

Admission arrangements for community primary schools

Academic Year 2025-26



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

The Royal Borough of Kensington and Chelsea (RBKC) is the admission authority for 11 community primary schools in the borough. These are indicated below with their Published Admissions Number (PAN).

Ashburnham	30	Fox*	60
Avondale Park	60	Marlborough	60
Barlby	50	Oxford Gardens	45
Bevington	45	Park Walk	30
Bousfield	60	Thomas Jones	30
Colville	60	*Fox has separate arrangements (page 4)	

Oversubscription criteria and admission arrangements for Royal Borough of Kensington and Chelsea Community Schools for the academic year 2025-26

(Fox Primary School has a separate criteria)

Applicants with a signed Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

OVERSUBSCRIPTION CRITERIA

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

1. Children in Public Care, also known as Looked After Children(a) in care of the local authority, children who have been adopted(b) or made subject to a child arrangement(c) or special guardianship(d) order immediately following having been looked after. Previously looked after children, including those children who appear to Westminster Council to have been in state care(e) outside of England and ceased to be in state care as a result of being adopted [see note (i)].

2. The Director of Education for Bi-borough Children's Services, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. 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 be no more than six months old. All information submitted will be regarded as confidential [see note (ii)].
3. To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. 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 provided that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission not nursery.
4. Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage [refer to note (iii)].
5. Children living nearest to the school calculated as a straight line. The distance from home to school will be calculated as a straight-line to the main entrance of the school building used by pupils. For any school that has more than one entrance of the school building used by pupils, the entrance of the main school reception will be used as the measuring point. The Council will have the measuring point identified by each community school and will use its computerised measuring system to determine the distance. 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 point (for example, those who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

TIE-BREAK: If in any of the categories 1, 2, 3* or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (5) above.

***Where it has not been possible to offer a place in reception, or any other year group to a child of a multiple birth, priority will apply within the sibling category.**

Fox Primary School



Fox Primary School
Fox Federation

OVERSUBSCRIPTION CRITERIA

Fox Primary School has a designated priority area for admissions and does not, therefore, have the same admissions criteria as other community primary schools in the borough.

The priority area for admissions is as follows: Kensington High Street; up Holland Walk; over Holland Park Avenue; up Ladbrooke Grove; right into Kensington Park Gardens; over Kensington Park Road; into Chepstow Villas; right down Chepstow Place; right into Ossington Street; over Notting Hill Gate; down Kensington Palace Gardens; left into Kensington High Street. Properties on both sides of road are included in the priority area as long as the entrance to the property is located the named road and directly opposite the boundary line (please email school.admissions@rbkc.gov.uk if you would like to be sent a visual map).

If there are more applications than places available, the Council will allocate places in accordance with the following criteria in order of priority;

- 1.** Children in Public Care, also known as Looked After Children(a) in care of the local authority, children who have been adopted(b) or made subject to a child arrangement(c) or special guardianship(d) order immediately following having been looked after. Previously looked after children, including those children who appear to Westminster Council to have been in state care(e) outside of England and ceased to be in state care as a result of being adopted (refer to note {i}).
- 2.** The Director of Education, Bi-borough Children's Services, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate that admission to Fox Primary School is necessary on the grounds of professionally supported exceptional need. 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 and name Fox Primary School and reason why only this school, and no other school, is best able to meet the applicant's needs. All information submitted will be regarded as confidential (refer to note {ii}).
- 3.** To applicants who have a sibling already attending Fox Primary School who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step brothers or step sisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

4. Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage (refer to note {iii}).

If in any of the categories 1, 2, 3* or 4 where there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 6 below. If there are two or more applicants in categories 1, 2, 3 or 4 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

***Where it has not been possible to offer a place in reception, or any other year group to a child of a multiple birth, priority will apply within the sibling category.**

5. Places will then be randomly allocated (refer to admission arrangements on page 10) to applicants living within the designated priority area.** (explanation on the next page)
6. If places remain, offers will be made to other applicants living outside the priority area with priority ordered by proximity to the school. The distance from home to school will be calculated as a straight-line to the main entrance of the school building used by pupils. The Council will have the measuring point identified by each community school and will use its computerised measuring system to determine the distance. 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 point (for example, those who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

Routes will be measured to four decimal places when 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.

****The designated priority area** – The priority area is indicated on the previous page. The address you provide in your application must be your child's permanent address on close of applications, **15 January 2025**. You must not use a business address, childminder's or relative's 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 address for your child's application. Only one address will be used throughout the application process. If you are in receipt of Child Tax Credit, the address of the parent making the claim will normally be used for the purpose of the application.

All addresses of applicants living within the priority area will be checked against internal Council tax records. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide one of more of the following:

- ▶ A mortgage statement/tenancy agreement.
- ▶ A recent utility bill or, if you have moved, your closure bill at your previous address. A Government benefit/Inland Revenue document (if entitlement applies).

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 as the main family home.

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

7. Additional proof of address required – all applicants living within the priority area must provide either provide their Land Registry document or a signed rental agreement of at least 12 months showing the start date of your tenancy. You and your child must still be living at the address on national offer day: **16 April 2025**. If you have moved address before this date and you did not inform us of your move, any offer made may result in being withdrawn. Your application will be considered **as outside the priority area** if the required documents are not provided by the closing date.

Notes that all apply to all RBKC community schools:

(i) Children Looked After, also referred to as Children in Public

a) 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 their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

b) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

c) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

d) 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).

e) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The child's social worker must submit a letter to the Council confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.

(ii) Exceptional Need – All schools have experience in dealing with children with diverse educational, 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, and no other school can meet this need. 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 space provided in your application, giving reasons supporting your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for your child to attend this school in particular and the difficulties it will cause 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: **15 January 2025**. 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.

A Panel will consider exceptional needs cases soon after 15 January and before 10 March to comply with the dates of the Pan London coordinated scheme. The Panel is made up of three Senior Admissions Officers. Depending on the circumstances of the case, a senior member of the SEND team will be on the panel. The view of the school may be sought and will be determined on a case-by-case basis.

The notification date is **16 April 2025**. 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 admission criteria. Your outcome notification will indicate if your application was granted priority or not under the exceptional need criterion.

It is important to be aware that very few cases are agreed under this criterion. The Admission Authority (the Panel) must be able to justify awarding priority for a child above other applicant. It will need to be agreed by those making the decision that the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

(iii) Children of staff – Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:

- ▶ 3 children throughout the whole school (for single form entry schools)
- ▶ 4 children throughout the whole school (for 1 ½ form entry schools)
- ▶ 5 children throughout the whole school (for 2 form entry schools, and upwards)

Exception to the above will apply to children of multiple birth or those born in the same academic year.

Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application. Applicants seeking priority for a school place under this criterion must still be employed at the time of application and when the child starts the school. If the staff member is no longer employed when the child is due to start the school, and the applicant would not have qualified for a place under any other criterion, the offer will be withdrawn.

If the request for priority under this criterion is on the grounds that the member of staff has been recruited to fill a vacancy for which there is a demonstrable skill shortage, the contract of employment for the post must be for minimum of 12 months from the date the child is to start school.

In both of the above cases, evidence of employment must be submitted to the LA and be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.



Admission arrangements that apply to all Kensington and Chelsea community primary schools, including Fox Primary School

Twins, multiple births and children born in the academic year will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

Children attending nursery class at a school – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.

Split residence – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Tax Credit is claimed, the address that is registered for this claim will be used. In the situation where there are ongoing Family Court proceedings, the Council will consider the approach to be taken for processing on a case by case basis.

Random allocation – any applicants requiring order of priority using random allocation, will be determined using a Third Party Draw Service – [Random.org](https://www.random.org/). This process is independent of the school and managed by the Council's Admissions Team.

Date of admission/deferred entry – Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In accordance with the Admissions Code¹, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory

school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Requests to apply for Reception in the following year – Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.18 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admissions does not apply if the child is offered a place in another year group at the school. Where relevant, documentation from a professional (e.g. GP, social worker) that provides information for admission outside of the chronological year group can be provided.

Method of Application – Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online www.rbkc.gov.uk/admissions or on a paper can be requested from the Home LA's Admissions Team.

Closing Date and Initial Notification Date – Under the RBKC coordinated admission arrangements the closing date for reception class applications will be 15 January 2025. Notification letters will be sent out on 16 April 2025.

Late applications – Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

Waiting List* – Unsuccessful applicants (including any applications received after the closing date) will be included on the school’s waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child’s position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child’s name has been on the waiting list and there can be no guarantee that a place will be offered.

***Separate arrangements apply to Fox Primary School.**

Appeals – Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification outcome.

Coordinated admission arrangements and timetable for applications to reception

As required by law, the Council will be coordinating admissions for 2025/26 entry.

This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full coordinated scheme will be available from 15 March via www.rbkc.gov.uk/admissions or by contacting the School Admissions Team on 020 7745 6432/6433 or email: school.admissions@rbkc.gov.uk

In-Year admissions – Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council’s in-year common application form. If there is no waiting list and a vacancy exists in the child’s chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

In Year Exceptional Need requests – for schools that are full, all requests for priority consideration must be supported by a professional, such as a doctor or social worker. They must be able to demonstrate a link with the exceptional need and the school and why it is necessary for your child to attend this school in particular and the difficulties it will cause your child to attend another school.

As set out under Note ii, (page 9) the panel will meet to consider the case requested for priority. For in-year admission requests, where the school is full, consideration under the ‘Exceptional need’ criterion is for priority placement on the waiting list, not admission to the school. There are no set dates for the panel to meet to consider cases as these are convened periodically. A decision is communicated to the applicant normally within 14 days after submission of your application.

In-Year Fair Access – The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have an Education, Health and Care plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: school.admissions@rbkc.gov.uk

