



If your child is currently in Year 6 and born between **1 September 2000** and **31 August 2001**, you will need to apply for a secondary school place by **31 October 2011**.

Hints and tips – applying for a secondary school

for entry in September 2012

Apply online at: 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 is quick and easy to do.
- You can log back on to change or delete preferences up until 11.59pm on the closing date, Monday 31 October 2011.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application.
- You are able to attach additional documents.
- During the evening of Thursday 1 March, 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 the 2 March 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 2 March 2012.

Where to obtain the information you need

All local authorities must provide information for parents from September each year that sets out the admissions process and procedures.

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

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. You can also obtain more detailed information from each of the secondary schools by either attending open days/evenings, or visiting their websites.

All the contacts you will need can be found in the local authority booklet where the school(s) 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:

- reading the admission criteria to find out if your child is likely to be offered a place, and look at how places were offered in the previous year
- attending open days/evenings held at the schools, making sure that you have a list of questions you want to ask before you go

- speaking to your primary school head teacher, as they will have experience based on previous transfers
- contacting the School Admissions Team for advice if you are unclear on how the system works.

If you would like help with your application or independent advice about particular schools, you can speak with the Royal Borough's Choice Advice Service. You can contact them on 020 7361 3302 or email fis@rbkc.gov.uk.

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, as some schools may require your child to take a test and church schools will give priority to applicants that demonstrate practice of the respective faith. You will also need to be aware that not all schools prioritise brothers and sisters in their criteria, so you must check this first.

Another example is the criteria for Holland Park School that gives priority to applicants that attend a Royal Borough primary school. This may also be relevant when assessing the likelihood of your child being offered a place.

In all cases, if a school receives more applications than places available, the school's admission criteria must be applied. There is no guarantee that your child will be offered a place at your preferred school, even if it is the closest school to where you live.

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 on roll and the school lists this as a priority in the 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.

Naming other schools will not affect your chances of being offered a place at a higher preference school. Schools are not informed of other preferences you have made or the order 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?

There are some schools, usually church schools, which require you to complete a supplementary information form (SIF). The SIFs for the Royal Borough schools will be available from the individual schools and on the Royal Borough's website.

The 'Secondary school' booklet states which Royal Borough schools require a SIF and/or any other documents. The online system will alert you when you enter a preference for any school that requires additional forms to be completed.

You must return the SIF and any other documents to the school, but be sure that you also name the school in your list of preferences.

You must submit your application on time

You must submit your application by **Monday 31 October 2011**. 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, your application will be considered after all of 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.

You should make sure you put at least one school on your list where you are reasonably certain your child meets the criteria (i.e. sibling already at the school and this is priority in the school's criteria).

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 you 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



www.rbkc.gov.uk/schools/admissions