@walthamforest.gov.uk	www.walthamforest.gov.uk
Wandsworth	020 8871 7316	admissions@wandsworth.gov.uk	www.wandsworth.gov.uk






Contacting the School Admissions Team

The Royal Borough of Kensington and Chelsea Admission team work in partnership with the London Borough of Hammersmith and Fulham and Westminster City Council Admission teams as a tri-borough Admissions Service.

The Tri-borough Team are based at Kensington and Chelsea Town Hall, Hornton Street, London W8 7NX and can be contacted between 9.00-5.00pm, Monday to Friday.


Royal Borough of Kensington and Chelsea residents

 020 7745 6432

 school.admissions@rbkc.gov.uk

 www.rbkc.gov.uk/schools/admissions


London Borough of Hammersmith and Fulham residents

 020 7745 6434

 school.admissions@lbhf.gov.uk

 www.lbhf.gov.uk/schooladmissions

Westminster City Council residents

 020 7745 6433

 schooladmissions@westminster.gov.uk

 www.westminster.gov.uk/admissions

Apply online at www.rbkc.gov.uk/eadmissions