



If your child was born between **1 September 2007** and **31 August 2008**, you will need to apply for a primary school place by **15 January 2012**.

## Hints and tips – applying for a primary (reception) school

to start from September 2012

Apply online at: [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions)  
The Pan-London Admissions site opens on 1 September 2011.



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

## The benefits of applying online:

- It's quick and easy to do.
- You can log back on to change or delete preferences up until 11.59pm on the closing date, 15 January 2012.
- You can register your mobile phone number to receive reminder alerts.
- You are able to attach additional documents.
- You will automatically receive a confirmation email once you submit your application.
- During the evening of Wednesday 18 April, you will be sent an email with the outcome of your application. Once you have received this email, you can log onto the Pan-London eAdmissions website. Paper applicants will not know their result until 19 April 2012.
- You will be able to accept or decline an offer of a school place online, and request to be added to a school's waiting list.

If you would prefer to complete a paper application form, these can be obtained from the Town Hall and some primary schools.

**Royal Borough applicants – including those who applied online – will receive a letter in the post with the outcome of their application on 19 April 2012.**

## Where to obtain the information you need

Each September, all local authorities must provide information for parents that sets out the admissions process and procedures.

The Royal Borough's 'Starting primary school' booklet will be available online at:

[www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions).

It will also be available on request at the Town Hall, Hornton Street, W8 7NX from 15 September 2011.

Where possible, parents/carers are encouraged to access information online. The website above provides links to the eAdmissions application site and to each of the schools' websites that will provide you with detailed information.

All the contacts you will need can be found in the local authority booklet where schools are located.

### Research, research, research!

If you have not already done so, you must do your research into the schools that you are interested in applying to. You can do this by making sure you read the admission criteria to find out if your child is likely to be offered a place, and look at the previous year's intakes.

Visit the schools you are interested in and make a list of questions you want to ask before you go. The Admissions Team is also able to offer you advice based on previous years' intakes and can be contacted on 020 7371 2210, or by emailing your query to [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk).

You should pay particular attention to the admission criteria for schools that receive a higher number of applications, and check in the booklet how places were offered last year.

This information should give you an indication of how likely your child is to be offered a place. It is provided to you as a guide only and can often change year to year depending on the number of applications received. There is no guarantee that your child will be offered a place at your local school; this will depend on how many applications are received for the places available.

## **Familiarise yourself with the admission criteria for schools**

When you do your research, you will need to read the admission criteria for the school(s) you want to apply to.

You must read the criteria carefully, especially if it states that the school received more applications than places available in the previous year. When this happens, the admission criteria must be applied and places are offered in the priority order that is set out.

Your child may already attend the nursery class of a primary school and you may wish for them to continue onto the reception class. In most cases this is not a problem, but you must still apply by the closing date. For the majority of schools, there is no priority for a child in a nursery class to be offered a place in the reception class of the same school.

## Be realistic: remember you can state up to six preferences

Please remember that you can name up to six preferences. Even after you have researched the schools and you have decided where to apply, unless you are 100 per cent sure that your child will be offered a place (for example there will be a brother or sister attending and the school lists this as a priority in their criteria), you should not assume that your child will be offered a place.

You should also consider other schools where you know you will have a good chance of gaining a place. There are many schools in neighbouring local authorities that may be closer to your home address and it is advised that you also consider these schools.

Naming other schools will not affect your chance of being offered a place at a higher preference. Schools are not informed of other preferences you have made, or the order in which you place them.

## Take special care how you order your preferences

The preferences you make are treated equally. That means that no matter where you place a particular school in your list of preferences, it will be treated in the same way as all other applicants who also chose that school – regardless of where they have placed the school on their list.

The reason it's so important to list the schools in the order of your preference is that when results are returned to the School Admissions Team, we may receive offers for more than one of your preferences.

As only a maximum of one offer can be made to your child, you will be offered the highest school possible from the list you provided. Any offers made lower in your list will be withdrawn and put back in the system.

## Do I need to provide additional information?

Voluntary aided church schools will require you to complete a supplementary information form (SIF). Forms for the Royal Borough church schools will be available from the individual schools and on the Royal Borough website.

The ‘Starting primary school’ booklet states which Royal Borough schools require a SIF. The online system will alert you when you enter any preference for a school that requires additional forms to be completed.

You must return the SIF and any other documents, such as Baptism certificates, to the school, but be sure that you also name the school requesting this information in your list of preferences.

## You must submit your application on time

You must submit your application by **15 January 2012**. If you are a Royal Borough resident you will not be able to apply online after this date, and will need to request a paper form.

If you submit your application form after this date without a valid reason for it being late, your application will be considered after all those which were submitted on time. This will greatly affect your chances of being offered the school place you want.

## Will I definitely be offered one of my preferences?

No. To increase your chances of being offered a place at one of your preferred schools, you must do your research into the admission criteria for the schools you are interested in. The 'Starting primary school' booklet is a good source of information.

You should make sure you include at least one school in your list where you are reasonably certain your child meets the criteria (i.e. brother or sister already at the school or your distance from home to school would have meant you would have gained entry in previous years).

For further advice you can speak to the Admissions Team, or the school (if a church school), who will be able to offer you guidance on the likelihood of your child being offered a place. **It is not possible to give any guarantee of the outcome of your application.**

## What happens to the preferences that I have not been offered?

You will have the opportunity to go on a waiting list for school(s) that were not able to offer a place. You will need to read the admission criteria and arrangements for each school you apply for, as this should detail whether you are automatically placed on a waiting list or if you have to request to do so.

Any preferences lower than the offered school will be withdrawn, regardless of whether they were a potential offer or not. You will also have the right of appeal for any school that could not offer your child a place.

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

Please contact the Admissions Team  
for further information:

**School Admissions Team**

Room 247/1

Town Hall

Hornton Street

W8 7NX



**020 7361 2210**



**020 7361 3525**



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



**[www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions)**