

ROYAL BOROUGH OF KENSINGTON AND CHELSEA
Family and Children's Services

**CONSULTATION ON
ADMISSION ARRANGEMENTS TO PRIMARY AND SECONDARY
SCHOOLS IN THE ROYAL BOROUGH
2011-12**

THE ROYAL
BOROUGH OF



KENSINGTON
AND CHELSEA

All comments to be returned by 26 February 2010 to:

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Definitions used in this document

“the Royal Borough”	the Royal Borough of Kensington and Chelsea.
“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the academic year preceding it
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
the Code	the School Admission Code imposes mandatory requirements on LAs and Councils in England and refers to statutory requirements which all admissions authorities must comply with. A copy can be found at www.dcsf.gov.uk
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order. It is also referred to as the CAF.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school to which an applicant/parent/carer has applied
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers

Introduction

This consultation paper outlines proposals for co-ordinated school admissions arrangements in the Royal Borough of Kensington and Chelsea for the 2011/12 academic year. These arrangements are set out in accordance with the mandatory requirements in the Code.

Coordinated admissions arrangements do not require all admission authorities to operate the same over-subscription criteria. Admissions authorities must therefore still set and apply their own admission criteria and are only required to consult every three years unless there are proposed changes. The Royal Borough proposes changes to the admission arrangements for its one community secondary school and its community primary schools as set out in the table on page 4.

The Royal Borough has agreed on behalf of the respective governing bodies to circulate the proposed admission arrangements for consultation for the voluntary aided primary schools indicated on page 5 and Chelsea Academy on page 45 as Appendix A.

Comments to this consultation can be submitted to Wendy Michael, Admissions Manager, Town Hall, Horton Street, W8 7NX and must be received by **26 February 2010**.

Email: wendy.michael@rbkc.gov.uk

Any comments to the proposed admissions arrangements for the attached voluntary aided schools and Chelsea Academy should be sent to the respective school for the attention of the governing body at the address indicated in the relevant appendix. Any comments received by the Royal Borough will be forwarded to the respective school.

The Royal Borough proposals:

Section 1:		
Secondary School Admissions		
Proposed changes to the admissions criteria for Holland Park School	Propose to change the method of calculating the distance from home to school using straight-line measurement as opposed to shortest walking distance.	Page 6
Proposed admission numbers for Holland Park School admissions criteria	No changes are proposed to the published admissions number of 240 for Holland Park School for September 2011.	Page 7
Specialist Art and Design aptitude supplementary Form	No changes proposed.	Page 10
Proposed coordinated scheme	The Royal Borough's proposed secondary coordinated scheme developed to work across the borough and with the 33 London local authorities.	Page 11
	Timetable for Pan London coordination (Schedule 2)	Page 17
	Notification letter (schedule 2A)	Page 18
	Minimum content to Common Application Form (Schedule 1)	Page 34
Section 2:		
Primary School Admissions		
Proposed admission numbers (PAN)	No proposed changes	Page 20
Proposed admissions criteria	Propose to change the method of calculating the distance from home to school using the straight-line measurement as opposed to shortest walking distance.	Page 20
Proposed change to Fox sibling category	Propose to change the sibling category order for Fox Primary School so that siblings are given priority under one category with no reference to the defined priority area.	Page 21
Proposed single point of entry	Outlines proposals to move to a single point of entry from September 2011.	Page 21
Proposed coordinated scheme	Outlines the Royal Borough's proposed primary coordinated scheme developed to work across the borough and with the 33 London local authorities.	Page 26
	Timetable for Pan London coordination (Schedule 3)	Page 31
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Section 3: Primary and Secondary In-Year Admissions		
Proposed In-Year Scheme	Outlines the Royal Borough's proposed In-Year scheme developed to work across the borough and with the 33 London local authorities with effect from September 2010 and to include all maintained schools.	Page 35
	Minimum content to Common Application Form (schedule 4)	Page 42
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Section 4 Admission Arrangements for the Academy and primary voluntary aided schools Appendices	
Chelsea Academy admission arrangements	Appendix A
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Our Lady of Victories RC Primary School admission arrangements (Amended Supplementary Information Form)	Appendix D Appendix D(i)
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Section 1: Secondary School Admissions

- 1.1 Co-ordinated admissions do not require all admission authorities within an area to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 1.2 The Royal Borough of Kensington and Chelsea has five secondary schools, only one being a community school, Holland Park School, and for which this LA is the admission authority.
- 1.3 There are three Catholic secondary schools, The Cardinal Vaughan Memorial School, St Thomas More Language College and Sion Manning School. Each schools is their own admissions authority and will also be required to consult on their admissions arrangements if changes are proposed to their 2010/11 arrangements. Admissions authorities are only required to consult on admissions arrangements every 3 years unless changes are proposed.
- 1.4 The governors of Chelsea Academy have agreed that this LA circulate their admissions arrangements on their behalf with this consultation document which can be found as **Appendix A** (page 43).
- 1.5 It is proposed to change to the straight line (as the crow flies) method of calculating distances for Holland Park School and Chelsea Academy because it provides a clearer, more objective and fairer method of measuring home to school distance. The use of straight line eliminates any element of subjectivity in determining what constitutes the 'shortest, safest walking route', and in accordance with Paragraph 2.37 of the School Admissions Code (*'Admission authorities must use a reliable and reasonable system which parents can easily understand'*), is easily understood by parents.

Holland Park Community Secondary School

Admissions criteria from September 2011

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, i.e., 60 places. Applicants will be allocated to bands after they have taken a standardised test. All applicants **must** take the standardised test to be allocated a band and the date will be published 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 six places within each band 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 (included on page 10). There will be an assessment by the school of their potential. Applicants who are not offered a place on the grounds of aptitude will automatically be considered for a place within their ability band under the general admission criteria described below.

Holland Park School has for a number of years been heavily over-subscribed. If in 2011 there are again more applications to the school than there are places available, the Royal Borough 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. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to whom the child is in care and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services may, on an individual basis, give priority to applicants who can demonstrate that admission Holland Park School 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 no 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 applicant described in category (1) and (2). For the majority of applicants to Holland Park School 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.

- 3.(i) To brothers and sisters of children who will be on the roll of Holland Park School in September 2011. 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.
- (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 are measured to four decimal places. 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.

Year 7 - Waiting list

After Year 7 has begun, the allocated Band will no longer apply. Those who have requested to go 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 School has places for about 300 pupils in its sixth form. The school expects in 2009 to admit to Year 12 a maximum of 100 pupils from other schools, 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 School: 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 School 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).

Twin and Triplets

If a tie-break involves twins or triplets, Holland Park School 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.

Supplementary Form for Aptitude

HOLLAND PARK SCHOOL – ADMISSIONS 2011

SPECIALIST ART AND DESIGN PLACES

Please complete this form if you wish the school to consider offering your child a place at Holland Park School on the basis of their aptitude in Art and Design.

Name (of child)	Surname:	
	Forenames:	
Date of Birth:	Gender:	
Current Primary School:		
Home Address:		
Names of parent(s) / carer(s):		
Contact telephone number:		
Email address:		
Do you have another child at the school?		

1: You must complete your 'borough of residence' secondary transfer form, regardless of this application, and return it by the published deadline.

2: Your child will be considered for a place at Holland Park through our banding procedures, regardless of this application and will be required to sit the banding assessment on **xxxxxxxx at xxxxx**.

3: Workshops for Art Specialist places will take place on **xxxxxxxx at xxxx**.

Please note that no alternative dates can be offered.

Applicants not allocated a place on the basis of aptitude will be placed on the Art Specialist Waiting List.

Applicants not allocated a place on the basis of aptitude will also be considered automatically under the criteria for normal entry.

Applicants will be invited to take part in a drawing workshop. Following an introduction by a member of the Art and Design Team, each applicant will have the opportunity to produce a piece of art work using a range of materials.

Following receipt of this application the school will contact you with details regarding the banding tests and workshops.

Please return this form to xxxxxxxx, Admissions Officer at Holland Park School, Airlie Gardens, Campden Hill Road, London W8 7AF; no later than:

31st OCTOBER 2010

PAN-LONDON CO-ORDINATED SECONDARY SCHOOL ADMISSIONS SCHEME FOR 2011

The shaded areas define how the Royal Borough will meet the requirements in specific areas.

JUNE/JULY 2010

1. Preparatory work will begin for the transfer cycle due to begin in the following September (the start of the “Application Year”). The Admissions Team will compile the following lists of pupils who will be in Year 6 in the Application Year.
 - i) Pupils resident in the Royal Borough and attending the Royal Borough’s primary schools.
 - ii) Pupils resident in the Royal Borough but attending primary schools in other LAs.
 - iii) Pupils resident in other LAs but attending the Royal Borough’s primary schools.
2. From this information, the Admissions Team will compile:
 - from i) and ii) above, a full list of the Royal Borough’s pupils who will be in Year 6 in the Application Year;
 - from iii) above, lists to send to neighbouring LAs of their residents attending Royal Borough primary schools who will be in Year 6 in the Application Year.
3. The Royal Borough’s secondary transfer booklet will be revised and reprinted. This will include an explanation of the co-ordinated admissions scheme as well as the information about the Royal Borough’s schools and other matters of importance to parents traditionally included in the booklet, including details of how to apply online.

SEPTEMBER/OCTOBER 2010

4. The Royal Borough’s transfer booklet will be distributed (or made available) to schools, parents and other LAs. Accompanying the booklet will be the Royal Borough’s Common Application Form (CAF). Applications from residents of Kensington and Chelsea must be made on the CAF. The facility to apply online will be made available via the Royal Borough’s website. The same dates will apply to online applications.
5. The Royal Borough will take all reasonable steps (on the basis of the information compiled in para 2i), to ensure that every parent resident in Kensington and Chelsea who has a child in their last year of primary education receives a copy of the CAF together with written explanatory information. The booklet will also be available to parents who do not live in Kensington and Chelsea. The CAF will be the standard form used by all resident Royal Borough parents who are seeking a place for their child in the first year of secondary education in either:
 - i) a maintained school or an Academy in Kensington and Chelsea (including VA schools); and/or
 - ii) a maintained school or Academy located in another LA’s area (including VA, foundation and grammar schools).

6. The CAF will follow the same overall format as that used in all other London LAs and will contain the fields set out in **Schedule 1** (page 34).
 - i) The CAF will invite the parent to express up to six preferences by completing the form, including where relevant, any schools outside the Royal Borough, in rank order of preference. Applicants will be able to express a preference for any six maintained secondary schools or Academies, regardless of which LA these may be in.
 - ii) The CAF will invite parents to give their reasons, if they wish, for each preference including preferences expressed for community schools (it will be for each parent to decide whether they wish to do this).
 - iii) The Royal Borough booklet will explain that the parent will receive no more than one offer of a school place and that:
 - a place will be offered at the highest ranking nominated school for which their child is eligible; and
 - if a place cannot be offered at a nominated school, details will be offered at alternative schools; and
 - iv) The CAF will specify the closing date and indicate where the form must be returned.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of the Royal Borough in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent resident in the Royal Borough expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Cardinal Vaughan, Sion-Manning and St Thomas More schools, as voluntary aided schools, and Chelsea Academy will make available their own admission information to parents in addition to what is included in the Royal Borough's transfer booklet. These schools will also require parents to complete supplementary forms to assist their governing bodies to assess religious commitment where, as in most years, over-subscription makes it impossible to offer every applicant a place. Parents who are applying to these schools may therefore be required to submit copies of baptismal certificates, priest's references, etc. In accordance with para.1.83 of the School Admissions Code, the supplementary forms may only collect information which is required by the school's published over-subscription criteria. Supplementary forms will be available from individual schools and on the Royal Borough's website.
9. Parents resident in the Royal Borough who apply to these schools, or to any school which requires a supplementary form, will also be required to complete the Royal Borough's CAF otherwise, in accordance with para 3.7 of the Schools Admission Code, their application will not be considered to be valid.
10. The Royal Borough will validate addresses using internal Council Tax records and maintain the right to request further proof of address if required.
11. The Royal Borough will check the status of any applicant who is a child who is looked after by a local authority and provide evidence to the maintaining LA where a preference is expressed for a school not in the Royal Borough's area by **15 November 2010**.

12. The Royal Borough will advise the maintaining LA of the reason for any application made by a child born outside the relevant age cohort if it includes a preference for a school not in the Royal Borough's area by **15 November 2010**.

Processing

31 OCTOBER – 16 NOVEMBER 2010

13. **31 OCTOBER 2010** will be the closing date for all applications to maintained secondary schools in London. The Royal Borough will publish information which encourages applicants to submit their application by **22 October 2010** (the Friday before half term). Applications received from its own residents by the Royal Borough after 31 October will not be considered until after 1 March 2011 unless the Royal Borough considers that the application is late for a good reason. Where such an application includes a preference for a school in another LA, the Royal Borough will forward the details to the maintaining LA via the PLR. The Royal Borough will accept late applications which are considered to be on time within the terms of the home LA's scheme.
14. Where a parent moves to the Royal Borough from another participating LA after submitting an on-time application under the terms of the former home LA's scheme, the Royal Borough will accept the application up to **10 December 2010**.
15. Applications received on time will be dealt with as follows.
 - i) All applications from Royal Borough residents for Royal Borough schools will be entered on the Local Admission System (LAS). This is the local component of the Pan-London Register (PLR).
 - ii) Applications for Holland Park School from Royal Borough residents will be sent to that school in preparation for the banding exercise and Visual Arts aptitude test.
 - iii) Applications from Royal Borough residents to Cardinal Vaughan and St Thomas More will be sent in preparation for the banding exercise.
 - iv) Data on applications made by Royal Borough residents for schools outside the Royal Borough will be entered on the LAS and passed to their maintaining LAs via the PLR on **15 November 2010**.
 - v) Applications made by residents of other LAs to Holland Park, Cardinal Vaughan, Sion-Manning, St Thomas More Language College and Chelsea Academy will during this period be entered on their LAS by the home LAs and passed to the Royal Borough's Admissions Team via the PLR on **15 November 2010**.
 - vi) The Admissions Team will check the received data and immediately pass all applications to Holland Park, Cardinal Vaughan, Sion-Manning, St Thomas More Language College and Chelsea Academy to add to the data already supplied under ii) and iii) above.
 - vii) These operations will be completed by **18 NOVEMBER 2010**.

19 NOVEMBER 2010 – 2 FEBRUARY 2011

16. The Royal Borough will participate in the application data checking exercise which will take place between **13 December 2010 and 4 January 2011** in the Pan-London timetable. The Royal Borough will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

- i) By **17 January 2011**, Holland Park will have conducted a banding exercise for all applications and the visual arts aptitude test and will pass the results of the exercise to the Admissions Team. The Admissions Team will apply the criteria to each application for Holland Park within its appropriate band. No reference will be made to the rank order of preference in accordance with 1.76 and 2.16 of the code.
- ii) By **17 January 2011**, Cardinal Vaughan, St Thomas More Language College, Sion-Manning and Chelsea Academy will have considered the applications sent to them by the Admissions Team against their admission criteria and informed the Admissions Team of the rank order in which the applicants are to be offered places. Cardinal Vaughan and St. Thomas More will band their applications with no reference made to the rank order of preference in accordance with 1.76 and 2.16 of the code.
- iii) When all the information required under i) and ii) has been submitted by the schools, the Admissions Team shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference expressed on the CAF to decide which single potential offer to make using the LAS [This is the Equal Preference System].
- iv) By **2 February**, the Admissions Team will enter on the PLR the highest potential offer available to an applicant for a place at one of its schools. The PLR will for every application received, transmit the highest offer made by a maintaining LA to the home LA.

2 FEBRUARY – 1 MARCH 2011

- 17. The Royal Borough's LAS will, for its own residents, eliminate all but the highest ranked offer where an applicant has more than one potential offer from the LAs which have submitted information to the PLR by the deadlines indicated above. This will involve exchanges of information between the LAS and the PLR (in accordance with an iterative timetable published in the Business User Guide) which will continue until all possible school places have been offered (which the PLR will indicate) or until **15 February** if this is sooner.
- 18. The Royal Borough will participate in the offer checking exercise to be scheduled between **16 and 23 February** in the Pan-London timetable. The Royal Borough will send a file to the e-admissions portal with outcomes for all residents who have applied online no later than **23 February**.

Offers

1 MARCH 2011

- 19. The Royal Borough's Admissions Team will on **1 March 2011** inform by first class post all applicants who are residents of the Royal Borough of their highest offer of a school place, whether these are for schools in the Royal Borough or in other LAs. Holland Park, Cardinal Vaughan, St Thomas More Language College, Sion-Manning and Chelsea Academy will be given this information as soon as possible before 1 March. This information will remain confidential until **2 March**.

20. The Royal Borough's notification letter is shown in **Schedule 2A**. It includes the following information (depending on the outcome):
- i) the name of the school at which a place is offered;
 - ii) the reason why an offer was not made for any school for which a higher preference may have been expressed;
 - iii) notifies parents of their statutory right of appeal against the decisions to refuse a places at any school for which they expressed a higher preference;
 - iv) an invitation to parents to contact the LA if they want to be considered for any places that might become available in schools which they ranked higher on the CAF;
 - v) and the opportunity to make further preferences by **16 March** for parents not offered any of their preferences. The details of schools in neighbouring LAs that may have vacancies will be provided.
 - vi) Parents will be asked to accept or decline their offer of a place by **16 March 2011**.
21. The Royal Borough will by **23 March** inform other LAs which of its residents had accepted or declined the offer of places in those LAs' schools. Where such information is received after 16 March, the Royal Borough will pass it on to the maintaining LA as it is received. The Admissions Team will inform its primary schools on the 2 March the outcome of applications for their Year 6 pupils who are Royal Borough residents.

MARCH – AUGUST 2011

Post offer

22. In the period 1 March to 31 August 2011, the Royal Borough will:
- seek to ensure that no school place is offered to a pupil who ranked that school as a lower preference on the CAF than a school for which they have already received an offer;
 - inform the home LA of any change to the status of an applicant who is a resident in that authority's area;
 - accept new applications (including additional preferences) for its schools from other LAs.
 - offer a place at a maintained school or academy in the area of another LA to an applicant resident in the Royal Borough , provided that the school is ranked higher on the CAF than any school already offered.
 - acting as the maintaining LA, will inform the home LA, where different, of an offer for a maintained school or Academy in the Royal Borough which can be made to a resident in the home LA's area, in order that the home LA can offer the place.
 - acting as a maintaining LA, will ensure it, and its admission authority schools within it, will not inform an applicant resident in another LA that a place can be offered.

Waiting lists

23. After **1 March 2011** the Admissions Team will deal in the following way with groups of pupils listed below. These pupils will be sent lists of schools where there are vacancies for September: this information will be regularly updated until all pupils are known to have received the offer of a place. The groups are:
- i) pupils who were not offered a school place on 1 March;
 - ii) pupils who made late applications after the closing date of 31 October 2010;
 - iii) pupils who require a Year 7 place in September but moved into the Royal Borough after the conclusion of the co-ordinated transfer scheme.
23. The Admissions Team will manage the waiting lists for Holland Park School which will be compiled on **23 March 2011** (after the deadline for acceptances of places). Parents/carers **must** request to be added to the Holland Park waiting list and are not automatically placed on a list. The waiting list will be organised on the basis as indicated below up until the end of July 2011. After this point, and with effect from September 2011 the waiting list will be re-ordered as one list in accordance with category 1, 2 and 3(i) of the admissions criteria, then priority to applicants who live nearest to the school (see page 8). The original allocation to bands will no longer apply. Parent/carers will be contacted towards the end of the summer term, or during the break, to indicate whether they wish their child to be included on the re-ordered list from September 2011.

Holland Park waiting list from 23 March until end of July 2011

- Priority for any places falling vacant will be given first to applicants who had submitted their CAF by 31 October 2010, the date at which the co-ordinated scheme began.
 - These pupils will have been banded. If places become available at Holland Park within the appropriate band, places will be offered in accordance with the admissions criteria (see page 7).
 - Applications made after 31 October 2010 will be considered after this, and prioritised against the same admissions criteria. The allocation of pupils to bands will not continue after the co-ordinated transfer scheme is concluded on 2 March.
24. Cardinal Vaughan, Sion-Manning, St Thomas More Language College and Chelsea Academy will continue to use their existing 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. Any offers that can be made must be notified to the Admissions Team, who will inform the home LA (if not the Royal Borough) so the offer can be made by that LA. Schools must not refer to original ranking lists as many children would have been offered a higher preference school which automatically withdraws any lower preferences.

PAN-LONDON SECONDARY CO-ORDINATED ADMISSIONS SCHEME

Timetable for Admissions to Year 7 in September 2011

Fri 22 Oct 2010	Published closing date (Friday before half-term)
Sun 31 Oct 2010	Statutory deadline for receipt of applications
Mon 15 Nov 2010	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Fri 11 Dec 2010	Deadline for the upload of late applications to the PLR.
Mon 13 Dec 2010 – Tuesday 4 Jan 2011	Checking of application data
Thurs 3 Feb 2011	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Tues 15 Feb 2011	Final ALT file to PLR
Wed 16-Wed 23 Feb 2011	Checking of offer data
Wed 23 Feb 2011	Deadline for on-line ALT file to portal
Tues 1 Mar 2011	Notification letters posted
Wed 16 Mar 2011	Deadline for return of acceptances
Wed 23 Mar 2011	Deadline for transfer of acceptances to maintaining Las Deadline for parents to submit an appeal for it to be heard by the end of the Summer term.

PROPOSED NOTIFICATION LETTER

School Admissions Team
Town Hall
Horton Street, W8 7NX

1 March 2011

Dear «parent/carer»

SECONDARY TRANSFER 2011

Accepting the offer of a first preference

I am writing to let you know the outcome of your application for a place at secondary school in September 2011. I am pleased to say that «pupil_forename» has been offered a place at «alloc_pref», your first preference.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements when it was known that the present offer could be made to you.

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place. Please complete and detach the reply slip below and return it in the envelope provided by **16 March 2011**. A stamp is not required. **Failure to do so may result in this offer being withdrawn.**

Once I receive your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admission.

If the first preference school could not be offered

I am writing to let you know the outcome of your application for a secondary school place for «pupil_firstname» «pupil_surname» for September 2011.

It has been possible to offer a place at «alloc_pref». I am sorry that it was not possible to offer your child a place at a school which you gave as a higher preference on your application form. All the applications were considered carefully against the school's published admission criteria and I am afraid that, assessed on that basis, other children had a higher priority.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements when it was known that the present offer could be made to you.

If you would like more information about the reason your child could not be offered a place at a school which you gave as a higher preference, you should write and ask the admission authority for the school within the next few days. For community schools, the admission authority is the local authority for the area in which that school is located. Other schools (usually voluntary aided or "church" schools and Academies) are their own admission authority and you should contact them direct. If you are not sure who you need to speak to, please contact the School Admissions Team on 0207 361 2210 in the first instance.

You have the right to appeal under the School Standards & Framework Act 1998 for a place at any school where your application was declined. If you wish to do this, please contact the appropriate admission authority, and you will be told the procedure and the date by which you must make your appeal. If you wish your child's name to be placed on the waiting list of

any school, please contact the appropriate admission authority as already indicated. **It is advisable that you do this immediately as it is not always the case that your child will be automatically placed on a waiting list.**

Even if you decide to appeal or place your child's name on a waiting list, it would still be wise to accept the present offer. You can always turn it down later if another offer is made but there can be no guarantee of that happening. **The outcome of an appeal will not be influenced by the acceptance of a place at an alternative school.**

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place at «alloc_pref». Please complete and detach the reply slip below and return it to us by **16 MARCH 2011**. A stamped addressed envelop is provided. **Failure to do so may result in this offer being withdrawn.**

If you do not wish to accept this offer of a place, please let me know by indicating on the reply slip what alternative arrangements you are making for your child's education.

Once I have received your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admissions.

If you have any questions about this letter, please contact the Admissions Section on Tel: 0207 361 2210.

Yours sincerely,

Wendy Michael
Admissions Manager



Reply slip
Ref: «pupil_id»

«current_school»

To: The Admissions Team
Room 247/1, The Town Hall
Horton Street
London, W8 7NX

I wish to accept

I do not wish to accept *

a place for «pupil_firstname» «pupil_surname» at «alloc_pref» (Please tick).

(*If you do not wish to accept a place at the above school, please indicate below the arrangements you intend to make for your child.)

Signature of Parent/Carer

Date

Daytime Telephone Number

Please return this form by 16 March 2011

Section 2: Primary School Admissions

- 2.1 Co-ordinated admissions do not require all admission authorities within an area to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 2.2 The Royal Borough of Kensington and Chelsea has twenty six primary schools, eleven of which are community schools and for which this LA is the admission authority.
- 2.3 Primary voluntary-aided schools are also required to consult on their admission arrangements according to the same timetable if they are proposing changes to the arrangements that were determined for 2010/11. If the arrangements are to remain the same, consultation is only required every three years. The Royal Borough have offered to circulate the admissions arrangements for voluntary-aided schools on their behalf and the following schools have agreed to attach to this consultation which can be found in the attached appendices.

Name of school	Appendix	Page
Holy Trinity CE	B	49
Oratory RC	C	51
Our Lady of Victories RC (Amended Supplementary Form)	D D(i)	54 75
St Barnabas & St Philips CE	E	57
St Charles RC	F	59
St Clements & St James CE	G	62
St Joseph's RC	H	64
St Mary Abbots CE	I	67
St Thomas' CE	J	69
Servite RC	K	73

- 2.4 No changes are proposed to the admissions numbers for community schools for the academic year 2011/12

Name of school	Admissions number for 2011/12
Ashburnham	30
Avondale Park	60
Barlby	45
Bevington	45
Bousfield	60
Colville	45
Fox	45
Marlborough	30
Middle Row	45
Oxford Gardens	60
Park Walk	30
Thomas Jones	30

- 2.5 **Straight-line proposal** - It is proposed to change to the straight line (as the crow flies) method of calculating distances for all community primary schools and the voluntary aided primary schools that are included in this consultation document. This method of calculating distances from home to school provides a clearer, more objective and fairer method of measuring. The use of straight line eliminates any element of subjectivity in determining what constitutes the 'shortest, safest walking route', and in accordance with

Paragraph 2.37 of the School Admissions Code *'Admission authorities must use a reliable and reasonable system which parents can easily understand'*

2.6 Distances will be calculated from the home address point as determined by Ordnance Survey Data, to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system.

2.7 **Fox Primary School sibling proposal** – it is proposed to categorise **all** siblings in accordance with category (3), following, category (1), Children Looked After, and category (2), medical/social priority cases. No reference will be made to whether the applicant lives in the defined priority area. This proposal comes in light of several siblings in recent years not offered a place at the school as a result of a house move out of the defined priority area. The Code para.2.21 states the following:

'Giving priority to younger brothers and sisters of children already at the school supports families and can reassure parents about the safety of children when walking to school. Older children can also offer support to their younger brothers and sisters while at the school.'

2.8 **Single point of entry proposals**- The 2009 Independent Review of Primary Curriculum (The Rose Review) recommended that children should start the reception class at the beginning of the school year in September following their fourth birthday. This was recommended because of the impact on summer-born children of starting reception class later and the fact that the current system with different admission dates within and between different local authority areas is confusing for parents.

The Government has indicated its support for this recommendation and has issued a limited consultation on amending the School Admissions Code. The amendment would be as follows:

'For admission to the 2011/12 school year, and subsequent years, admission authorities for primary schools must provide for the admission of all children in the September following their fourth birthday.'

It is therefore necessary to consult on introducing a single point of entry in the Royal Borough if the recommendation forms part of a mandatory amendment to the Code in February 2010.

It is important to ensure that if this policy were to be adopted in Royal Borough (i.e. with some children starting earlier in reception class than currently) the environment, staffing ratios and curriculum would need to be appropriate to the age of children in the class. With younger children in the class (including those children just turned four), staffing ratios and staff qualifications would need to reflect those used in nursery classes. Additionally, in relation to the curriculum, children would need to continue to follow the Early Years Foundation Stage Curriculum until they move into Year 1.

Parents will still retain the right to defer their child's entry later in the year, or until the child reaches compulsory school age in that year. They would not be able to defer beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

In addition to the above, it the DCSF propose to include as an amendment to the Code the following:

'parents can request that their child attends part-time until the child reaches compulsory school age. Admissions authorities must accommodate these requests where it appears to be in the best interest of the child.'

COMMUNITY PRIMARY SCHOOLS: ADMISSIONS CRITERIA 2011 – 2012

(excluding Ashburnham/Marlborough/Thomas Jones and Fox Primary Schools which have different arrangements)

Applicants with a signed Statement of Special Educational Needs (SEN) which names one of the Royal Borough's community schools will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.

If there are more applications to the school than there are places available, the Royal Borough will allocate places in the following order of priority.

1. Children in Public Care, also known as Looked After Children in care of the local authority. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to which the child is in care, and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services 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 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 no more than six months old. All information submitted will be regarded as confidential.
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.

If in any of the categories 1, 2 or 3 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 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

4. To children who live nearest 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 point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes are measured to four decimal places. 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.

ASHBURNHAM, MARLBOROUGH AND THOMAS JONES COMMUNITY PRIMARY SCHOOLS: ADMISSIONS CRITERIA 2011-2012

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

Ashburnham, Marlborough and Thomas Jones schools have been adapted to afford access to pupils in wheelchairs. At the request of the Executive Director of Education, Libraries and Arts, the headteachers of these schools are able to offer places as a first priority to children whose physical needs make it impracticable for them to be admitted to other schools.

If there are more applications to the school than there are places available, the Royal Borough will allocate places in the following order of priority;

1. Children in Public Care, also known as Looked After Children in care of the local authority. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to which the child is in care, and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services 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 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 no more than six months old. All information submitted will be regarded as confidential.
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.

If in any of the categories 1, 2 or 3 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 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

4. To children who live nearest 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 point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order.

Routes are measured to four decimal places. 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.

FOX COMMUNITY PRIMARY SCHOOL: ADMISSIONS ARRANGEMENTS for the academic year 2011-2012

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

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

The priority area for admissions is as follows: Cromwell Road; right into Earls Court Road; over 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; down Palace Gate; into Gloucester Road; right into Cromwell Road.

Both sides of the road are included.

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

1. Children in Public Care, also known as Looked After Children in care of the local authority. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to which the child is in care, and quoting the child's full name and current address.
2. The Executive Director of Family and Children's Services 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 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 no more than six months old. All information submitted will be regarded as confidential. Support, such as a letter or report from doctor, consultant or social worker which must not be no more than 6 months old. All information submitted will be regarded as confidential.
3. To applicants who have a sibling already at Fox 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.

If in any of the categories 1, 2 or 3 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 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

4. To other applicants living within the defined priority area. Nearness to the school will in all cases 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 point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order.

Routes are measured to four decimal places. 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.

5. To other applicants living outside the priority area. The proximity criterion will be applied in the way described in para. 4 above.

For all community schools

Twins, and triplets and multiple births* – twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. If it is not possible to offer all the children a place at the same school on 4 April, every effort will be made to do so by the time they are due to start. In most cases, schools will have enough movement on the waiting list to allow this to happen. It is not however possible to have over 30 in an infant class. If this very unlikely situation occurs, the parent will be asked to decide which child should be offered the place first. If it is not possible to offer all children a place by the time they are due to start school, other schools may need to be considered.

In classes not subject to infant class size legislation, community schools would be asked to exceed their admission number to accommodate the subsequent child/ren.

- * To meet the Code's advice, the Chief Schools Adjudicator is recommending that the list of 'excepted pupil's' in the class size regulations should be extended to include twins and children from multiple births. The Secretary of State for Education has indicated he intends to consult on this, with a view to amending the School Admissions Code from February 2010. At the time of producing this consultation document the outcome had not been concluded.

PAN-LONDON CO-ORDINATED PRIMARY SCHOOL ADMISSIONS SCHEME FOR 2011/12

Applications

1. Applications from residents of the Royal Borough will be made on its Common Application Form, which will be available in hard copy and as part of London online eAdmissions system on the Royal Borough website. The CAF will include all the fields and information specified in **Schedule 1** (page 34). These will be supplemented by any additional fields and information which are deemed necessary by this Royal Borough to enable the admission authorities in its LA area to apply their published oversubscription criteria.
2. The Royal Borough will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form.
3. The admission authorities within the Royal Borough will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in the Royal Borough receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 3.7 of the School Admissions Code.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. The Royal Borough will refer to internal Council Tax data for address verification and maintain the right to request further proof of address if required. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise that LA no later than **18 February 2011**.

9. The Royal Borough will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **28 January 2011**.
10. The Royal Borough will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **28 January 2011**.

Processing

11. Applicants resident within the Royal Borough must return the Common Application Form, which will be available in hard copy and can be submitted on-line, to this LA by **15 January 2011**. Applications must be made by this date for all children whose age entitles them to enter the first year of primary school at any point during the Application Year. All applications for admission during the Application Year will be dealt with at this time, though the date at which the successful applicants actually begin school will depend on their age and whether that school has one, two or three points of entry during the school year. (This will depend on the outcome of the government proposal to move to a single point of entry for all children from September 2011).
12. Application data relating to preferences for schools in other participating LAs will be uploaded to the PLR by **28 January 2011**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. The timetable for processing the applications is set out in Schedule 3. By **3 February 2011** the Royal Borough will send its VA schools a list of the applications that have been made for those schools. The parents' order of preference will not be considered at this stage and this information will not be provided.
14. Applications received after **15 January 2011** will be considered only after those received by that date have been processed. The Royal Borough will accept late applications only if they are late for a good reason, deciding each case on its own merit.
15. Where such late applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. The Royal Borough will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **18 February 2011**.
17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to 18 February 2011, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **21 and 28 February 2011** in the Pan-London timetable in **Schedule 3**.
19. All preferences for schools within the Royal Borough will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.76 and 2.16 of the School Admissions Code. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

20. Where the number of applicants exceeds the number of places available at any school by a significant amount, only as many need be ranked as the Royal Borough decides to be necessary. The admission authorities for the VA schools will return this list to the Royal Borough by **4 March 2011**.
21. The Royal Borough will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
22. The Royal Borough will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **16 March 2011**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The Royal Borough's LAS will eliminate, as the Home LA, all but the highest potential ranked offer where an applicant has more than one potential offer across Maintain LAs submitting information within the deadline for the PLR. This will involve exchanges of preference outcomes between the LAs and the PLR in accordance with the iterative timetable) which will continue until notification that a steady state has been achieved, or until **18 March** if this is sooner.
24. The Royal Borough will not make an additional offer between the end of the iterative process and the 4 April 2011 which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. The Royal Borough will participate in the offer data checking exercise scheduled between **21 and 28 March 2011** in the Pan-London timetable in **Schedule 3**.
27. The Royal Borough will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **28 March 2011**.

Offers

28. On **4 April 2011** the Royal Borough will send by first class post notification of the outcome to resident applicants. The notification letter will include the following information and is set out in **schedule 3A** and which will be dependent on the outcome of the application:
 - the name of the school at which a place is being offered;
 - the reasons why the child is not being offered a place at any of the other schools for which a preference was expressed on the CAF and;
 - the name of school(s) declined and an indicator on the reply slip to request inclusion on a waiting list;
 - information about their statutory right of appeal and how appeals can be made to community and VA schools.
 - for parents not offered any of their preferences, the details of schools with vacancies that can be applied to by 19 April 2011 which will be included with the letter.

Post Offer

After 4 April the Admissions Team will deal with groups of pupils listed below. These pupils will be sent a list of schools in the Royal Borough where there are vacancies and this information will be regularly updated. The groups are:

- i) pupils who were not offered a school place on 4 April;
- ii) pupils who made late applications after the closing date of 15 January 2011
- iii) pupils who require a reception place who moved into the area after the 4 April.

29. Parents will be asked to reply to the Royal Borough by **19 April 2011**. If parents do not reply by that date it will be assumed that the offer has not been accepted and it will be withdrawn.
30. Where an applicant resident in the Royal Borough accepts or declines a place at a school maintained by another LA by **19 April 2011**, this LA will forward the information to the maintaining LA by **26 April 2011**. Where such information is received from applicants after 19 April, this LA will pass it to the maintaining LA as it is received.
31. The Royal Borough will inform the home LA, where different, of an offer for a maintained school in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
32. When acting as a maintaining LA, the Royal Borough and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
33. When acting as a home LA, the Royal Borough will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
34. Where the Royal Borough is informed by a maintaining LA of an offer which can be made to an applicant resident in the Royal Borough which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
35. Where the Royal Borough, acting as a home LA, has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change.
36. When acting as a maintaining LA, the Royal Borough will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
37. When acting as a maintaining LA, the Royal Borough will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Waiting lists

38. Waiting lists for entry to Reception in the academic year 2011/12 for Royal Borough schools will be compiled after **26 April** (after the deadline for acceptances of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
39. Requests to be included on waiting list for schools not in the Royal Borough will be passed to the maintaining LA for those school(s) after **26 April**.
40. Parents will be given the opportunity to make applications to Royal Borough schools to which they did not originally apply.
41. The Admissions Team will manage the waiting lists for all community primary schools in the Royal Borough.
42. All Royal Borough VA (Church) primary schools will receive the details of children that have requested inclusion on a waiting list. This list will be sent to the respective school soon after **26 April 2011**. All VA schools will continue to use their existing 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. Schools must not refer to original ranking lists as many children would have been offered a higher preference school which automatically withdraws lower preferences. VA school must keep the Admissions Team updated on the waiting list status of a child when requested.
43. All schools must inform the Admissions Team of withdrawals so the parent of the next child on a waiting list for a Royal Borough school can be notified of the offer by the home LA.
44. In the period **4 April to 31 August 2011**, the Royal Borough will seek to ensure that no school place is offered to a pupil who ranked that school as a lower preference on the CAF than a school for which they have already received an offer.

Timetable for Admission to Reception in 2011/12

Sat 15 Jan 2011	Statutory deadline for receipt of applications
Fri 28 Jan 2011	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
18 Feb 2011	Deadline for the upload of late applications to the PLR.
Mon 21 - Fri 25 Feb 2011	Checking of application data
Wed 16 Mar 2011	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Fri 18 Mar 2011	Final ALT file to PLR
Mon 21- Fri 25 Mar 2011	Checking of offer data
Mon 28 Mar 2011	Deadline for on-line ALT file to portal
Mon 4 April 2011	Notification letters posted
Tues 19 April 2011	Deadline for receipt of acceptances
Tues 26 April 2011	<p>Deadline for transfer of acceptances to maintaining LAs</p> <p>Deadline for parents to submit an appeal for it to be heard by the end of the Summer term.</p> <p>Waiting lists will be generated.</p>

PROPOSED NOTIFICATION LETTER

School Admissions Team
Town Hall
Horton Street, W8 7NX

4 April 2011

Dear «parent/carer»

PRIMARY RECEPTION ADMISSIONS 2011/12

Accepting the offer of a first preference

I am writing to let you know the outcome of your application for a place in the reception class of primary school. I am pleased to say that «pupil_forename» has been offered a place at «alloc_pref», your first preference.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements when it was known that the present offer could be made to you.

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place. Please complete and detach the reply slip below and return it in the envelope provided by **19 April 2011**. A stamp is not required. **Failure to do so may result in this offer being withdrawn**

Once I receive your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admission.

If the first preference school could not be offered

I am writing to let you know the outcome of your application for a reception class place in primary school for «pupil_firstname» «pupil_surname».

It has been possible to offer a place at «alloc_pref». I am sorry that it was not possible to offer your child a place at a school which you gave as a higher preference on your application form. All the applications were considered carefully against the school's published admission criteria and I am afraid that, assessed on that basis, other children had a higher priority.

Applications for any schools that you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements when it was known that the present offer could be made to you.

If you would like more information about the reason your child could not be offered a place at a school which you gave as a higher preference, you will need to contact the admission authority for the school within the next few days. For community schools, the admission authority is the local authority for the area in which that school is located. Other schools (usually voluntary aided or "church" schools and Academies) are their own admission authority and you should contact them direct. If you are not sure who you need to speak to, please contact the School Admissions Team on 0207 361 2210 in the first instance.

You have the right to appeal under the School Standards & Framework Act 1998, for a place at any school where your application was declined. If you wish to do this, please contact the

appropriate admission authority, and you will be told the procedure and the date by which you must make your appeal.

If you wish your child's name to be included on a waiting list, please indicate in the space provided on the reply slip. If the school is not in the Royal Borough your request will be passed to the borough where the school is located.

Even if you decide to appeal or place your child's name on a waiting list, it would still be wise to accept the present offer. You can always turn it down later if another offer is made but there can be no guarantee of that happening. **The outcome of an appeal will not be influenced by the acceptance of a place at an alternative school.**

It is important that you confirm as soon as possible whether or not you wish to accept the offer of a place at «alloc_pref». Please complete and detach the reply slip below and return it to us by **19 April 2011**. A stamped addressed envelope is provided. **Failure to do so may result in this offer being withdrawn.**

If you do not wish to accept this offer of a place, please let me know by indicating on the reply slip what alternative arrangements you are making for your child's education.

Once I have received your acceptance of this offer of a place, the school will be informed and will contact you to provide further information about the arrangements for admissions.

If you have any questions about this letter, please contact the Admissions Section on Tel: 0207 361 2210.

Yours sincerely,

Wendy Michael
Admissions Manager



Reply slip
Ref: «pupil_id»

«current_school»

**To: The Admissions Team
Room 247/1, The Town Hall
Horton Street
London, W8 7NX**

I wish to accept

I do not wish to accept *

a place for «pupil_firstname» «pupil_surname» at «alloc_pref» (Please tick).

(*If you do not wish to accept a place at the above school, please indicate below the arrangements you intend to make for your child.)

Signature of Parent/Carer

Date

Daytime Telephone Number

Waiting list request

Name of school to be indicated here

Please return this form by 19 April 2011

Minimum Content of Common Application Form to Reception and Secondary Admissions in 2011/12

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current school
Address of current school (if outside home LA)

Parent's details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child
Parental Responsibility

Preference details (x 6):

Name of school and DCSF number
Preference ranking
Local authority in which the school is based
Address of school

Additional information:

Reasons for Preferences (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*
Is the child a 'Child Looked After'? Y/N
If yes, name of responsible local authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Declaration including consequences of providing false information
Signature of parent or carer
Date of signature
Data Protection notice
Checklist including advice about completing supplementary information

Section 3

PROPOSED IN-YEAR COORDINATED ADMISSIONS PROTOCOL

3. Introduction

- 3.1 This Protocol and attached scheme produced by the Royal Borough of Kensington and Chelsea Council, Local Authority (which will be referred to as the LA) acting under the provisions of the Education (Co-ordination of Admission Arrangements (England) Regulations 2002, and in accordance with the School Admissions Code of Practice 2009 (Department for Children, Schools and Families).
- 3.2 This Protocol and Scheme takes into account the obligations imposed on schools, the LA and parents by the School Admissions Code of Practice (the Code) which came into force on 10 February 2009, superseding all previous versions.
- 3.3 All schools maintained by the LA (except for special schools), will operate within this In-Year Co-ordinated Admissions Scheme.
- 3.4 Maintained schools in the Royal Borough are those where the LA is the admission authority (community school) and those where the governing body of the school is the admission authority (voluntary aided and Academy).
- 3.5 This protocol is for admission to school from September 2010. The annual consultation for 2011/12 will include this In-Year scheme.
- 3.6 This protocol will be administered for the Royal Borough of Kensington and Chelsea LA by the School Admissions Team, part of the Families and Children's Services based at the Town Hall.

Purpose

- 3.7 This protocol identifies a requirement on parents to make an application for a school place. It describes the arrangements put in place to enable parents to make an application by expressing a preference for a school (or preferences for schools) and the arrangements which will be followed by schools and the LA in order to respond to applications and allocate school places.
- 3.8 This protocol recognises the requirement for every application for a school place to be made to the Home LA. No applications can be made direct to a school, even where that school is its own admission authority.
- 3.9 This protocol, in conjunction with the Pan London Primary Co-ordinated Admissions Scheme and the Pan London Secondary Co-ordinated Admissions Scheme, is intended to ensure that all parents feel they have the same opportunities to apply for the school they want for their child.
- 3.10 There will be a number of children who require admission to a school at other times than the normal round of admissions, once the Reception and Year 7 has begun or during any other Year. These are In-Year admissions, sometimes called casual admissions.
- 3.11 Children seeking places at school In-Year may have personal circumstances which combine to make them more vulnerable to missing education. This may in turn have an impact on the child's welfare, health and safety, happiness and educational opportunity.

- 3.12 Children seeking places at school In-Year may have personal circumstances which combine to make them more challenging in their behaviour. These children are sometimes referred to as *hard to place* and may require consideration in accordance with the Royal Borough's Fair Access Protocol which is currently under review. Applicants may take priority over children on the waiting lists if the school is allocated to take a child under the locally agreed Fair Access Protocols.
- 3.13 Parents may submit applications for In-Year admission at any time.
- 3.14 A parent may request a place In-Year for a variety of reasons, for example, where:
- the family has moved home, either into the Royal Borough or from another part of the borough and the current school is too far to travel;
 - the family have re-located to the Royal Borough from abroad;
 - there is a preference to change schools;
 - there is a preference to move from home-education to school education;
 - there is a preference to move from a fee-paying school to a state maintained school;
 - the child has been permanently excluded from a school.
- 3.15 The LA recognises that a place must be provided for a child at the school named in his or her Statement of SEN. This function will be carried out by the Home LAs Special Educational Needs Team.
- 3.16 The responsibility of the LA is to ensure that there are sufficient places to accommodate the expected level of demand in an area and to administer arrangements for admission.
- 3.17 It is the responsibility of parents to ensure that their children receive suitable and appropriate full-time education, either by attendance at a state maintained school or otherwise, such as by home- education or attendance at a fee-paying school
- 3.18 Children below 5 are not required to receive full-time education although they may seek a school place as a Rising 5.
- 3.19 Children above 16 are not required to receive full-time education although they may seek a school place in a sixth form or further education college.
- 3.20 Parents may express preferences for up to six schools in the order they would most like a place. The order of preference will not affect the decision of an admission authority. Where a school is its own admission authority, it will not be informed of the order of preference. If more than one preferred school could admit the child, it will be the role of the Home LA to offer a place at the school ranked highest by the parent. If none of the parent's preferences can be met, it will be for the Home LA to offer a place at the nearest school to the home address with a vacancy and to advise the parent of his or her options.
- 3.21 Allocations will be based on an equal preference system.
- 3.22 In all requests for admission which are refused there will be the opportunity to be added to a waiting list (if there is one) and the right of appeal.

PROPOSED SCHEME FOR CO-ORDINATION OF IN-YEAR ADMISSIONS

From September 2010 and the Academic Year 2011/12

The proposed scheme has been formulated to meet the statutory requirements set out in the Code and the mandatory elements that London LAs have agreed to include in their In-Year coordinated scheme. The shaded areas define how the Royal Borough will meet the requirements in specific areas.

Section 1: Applications

1. Applications for children resident in the Royal Borough will be made on the Home LA's common application form. To avoid confusion with the Common Assessment Framework (CAF) this LA will refer to the common application form for In-Year applications to primary school as the "Primary Application Form" (PAF) and "Secondary Application Form" (SAF). Throughout this document the application form will be referred to as a 'common application form' or 'CAF' and will include all the fields and information specified in **Schedule 4** to this Protocol

Both forms will be made available at all Royal Borough primary and secondary schools, the Town Hall, the PDC and on the LA website.

Royal Borough schools will determine the borough of residence for the applicant if the school is approached direct by the parent/carer. The CAF will be provided to the parent/carer for residents in the Royal Borough. If the parent/carer is not resident in the Royal Borough the school will advise them to contact their Home LA to obtain the CAF.

2. Applications for children living elsewhere in England will be referred to their Home LA to be considered under their Home LA's scheme, unless evidence of an imminent move is provided, and this is agreed by both LAs.
3. As a minimum, the Royal Borough will allow parents to submit an online enquiry to the admissions email address: school.admissions@rbkc.gov.uk to express an interest in applying for a school place In-Year.
4. The admission authorities within the Royal Borough will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.

Supplementary forms for all Royal Borough admission authority schools can be obtained direct from schools or on the Royal Borough's website. These forms must be returned to the school and not the Home LA. Any supplementary forms must advise parents that they must also complete their Home LA's common application form. The Royal Borough's admission booklet and website will indicate which of its schools require a supplementary form and where they can be obtained.

5. Where an admission authority in the Royal Borough receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on their Home LA's Common Application Form in accordance with paragraph 3.7 of the School Admissions Code.

6. Applicants will be able to express a preference for a maximum of six maintained primary/secondary schools or Academies within and/or outside the Home LA (and any City Technology College that has agreed to participate in their LA's Scheme). The Royal Borough will accept any preference received from a Home LA for a maintained school or academy in its area.
7. The order of preference given on the application form will not be revealed to a school within the Royal Borough in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent of a child resident in the Royal Borough expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
8. The Royal Borough undertakes to carry out address verification for each application made by a resident. Where it has not been possible to validate an address of an applicant whose preference has been sent to a Maintaining LA, it will advise the Maintaining LA.

Royal Borough admission authority schools must not request proof of address or the child's date of birth with the supplementary form. Address and date of birth verification will be carried out by the Home LA. Documents for further clarification can be requested by the school following the official offer of a place from the Home LA. Any discrepancies that arise as a result, e.g. date of birth does not match, must be raised with the Home LA to investigate.

9. The Royal Borough will check the status of any applicant who is a 'Looked After' child and provide evidence to the Maintaining LA in respect of a preference for a school not in this LA's area as soon as it is received.
10. The Royal Borough will advise a Maintaining LA of the reason for any preference expressed for a school not in this LA's area, in respect of a resident child, and will forward any supporting documentation to the Maintaining LA as soon as it is received.

Section 2: Processing

11. Applicants with children resident within the Royal Borough must complete and return the CAF to the Royal Borough's Admissions Team.
12. An application for a child resident outside of the Royal Borough will not be considered until a CAF has been completed and returned to the Home LA.
13. Where an application is not fully completed, the Royal Borough will not treat the application as valid until all the information is received.
14. Application data relating to preferences for schools in another LA will be shared with that LA within **5 working days** of the application being received. Any additional information received with the CAF will be sent to Maintaining LAs by the same date.
15. The Royal Borough will use the Pan London Support Site to exchange data through the document exchange. Alternative arrangements will be made to forward data and supporting information to LAs that do not have access to this site.

16. Where it is the policy of the Maintaining LA to request background information from a previous school before a place is offered, acting as a Home LA, it will pass any information obtained as soon as this is received.

Section 3: Offers

17. The Royal Borough will aim to share the outcome of an application for one of its schools with the Home LA within **10 school days** of receiving the data. (Where it is clear to the Royal Borough that it has no vacancy for the child, the Home LA will be informed as soon as possible after receipt of the application data). If it has not been possible to make a decision within **10 school days**, the Royal Borough will inform the Home LA so the parent/carer can be kept informed of progress. The Royal Borough will inform the Home LA as soon as a decision is made, but within at least **20 working days** of receiving the application data. Example of outcome letter shown as **Schedule 4A**.
18. Acting as Home LA, the Royal Borough will eliminate all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within **10 school days**, and where it has been informed by a Maintaining LA that a place is available, will advise that LA whether the place is required.
19. Acting as Home LA, the Royal Borough will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in the Royal Borough or in other LAs.
20. Where it has not received an outcome for a school within another LA which is a higher preference than the school offered, this LA will case manage that application until an outcome can be sent in respect of each such school named on the CAF.
21. Where a parent moves from the Royal Borough to another LA after receiving a CAF, the application will continue to be processed if the new address does not change the schools applied for. If the new Home LA is further away and different schools need to be requested, the Royal Borough will pass the details of the child to that Home LA.

Section 4: Post-offer

22. The Royal Borough will request that resident parents accept or decline the offer of a place within two weeks.
23. Where a parent does not respond within this timeframe and the application is for an out-borough school, the Royal Borough will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if necessary, will liaise with the Maintaining LA. Only where the parent fails to respond and the Royal Borough can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admissions authority.

The Admissions Team will refer the child's details and any additional information, to the Education Welfare Service in cases where an offer of a school place has been rejected and it is clear that no alternative provision has been arranged for the child by the parent/carer.

24. Where a parent resident in the Royal Borough accepts or declines a place in a school maintained by another LA, the Maintaining LA will be informed as soon it is received.

25. The Royal Borough will inform the Home LA whether a child offered a place at a school in its area has been admitted to the school within **5 school** days of the start date.
26. The Admissions Team will notify the Home LA of any appeals that are upheld for Royal Borough schools.

Section 5: Waiting Lists

27. Where a place is available to be offered from the waiting list to a child resident in another LA, the Royal Borough will advise the Home LA so that they might formally offer the place.
28. Where the Royal Borough is informed that another LA is able to offer a place from the waiting list to one of its residents, it will send the outcome letter to the applicant.
29. The waiting lists for all Royal Borough **community** schools will be held and administered by the Admissions Team for all year groups and will be ordered in accordance with the published admissions criteria for the respective school. Parents/carers that approach Royal Borough community schools direct, that want to be added to a waiting list, must complete the CAF and return to their Home LA Admissions Team.
30. Parents will be contacted at intervals throughout the year to indicate if they wish their child to remain on a waiting list and will be given 14 days to respond. Those that do not respond by the date given will be removed from the respective waiting list with immediate effect. Parents will continue to maintain the right to re-apply and be added to a waiting list for any school at any time and have the right of appeal.
31. Royal Borough voluntary aided schools and the Academy will maintain their own waiting lists. Applications must be made to the Home LA as an In-Year admission to be added to a waiting list. In accordance with 3.22 of the Code, Royal Borough VA schools and the Academy must communicate the availability of places to their Home LA Admissions Team when requested. They must also inform the numbers on their waiting lists for each year group by completing the Royal Borough roll return form on a monthly basis, or sooner if necessary. A module is currently being developed by software suppliers to administer in-year admissions and the specification includes the facility for schools to have access via the web to update roll numbers for each year group. Schools will be updated with developments and receive training as required by Admissions staff.
32. Inevitably, parents/carers will continue to approach schools when seeking a school place. Schools that do receive a direct request, and there is a vacancy in the appropriate year group and no waiting list, **must** contact the Admissions Team to confirm that there are no pending In-Year applications for the requested year group. Once a vacancy is confirmed, the parent/carer can be advised of the current position and that a CAF must be completed and returned to their Home LA who will make the official offer. If the child is a Royal Borough resident the school can provide the parent with the CAF. For children not in receipt of education, delay in a straightforward admission of a child to a school where a vacancy has been identified should be avoided where possible and the Admissions Team will work closely with its schools to place the child on roll as soon as reasonably practical.
33. Each school must notify the Admissions Team when a child is removed from the school roll and the reason why. Schools must follow procedures in place when removing pupils from the roll of the school. Pupils must not be removed from the school roll based on a verbal conversation with a parent/carer that has, for example, indicated moving away at the end of term or as a result of a disagreement with the school. Schools need to liaise with the Education Welfare Service if unsure whether to

remove a pupil from the roll. The next child on the waiting list will be contacted and sent an offer letter by the Home LA. The offer must be made by the Home LA regardless of which borough the school is located.

34. Where the next person on a waiting list for a Royal Borough school is already on roll at another school and the parent has indicated that they would like their child to attend the offered school, the official offer will be made by the Home LA and arrangements for admission will be negotiated with the school and the parent to ensure a smooth transition. This may mean the child starting at the new school at the beginning of the following term. The agreed start date for the new school must be notified to the Admissions Team. There must be no unnecessary delay in admission to a Royal Borough school when a child is out of school and not receiving education.
35. In accordance to 3.21 of the Code, children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

Schedule 4

The Royal Borough's Common Application Form for Primary and secondary In-Year admissions will contain the following fields as agreed by the Pan London coordinated admissions arrangements.

To avoid confusion with the Common Application Form available to parents applying for a reception place for the first time and for primary to secondary transfer. The In-Year forms will be referred to as '**Primary Application Form (PAF)**' and '**Secondary Application Form (SAF)**'

Child's details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school
- If currently in school, reason for transfer
- Has the child been permanently excluded?
- Does the applicant have a statement of SEN?
- Is the child Looked After?

Parent's/Carer's details:

- Title
- Forename
- Surname
- Address (if different to child's address)
- Telephone Number(s)
- Relationship to Child
- Parental Responsibility

Preference details (maximum of 6):

- Name and DCSF number of school
- Preference ranking
- Local Authority in which the school is based
- Sibling Details
- Reasons for Preference (including any medical or social needs)

Other:

- Declaration including consequences of providing false information
- Signature of parent or carer
- Date of signature
- Data Protection notice
- Checklist including advice about completing supplementary forms

Draft Notification Letter

- Paragraphs in bold to be included in a first preference offer letter
- All paragraphs to be included in any other preference offer letter
- The letter will include details of schools with vacancies in the appropriate year group where no preference is offered

From: Home LA

Dear Parent/Carer

Application for a school place

I am writing to let you know the outcome of your application for a school place. Your child has been offered a place at X school. The school will be in contact you with further details in due course.

Insert/delete as appropriate

[However, please be aware that I have not yet been notified of the outcome of your application for Y school. I will write to you again as soon as I am notified of a decision for this school.]

I am sorry that it was not possible for your child to be offered a place at any of the [other] schools which you listed as a higher preference on your application form. This is because each of these schools were already full, or there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools that you named as a lower preference on your application form were automatically withdrawn under the In-Year coordinated admission arrangements, as a higher preference school has been offered.

Please would you confirm whether or not you wish to accept the place at X school by completing the enclosed reply slip. If you do not wish to accept the place, you will need to let me know what arrangements you are making for your child's education.

You must return the reply slip to me by (2 weeks from the date of letter), in order to retain the offer of your child's school place. Once we have received confirmation that you are accepting this offer, we will advise X school so that they can arrange for your child's admission.

If you would like your child's name to be added to the waiting list for any school that you have named as a higher preference on your application form, you should put this request in writing to me. If you wish your child's name to go on the waiting list for an out-borough school, any such request is subject to whether or not that school or Local Authority maintains a waiting list.

If you would like more information about the reason that your child was not offered a place at any school, you should contact the admission authority that is responsible for admissions to the school within the next few days.

You have the right of appeal under the School Standards and Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and date by which an appeal should be made.

If you have any queries about this letter, please contact the School Admissions Team on Tel: 0207 361 2210.

Section 4

This section sets out the proposed admissions arrangements for Chelsea Academy and the following primary voluntary aided schools:

Holy Trinity CE
Oratory RC
Our Lady of Victories RC
St Barnabas & St Philip's CE
St Charles RC
St Clements & St James CE
St Joseph's RC
St Mary Abbots CE
St Thomas CE
Servite RC

The remaining Royal Borough voluntary aided schools not included in this consultation document, will either carry out their own consultation in accordance with the same regulations in the Code, or do not need to consult as no changes are proposed to their determined arrangements for 2010/11.

Proposals:

Chelsea Academy and the above schools propose to use the straight line method of calculating distances as outlined on **page 20 (2.5)**.

Chelsea Academy -

- have included the arrangements for entry to the sixth form from 2011 which forms part of their funding agreement.
- have defined the Community Places criteria for 'other applicants' under a separate category 'd'.

There are no proposed changes to the Supplementary Information Form (SIF) for Chelsea Academy.

The SIF for Our Lady of Victories RC Primary School is can be found as Appendix D(i) and is the only primary school where amendments have been made to the form (other than dates).

The 2010/11 SIFs for the remaining schools can be found on the Royal Borough website: www.rbkc.gov.uk.

In all cases, any comments must be returned for the attention of the governing body of the respective school. The address can be found in each appendix. Any comments returned to the Royal Borough will be passed to the school.

Chelsea Academy Admissions Policy

Entry to Year 7 in September 2011

1. Introduction

Chelsea Academy has an agreed admission number of 162 pupils. Chelsea Academy will accordingly admit at least 162 pupils in the relevant age group each year if sufficient applications are received;

2. Process of application

Applications for places at the Academy will be made in accordance with the Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form provided by the Home Local Authority where the child resides.

Chelsea Academy will use the following timetable for applications:

- a) September - Chelsea Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (i.e. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school
- b) September/October - Chelsea Academy will provide opportunities for parents to attend an open evening to hear about the Academy
- c) 31st October 2010 – parents return the completed Common Application Form (CAF) to their Local Authority to administer
- d) Local Authority sends applications to Academy
- e) Academy sends list of pupils to be offered places to RBKC
- f) February - RBKC informs other local authorities of the offers of places to be made to their residents.
- g) 1st March – notification letters sent 1st class to parents.

3. Consideration of applications

Chelsea Academy will consider all applications for places. Where fewer than 162 applications are received, Chelsea Academy will offer places to all those who have applied.

4. Procedures where Chelsea Academy is oversubscribed

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:

- a) Young people who are in public care
- b) Children who are the subject of an Education Supervision Order which names the school.
- c) 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.
- d) Admission under i) to iii) will be considered irrespective of any religious affiliation.

5. 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 over-subscribed, then the remaining places will be allocated using the over-subscription criteria and procedures.

a) Foundation Places

Foundation places are available to applicants who meet the criteria for foundation places.

b) Foundation Applicants

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

- a) Children whose parents regularly attend 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.
- b) Children whose parents regularly attend¹ other Christian Churches or chapels² and who attend a Church of England Primary School in the Deaneries.
- c) Children whose parents regularly attend one of the Church of England churches in the Deaneries of Kensington and Chelsea, or other Christian Churches or chapels in the Deanery area.
- d) 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, the available number of places will be allocated by random selection. Those not offered foundation places will be considered against the criteria for community places and vice versa.

6. Community Places

Community places are available to all applicants.

Community Places: Over-Subscription Criteria

Places will be offered in the following order of priority.

- a) 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.
- b) To other applicants who attend a primary school in RBKC.
- c) To brothers and sisters of children on the roll of the Academy at the time of admission.
- d) To other applicants that do not attend a RBKC primary school.

If there are more applicants than places available in either category a, b, c or d 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 main entrance of the Academy building in Lots Road 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.

7. Operation of waiting lists

Subject to any provisions regarding waiting lists in the RBKC's co-ordinated admission scheme, the Academy will operate a waiting list. Where Chelsea Academy receives more applications for places than there are places available, a waiting list will operate until a month after the beginning of the school year. This 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, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7 and 8 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

8. Arrangements for admission to post 16 provision

Chelsea Academy will operate a co-educational sixth form for a maximum of 250 students.

The admission number for the sixth form is 125 minus those pupils eligible to transfer from Chelsea Academy's year 11. If oversubscribed with those eligible to progress from its own year 11, the Academy will not admit any external applicants.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum 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 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, priority will be given in the following order:

- (1) Looked after children
- (2) Places will be offered to children who live nearest 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 main entrance of the Academy building in Lots Road 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.

Details relating the 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 progression into the sixth form.

Comments to be returned by Friday 26 February 2010:

**For attention of:
The Governing Body
Chelsea Academy
The Caryle Building
Hortensia Road
SW10 0QS**

HOLY TRINITY CE SCHOOL Admissions' Criteria

To apply for a place at Holy Trinity CE School parents should complete a Common Application Form (CAF) naming the school, this must be obtained from the Home Local Education Authority (borough of residence). Residents of the Royal Borough of Kensington and Chelsea will be able to obtain an application form from the school and the Town Hall. Applications can also be submitted online from 1 September 2010 to: www.rbkc.gov.uk Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class. Those applying under criterion 2 should also complete the school Supplementary Information Form so that governors may consider their application fully.

Holy Trinity Church of England Primary School is a one form entry school with an admission number of 30. Where there are more applications than places available priority is given to:

1. Looked after children.
2. Children whose parents live locally¹ and are practising members of the Church of England (A Supplementary Information Form confirming regular² attendance to be completed).
3. Children who have brothers or sisters at the school (siblings must be attending the school at time of admission).
4. Children who are attending our nursery class.
5. Children whose parents live locally¹ and desire them to attend the school because of its religious ethos/tradition.
6. Any other children.

“Locally”¹ is defined as those who live within the Parish of Holy Trinity, Sloane Street and those who live within Parishes adjacent to the Parish of Holy Trinity (Parish map available to view in the school office).

“Regular”² is defined as attendance once a month for 6 months.

When deciding between the applicants who appear to have equal entitlement to admission under the criteria, in the order of priority as above, the governors will offer the place to the applicant who lives nearest to the school 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 (for children applying to the reception class the distance will be measured to the Cadogan Gardens building). Accessibility by car or public transport will be disregarded.

Definitions

Sibling -

'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling'.

Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.'

In-Year Admissions - 2011

Applications outside of the normal point of entry (reception) must be made to the local authority where the child lives (Home Local Authority) on a Common Application Form and returned to that Local Authority. The school's supplementary form, priest's reference and baptism certificate must be returned to the school. If more applications are received than places available then applications will be ranked by the governing body in accordance with the above admissions' criteria. 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 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 so that the Local Education Authority can inform the parent that the school is making an offer.

Comments to be returned by Friday 26 February 2010:

**For attention of:
The Governing Body
Holy Trinity CE School
Sedding Street
SW1X 9DE**

**ORATORY PRIMARY SCHOOL
ADMISSIONS POLICY 2011-2012**

The Oratory Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. It is a Voluntary-Aided one-form entry school in the trusteeship of the Fathers of the London Oratory of St Philip Neri. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year which begins in September. There are two points of entry, in September and January. All applicants are required to declare their positive support for the aims and ethos of the school. Whenever there are more applications than places available, priority will always be given to practising Catholic³ applicants in accordance with the criteria listed below.

Criteria

Where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Looked after⁴ children from Catholic families,

2. Baptised children from practising Catholic families, ('family' normally includes the Catholic or Catholics who have legal responsibility for the child) in the following order of priority within this section:

- A who at the time of enrolment will have a sibling at the Oratory Primary School.
- B attending Mass regularly at The Oratory Church⁵
- C attending Mass regularly at Our Most Holy Redeemer Church⁶
- D attending Mass regularly at another Catholic Church

3. Other Catholic children.

4. Other 'looked after' children.

5. Catechumens and members of an Eastern Christian Church⁷.

6. Christians of other Christian denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.

7. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.

8. Any other children.

³ 'Catholic' means a member of a Church in communion with the See of Rome. This includes Eastern Catholic Churches. Applicants will be required to provide copies of birth certificates and certificates of Baptism or of reception into the full communion of the Catholic Church. 'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest.

⁴ 'Looked after' child has the same meaning as in section 22 of the Children Act 1989 and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

⁵ 'attending Mass regularly' means attendance at Mass at the Oratory Church normally for a period of at least one year and supported by a priest reference. **You must register your attendance at the Oratory House as the Oratory Fathers will be using this information when they provide references.** If Mass attendance at The Oratory Church has been for less than a year, a further priest reference from the family's previous parish should also be provided.

⁶ 'attending Mass regularly' at Our Most Holy Redeemer church means normally attending for a period of at least one year and supported by a priest reference.

⁷ 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

The Governing Body will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, pastoral or other need of the child which can most appropriately be met by this school.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. 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.

An Application Form for Admission to Primary School - A Common Application Form (CAF) must be completed for the application to be valid and this must be obtained from the Home LEA (borough of residence). Proof of address will be checked and validated by the Home LA for all application for a place in the Reception Class. Residents of the Royal Borough of Kensington and Chelsea will be able to obtain the application form from the school and the Town Hall. Application can also be submitted online from 1 September 2010 at: www.rbkc.gov.uk

A copy of the child's baptismal certificate and a reference from a Catholic priest must be produced to support the school's application. Proof of address and proof of the child's date of birth must also be provided if a place is offered.

All applications must be received by the closing date 15 January 2011. The Governors' admission panel meet several times following the closing date and all applicants are notified with the outcome from the submitted application to the school by the LEA. Applicants are invited to attend open days which are held each term, details of which can be found in the application pack. The Headteacher or Deputy Headteacher will meet with parents at this time and speak about the school and answer any questions parents may have. Older children from the school will then escort parents on a tour of the school.

The school is highly oversubscribed and non-Catholic applicants are unsuccessful unless there is not a Catholic child seeking a place. Therefore non-Catholic applicants' places are generally only available in the upper/junior years.

Application Procedures and Timetable

Applications are submitted by the set closing date to the school's address located on the application form attached to this policy. The Common Application Form or CAF must also be completed and returned to the Home LEA by the closing date (15 January 2011) if applying for a place in reception class. If you do not complete both the CAF and the application form and return both by the closing date, the Governing Body may be unable to consider your application and it is very unlikely that your child will be offered a place at the school. If the Home LEA receives the CAF by the deadline, but the school does not receive its supplementary form, the application will still be considered, but it will be ranked at the end of the school's list because the required information was not available for Governors to consider against the school's admission criteria. Parents will be advised of the outcome of their applications by the Home LEA on 4 April 2011. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

In Year Admissions

Application 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, then the Governing Body will admit the child. 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 children without an offer of a school place elsewhere are given priority immediately after Catholic "looked after" children; similarly, other children without an offer of a school place are given priority immediately after other "looked after" children]. 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 applications are received. Applicants on the waiting list must be in touch with the school at least once a term to declare their continued interest. 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 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.

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. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker or doctor to be provided at the time of application.

If after making an application, any of the information given on any of the forms submitted by applicants, or on any other form, letter or document associated with the application changes, the Headmaster must be informed immediately. Failure to do so may prejudice the application. The Governing Body reserves the right to make inquiries regarding an applicant's religious practice and commitment to their Parish and to the Church, and to seek verification of any information given by an applicant. False information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

Comments to be returned by Friday 26 February 2010:

**For the attention of the Governing Body
Oratory RC School
Bury Walk
Cale Street
SW3 6QH**

OUR LADY OF VICTORIES CATHOLIC PRIMARY SCHOOL ADMISSION POLICY FOR ACADEMIC YEAR 2011/2012

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of school life. It is essential that the Catholic character of the school's education is fully supported by all families in the school. It is expected that all applicants desire a Catholic education for their child and will therefore give their full, unreserved and positive support for the aims and ethos of the school.

All applications from practising Catholics must be supported by a priest's reference.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the Reception Class in the school year which begins in September 2011. Whenever there are more applications than places available, priority will always be given to **practising Catholic** (See note 1) applicants in accordance with the over-subscription criteria listed below.

Priority will be given to -

1. **Catholic** (See note 2) **looked-after children** (see note3) in public care to a local authority.
2. Baptised Catholic children from **practising Catholic** (see note 1) families resident within the parish boundaries of Our Lady of Victories and Our Lady of Mt. Carmel and St. Simon Stock.
3. Baptised Catholic children from **practising Catholic** (see note 1) families not resident within the parish boundaries of Our Lady of Victories and Our Lady of Mt. Carmel and St. Simon Stock.
4. Other baptised Catholic children.
5. Other looked-after children.
6. **Catechumens** (see note 5) and members of an **Eastern Christian Church** (see note 4).
7. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
8. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
9. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied:

- a) The attendance of a brother or sister (including step brothers and sisters, half brothers and sisters or adopted brothers and sisters, resident in the same household) who will still be in attendance when the applicant starts school will increase the priority of an application within each category. Multiple birth children (twins, triplets etc) will be treated as individual applications.
- b) Further priority will be given according to proximity 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. 'Home address' is defined as where the child lives for 50% or more of the school week. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

The governing body will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school the governing body will require compelling written evidence from an appropriate professional, such as a priest, social worker or doctor to be provided at the time of application.

Procedure for Admission to the Reception Class

1. Telephone or write to the school for THE SCHOOL'S SUPPLEMENTARY INFORMATION FORM (SIF), Prospectus and the list of required accompanying documents which include a copy of the child's baptismal certificate. The form will also be made available on the Royal Borough website: www.rbkc.gov.uk.
2. Applicants are asked to complete the school's Supplementary Information Form (SIF) along with the accompanying documents and post these to the school by the **15th January 2011**. If you do not complete the school's Supplementary Information Form (SIF) your child's chance of being offered a place at the school may be adversely affected. For practising Catholic applicants this must include a priest's reference which should be obtained from your parish priest. For all other denominations the application must be supported by a reference from the minister of religion.
3. A Common Application Form (CAF) must be completed for the application to be valid and this must be obtained from the Home Local Authority (borough of residence). Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class. Residents of the Royal Borough of Kensington and Chelsea will be able to obtain the Common Application Form from the school or the Town Hall. Applications can also be submitted online from 1st September 2010 at: www.rbkc.gov.uk
4. Parents will be advised of the outcome of their application to the Reception Class by their Home Local Authority.
5. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right to appeal to an independent appeal panel.

N.B. If after making an application any of the information given on any of the forms submitted by applicants, or any other form, letter or document associated with the application changes, the Headteacher must be informed immediately. Failure to do so may prejudice the application. False information or the omission of material information may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the subscription criteria set out above and not in the order in which applications are received or added to the list. Names are normally removed from the list after one year of no contact from the proposed date of admission.

Admission to the Nursery

The above Admissions Policy applies to applications for a place in Nursery, though the **procedures for admission** differ from Reception Applicants in that parents **do not need** to complete the Local Authority Common Application Form and there is no right of appeal for a place in Nursery.

IT MUST BE NOTED THAT a Nursery placement **DOES NOT GUARANTEE A PLACE IN THE RECEPTION CLASS** of the school. A fresh application has to be made under the usual procedure the following year. Parents will be advised of the outcome of their application to the Nursery Class **BY THE SCHOOL**.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. (i.e. applications should be made to the Local Authority where the child lives (Home LA) on a Common Application Form (CAF) and returned to that LA. The school's Supplementary Information Form (SIF) and accompanying documents should be returned to the school). Where there is no waiting list the local authority will be notified and the child will be admitted. If a place is offered, this will be notified to the family by the Home LA.

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 children without an offer of a school place are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after 'looked-after' children. 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 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 so that the Local Authority (LA) 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 any local protocol that has been agreed by 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.

Deferred Entry

Parents have the right to defer entry for their child until s/he is of statutory school age i.e. up to the first day of the term following the child's fifth birthday. Applications should be made in September 2011 in the normal way in these circumstances.

Notes

1. **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.
2. **Catholic** means a baptized 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 a Catholic Church is gained by baptism in that Church. It can also be gained by other baptized Christians who are subsequently received into the Catholic Church.
3. **Looked-After child** has the same meaning as Section 22 of the Children Act 1989 and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
4. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Comments to be returned by Friday 26 February 2010:

**For the attention of:
The Governing Body
Our Lady of Victories RC School
Clareville Street
SW7 5AQ**

ST BARNABAS & ST PHILIP'S C.E. PRIMARY SCHOOL

GOVERNORS' ADMISSIONS POLICY

The Governors are responsible for admissions into the seven year groups in the school. Each year group has an agreed limit of 30 pupils. These arrangements and the admissions criteria below, are reviewed annually.

Each year 30 places are available in the Reception Year for those whose fifth birthdays fall between the 1st September and the 31st August. All children are admitted in September (Autumn Term).

Parents who wish their child to be considered for a place at the school are requested to apply between the start of the autumn term and the closing date for applications set by the Borough, in the academic year preceding the year of entry. The Royal Borough of Kensington and Chelsea's application form **MUST** be completed. Parents applying under criterion 2 are also asked to complete the school's supplementary information form and a clergy reference form, so that Governors may consider their application fully. All forms may be collected from the school during that period. Parents/carers are also welcome to visit the school during one of the regular open morning sessions.

Should there be more applications than places, they will be considered under the following criteria, in order:

1. Priority will be given to children in public care.

The Governors will allocate all remaining places in the following order.

2. 20 places for the children of Regular Church Members.

a. First, to children who regularly* attend either St Barnabas Church, Addison Road, W14 or St Philip's Church, Earls Court Road, W8; and who have at least one parent or guardian who are regular members of the same church

b. Secondly, to children who regularly* attend a church affiliated with 'Churches Together in Britain and Ireland' and/or the Evangelical Alliance; and who have at least one parent or guardian who are regular members of the same church.

* Regular attendance is attendance at a service of public worship (or Sunday School) at any time during the week, at least twice a month. 'Regular membership' refers to those classed as members of a church (i.e. if Anglican, on the electoral roll) who are also regular attenders. The regular attendance should have been for at least one year. Applicants who have only recently started attending the church in question will be considered if they have regularly attended for a minimum of four months and provide a letter from their previous church indicating compliance with these criteria.

3. Up to 10 places for all remaining applications

TIE BREAKER CRITERIA

If there are more applicants than places available under categories 2-3 above, then the tie-breaker criteria will be applied in this order:

1. The presence of brother(s) or sister(s) already in the school and who will be there at the time of entry of the new child. This includes half brothers or half sisters, adopted

brothers or sisters, stepbrothers or sisters or the children of the parent or carer's partner provided these live at the same address.

2. Distance between home and school with priority being given to children who live nearest 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

OTHER ADMISSIONS

Applications outside of the normal point of entry (reception) must be made to the local authority where the child lives (Home LA) on a Common Application Form and returned to that LA. The school's supplementary form (and Church/Clergy reference form, where relevant) must be returned to the school. If the school is full in the requested year group, children will be placed on the waiting list in the following order:

First, those in public care; second, children who regularly attend St Barnabas or St Philips church; third, children who regularly attend another church; fourth, all others. If there are more applicants than places available, then the tie-breaker criteria (above) will be applied. If a place can be offered, this will be notified by the Home LA.

APPEALS

If an application for a place is unsuccessful, parents have the right to appeal. **Appeals must be made within 14 days of the date of the decision and are considered by an independent appeal panel.** Further information about how to make an appeal may be obtained from the Clerk to the Governors, c/o St Barnabas & St Philip's C.E. Primary School, 58 Earls Court Road, London W8 6EJ.

EXPECTATIONS

Parents and carers will be expected to encourage their children to contribute to, and benefit from, the Christian ethos of the school.

Comments to be returned by Friday 26 February 2010:

**For the attention of:
The Governing Body
St Barnabas & St Philip's CE School
58 Earl's Court Road
W8 6EJ**

ST CHARLES CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2011-2012

St Charles Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 45 pupils to the nursery and reception classes in the school year which begins each September.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic 'Looked After Children'.
2. Practising baptised Catholic children who are resident in the parish of St Pius. *
3. Practising baptised Catholic children who are resident in the parishes of St Aidan's and Kensal Rise. *
4. Other Catholic children.
5. Other looked after children.
6. Catechumens and members of an Eastern Christian Church. If you are not a Catholic please state which religion you are if any.
7. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
8. Children of other faith communities whose parents wish them to have a Catholic education and whose application is supported by their religious leader.
9. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

The attendance of a brother or sister (step, half or adopted) at the school at the time of enrolment will increase the priority of an application within each category. Where only one place is available for more than one child within the same family the offer of the place will be decided by random allocation – e.g. a lottery which should be carried out by governors in the presence of an independent witness. It is not permitted to go by first born or alphabetical order of names, but a lottery is permitted under the Code.

The governing body will give the highest priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately be met at this school.

The child and at least one parent have attended Sunday Mass or Saturday vigil Mass weekly for two years or more or from reception into the Catholic Church.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed on the last page would still lead to oversubscription, the places up to the admission number will be offered to those living 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'.

Application Procedures and Timetable

To apply for a place at this school you should complete two separate forms. In order to make a valid application you should complete the school's Supplementary Information Form attached to this policy and return it to the governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. You **must** also complete a Common Application Form from your Local Education Authority and return it to them as per their instructions. On the form parents can name up to **six** primary schools in any London borough. Parents need to rank the school in the order of preference. This form must be returned to the Home Education Department, (the borough the child lives) by 15th January 2011. If you do not complete both the CAF and the SIF and return them by the closing date, the governing body may be unable to consider your application and it is very unlikely that your child will get a place at the school.

In Year Admissions

Applications outside of the normal point of entry (Reception) must be made to the Local Authority where the child lives (Home LA) on a Common Application Form and return to that LA. The school's supplementary form must be returned to the school. If the school is full in the requested year group, the application will be considered in accordance with the admission policy with reference made to any supplementary information provided and the child will be placed on a waiting list. If a place can be offered, this will be notified by the Home LA.

Priest's Reference

You will also receive a self assessment form and a priest's reference form when you apply for a place. You are advised to complete the self assessment form and bring this to the priest from whom you are receiving your reference. He will keep the self assessment form and complete his reference and return it to the school.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the subscription criteria set out above and **not** in the order in which applications are received or added to the list.

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. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

Notes (these notes form part of the oversubscription criteria)

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'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.

Practicing Catholic means regular family attendance at Sunday Mass which is confirmed by the Diocesan Priest's reference ('family' normally includes the Catholic or Catholics who have a legal responsibility for the child).

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.

For the purposes of this policy, parish boundaries are as shown on the Parish maps which should accompany this policy.

Comments to be returned by 26 February 2010:

**For attention of the Governing Body
St Charles RC School
83 St Charles Square
W10 6EB**

ST CLEMENT & ST JAMES C.E. PRIMARY SCHOOL
Penzance Place, London W11 4PG

ADMISSIONS POLICY

The Governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Education Authority to admit 30 pupils for each year group. These arrangements and the admissions criteria are reviewed annually.

All applications for children starting in the coming academic year must be made on a Kensington & Chelsea Common Application Form which must be returned to the Local Authority by the stipulated date. If you are applying under criteria 2, 3 or 6 you should also complete a School Supplementary Information form so that the Governors may consider your application fully. Please return this form to the school by 1st March.

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria which are listed in order of priority:

1. Children 'looked after' by a Local Authority.
2. Children of families who either worship regularly* in the five Anglican parishes** the school serves, or who are living within these parish boundaries and worship regularly* in other Anglican churches. A supporting reference from the vicar/minister will be required on the attached form.
3. Children of families living within the five parishes**, or within 1 mile radius of the school, who worship regularly* in churches which are members of or affiliated to Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance. A supporting reference from the vicar/minister will be required on the attached form.
4. Siblings of children in the school at the time of entry.
5. Children who are attending the nursery.
6. Children of families living within the five parishes** who regularly* practise other world faiths, and who wish their children to attend a school with a Christian ethos. A supporting reference from the minister/faith leader will be required on the attached form.
7. Children with documented medical or social needs where supporting evidence from a doctor or social worker details the particular reasons why the school is the most suitable and the difficulty that would be caused if the child had to attend another school.
8. Children of families who wish their children to attend a Church of England school. Priority will be given to those who live within the five parishes**.

When deciding between applicants who ostensibly have equal entitlement under the above criteria, the Governors will give priority to applicants who live closest 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.

Notes:

* Regularly means at least once a month for a year.

** The five parishes are: St. Clement's & St. James' Norland
 St. Helen's
 All Saints'
 St. John's
 St. Peter's **(Map available from the school)**

Admission to the Reception Class

It is the policy of the Governors to admit to the Reception class in the autumn term and in the spring term. Places are allocated in May for the whole academic year, but if the Reception Class is oversubscribed an application list will be held in the same order until the 30th September.

Admission to the Nursery Class

The Governors will admit 30 children into the nursery class, filling vacancies as they arise in accordance with the Governors' admissions criteria.

Admission into the Nursery class does NOT automatically admit your child into the Reception class. A Reception application form needs to be submitted which will apply the Governors' admissions criteria.

In Year Admissions

The above criteria will be applied if vacancies arise during the school year and there are more applicants than places. Applications must be made to the Local Authority where the child lives (Home LA) on a Common Application Form and returned to that LA. If a place can be offered, this will be notified by the Home LA. In addition a school supplementary information form should be completed and returned to the school.

INDEPENDENT APPEAL PANEL

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the Education Act 1998. Parents wishing to appeal should do so on the appropriate forms available from the school, within 14 days from the notification of the decision not to admit.

Comments to be returned by 26 February 2010:

**For the attention of the Governing Body
St Clement & St James CE School
Penzance Place
W11 4PG**

**St Joseph's RC Primary School
Cadogan Street, Chelsea**

Admissions Criteria 2011-2012

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates 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.

The Governors of St Joseph's School control the admission of pupils to the school. A maximum of 30 children will be admitted to each class.

All practising Catholic applicants must be supported by a priest's reference.

If you do not complete both the CAF and the SIF and return them by the closing date, the governing body may be unable to consider your application within the current admission round and it is very unlikely that your child will get a place at the school. The Supplementary Information form (SIF) and the Diocesan Priest's Reference Form are obtainable from the school and the SIF is also obtainable from the Local Authority offices and from the school website and the Local Authority website (links). You can collect the forms from the school or contact the school and ask for them to be sent to you.

By agreement with the Westminster Diocesan Education Service and the Royal Borough of Kensington and Chelsea, the Governors will admit pupils according to the following criteria and priority:

1. Catholic "Looked After" children
2. Baptised practising Catholic children whose parents/carers are resident in the Catholic Parish of St Mary's Chelsea. Copies of the Parish map are available at the School and if requested can be sent by post.
3. Baptised practising Catholic children not resident in the Catholic Parish of St Mary's Chelsea but who are resident in the Catholic deanery of Kensington and Chelsea (see attached map).
4. Other baptised Catholic children
5. Other "Looked After" children
6. Members of the Russian and Eastern Orthodox Communities
7. Children from families who are active members of another Christian denomination and whose application is supported by a Priest, Minister or Church Leader
8. Baptised children of other Christian traditions
9. Non-Christians whose parents wish them to have a Catholic education
10. All other applications.

In prioritising applications in each of the above oversubscription criteria, first priority will be given to children who will have a brother or sister attending St Joseph's at the proposed date of admission.

The Governors will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the

child which can be most appropriately met at this school, as opposed to any other. Written evidence will be required from an appropriate professional such as a priest, doctor or social worker.

In the case of Christian children a Baptismal Certificate will be required.

Parents have the right to appeal against a decision by the Governors in respect of admissions. Appeal forms can be obtained from the school. All completed forms must be sent to the Chair of Governors.

Visits from prospective parents are of course always welcome and may be arranged by telephoning the school.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living 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. Home address is defined as where the child lives for 50% or more of the school week.

Application Procedures and Timetable

Reception Admissions:

To apply for a reception place at this school, parents are asked to complete and return **two separate forms by the published date** in order to make a valid application:

- A) A Common Application Form (CAF) must be completed for the application to be valid and this must be obtained from the Home Local Authority (borough of residence). Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class. Residents of the Royal Borough of Kensington and Chelsea will be able to obtain the Common Application Form from the school or the Town Hall. Applications can also be submitted online from 1st September 2010 at: www.rbkc.gov.uk. The closing date has been set for London as the 15th January 2011 and the offer date is 4th April 2011.
- B) You are also asked to complete the School's **Supplementary Information Form (Application Form for Admission) and Priest's reference** attached to this policy, and return it to the School Administrative Officer, School Office, St Joseph's RC Primary School, Cadogan Street, London SW3 2QT.

Failure to complete these forms may adversely affect your child's chance of being offered a place.

You will be advised of the outcome of your application, initially by a letter from your home LA on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

In-Year Admissions:

Applications outside of the normal point of entry (reception) must be made to the local authority (LA) where the child lives (Home LA) on a Common Application Form and returned to that local authority. The school's supplementary form and Priest's reference form must be returned to the school. If the school is full in the requested year group, children will be placed on the waiting list in the order of the above admissions criteria.

Appeals Procedure: Parents who are not offered a place for their child are entitled to appeal to an independent appeals panel. Parents wishing to appeal should do so in writing via the school, within 14 days from the notification of the decision not to admit.

Waiting List: Governors will establish a waiting list for those who are unsuccessful. Names on the list will be given the same priority as the oversubscription criteria. Names will remain on the waiting list for at least a term.

Where only one place is available for more than one child within the same family the offer of a place will be decided by random allocation which will be carried out by the governors in the presence of an independent witness.

Notes (these notes form part of the oversubscription criteria)

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

'sibling' means brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters.

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

Comments to be returned by 26 February 2010:

**For the attention of the Governing Body
St Joseph's RC Primary School
Cadogan Street
SW3 2QT**

ST MARY ABBOTS SCHOOL

ADMISSIONS POLICY for entry from September 2011

St Mary Abbots School has a history of being oversubscribed. Where there are more applications than places available places are awarded at our school strictly in accordance with Admissions Criteria approved by the London Diocesan Board for Schools. They are statutorily binding. In your Application you must say under which criterion you wish your child to be considered. For your application to be considered you must complete the Common Application Form and return it to the Royal Borough of Kensington & Chelsea. If you want to apply for a Foundation Place then you will also need to complete the Schools Application Form & Clergy Form. These forms must be returned to the school office.

The reception class has thirty places, and they are awarded to children in the following sequence:

1 CHILDREN IN PUBLIC CARE

Over-riding priority will be given to children who are in public care to a local authority (“looked after children”) who can be shown to be members of Anglican churches or other Christian churches.

2 SIBLINGS

That is, children with any blood, half, step, adoptive and foster siblings who live at the same home address already attending the school and who will still attend the school on the date of the candidate’s proposed admission.

3 OPEN PLACES

The school welcomes applications from families who practise faiths other than Christianity or who proclaim no religious faith. Open Places are therefore available to those who do not qualify for a Foundation Place. After ‘Looked After Children’, Sibling Places, and places taken by those with a statement naming the school have been awarded, and subject to the maximum class size of 30 children, we will offer as Open Places *either* two places *or* twenty percent of the places that remain, whichever is the greater. In the event of over subscription, Open Places will be allocated by the Governors according to nearness of the candidate’s home to the school*.

4 FOUNDATION PLACES

Foundation Places are offered to children from families who can demonstrate sustained commitment to a Christian church – that is, one which is a member of Churches Together in Britain and Ireland - within the Kensington Deanery**. By ‘sustained commitment’ we mean participation in Sunday worship in a church at least twice a month for at least two years before the closing applications date for Reception admissions. Evidence for such commitment and involvement must be supported by a form, supplied by the school, filled in by your Priest or Minister.

We award places to those who score the highest number of points relating to your involvement with your church.

Within this criterion, the school gives a first preference to applicants providing evidence for their family’s sustained commitment to St Mary Abbots Church and Christ Church and awards them two points.

A second preference is given to those providing evidence for their family's sustained commitment to other Kensington Deanery Church of England Churches, and they are awarded **one point**.

Thereafter, additional points will be awarded as follows:

- **1 point for being a member of the Church Council or holding a significant church office**
- **1 point for sustained involvement in running the Sunday School or Youth Group**
- **1 point for sustained involvement in the church's pastoral care and outreach**
- **1 point for sustained involvement in running church events and/or organisations**
- **1 point for regularly taking a leading role in worship – as reader, musician, interceder, server**

Wherever it is necessary to choose between families scoring an equal number of points, the place is offered to the child whose home is nearest to the school*.

When a family has only moved into the area within the last two years, we will take into account evidence of their commitment to and involvement in the life of their previous church, as supported by a form filled in by the previous priest or minister.

If, once Siblings, Open and Foundation Places have been awarded as described above, vacant places still remain, they will be treated as further Open Places and filled in order of the candidates' homes' nearness 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.

** Kensington Deanery. A map showing the area covered by the Church of England Kensington Deanery can be consulted at the school Office.

For your application to be considered you must complete the common application form and return it to the Royal Borough by 15 January 2011 regardless of whether you intend to apply for an Open or Foundation Place. If you want to apply for a Foundation Place then you will need to complete the supplementary/clergy form in order for the Governors to be able to consider the order of priority against the Foundation Place criteria as described above. These forms must be returned to the school office.

Any application submitted that is not supported by the supplementary/clergy form will be considered under the Open Place category.

PLEASE NOTE

For your application to be considered you must complete the Common Application Form and return it to the Royal Borough of Kensington & Chelsea. If you want to apply for a Foundation Place then you will also need to complete the Schools Application Form & Clergy Form. These forms must be returned to the school office.

DATE FOR APPLICATIONS

Applications for places in the Reception Class for September 2011 must be submitted by **15 January 2011**

No priority is awarded to early applications.

CHILDREN WITH A 'SPECIAL EDUCATIONAL NEED'

If your child has a statement of Special Educational Needs, or a statement pending, the procedure for admission is completely separate from the usual admissions criteria. Please contact the special needs officer in your home local authority for advice and guidance. Please note also that the Head Teacher has the right to consider whether the school is able satisfactorily to meet the needs of a pupil with a statement.

CASUAL ADMISSIONS

Whenever, apart from the September Reception admissions, places become vacant in any of the school's classes they are known as 'Casual Admissions'. They are filled strictly in this order :
Looked after Children and
Special Educational Needs; Siblings; Foundation Places; Open Places – all according to the criteria above.

Comments to be returned to by 26 February 2010 :

**For attention of the Governing Body
St Mary Abbots CE School
2 Kensington Church Street
Kensington High Street
W8 4SP**

St Thomas' CE Primary School Admissions Policy

Admissions Procedures and Criteria – 2011-12

St Thomas' CE Primary School is a Voluntary Aided Church of England primary school that welcomes children from all sections of the community who require a Christian education. The School strives to provide the best education for its pupils, both academically and personally. St Thomas' gives high priority to developing strong links with home, the Parish church and the wider community. It believes that working closely with the parents is vital to ensuring that children achieve their full potential.

APPLICATION FORM

Parents and carers should complete their Home local authority Common Application form. On the form parents can name up to 6 primary schools in any London borough. Parents need to rank the schools in the order of preference. This form must be returned to the Home Education Department (the borough that the child lives) by **15 January 2011**.

SUPPLEMENTARY INFORMATION FORM

As St Thomas' is a Church school, parents and carers are also asked to complete the school's Supplementary Information Form in order for Governors to assess how well their child meets our admissions criteria. Parents who wish to be considered under 4.1 and 4.2 should complete the Supplementary information Form. You can obtain this form from the school office and you must return it by the published date. If you do not complete the form, your child's chance of being offered a place may be adversely affected.

The **Home** Education department will write to you to tell you the outcome of your application on **4 April 2011**.

Places Available

St Thomas' is a one form entry primary school. The governors have agreed with the relevant authorities that there will be a maximum of 30 children in each class from Reception to Year 6. The nursery accepts a maximum of 30 children for 30 full time places.

Timetable for Admissions Consideration

Reception class admissions

Additional Information Forms for places in the Reception class must be received by the school by 5pm on the *closing date*. **Forms must be submitted for all children who would like to be considered for a place in Reception whether or not they attend St Thomas' nursery.** Children whose fifth birthday falls between 1st September and 31st August will be considered for entry to the Reception class in September. Children whose birthday falls between 1st March and 31st August may elect to take up the place in January.

Nursery admissions-Closing date is

Children are admitted in September, if their fourth birthday falls between 1st September of that year and 31st August of the following year. Most children offered a place in the Nursery Class spend three terms there before taking up a place in the school's Reception Class. It is important to note that admission to the Nursery Class does not guarantee a place in the school's Reception class.

Other classes will be filled as vacancies arise. Admission forms for Year 1 to 6 are required and admissions criteria will be applied to any children on the waiting list.

Admissions criteria

Where there are more applicants than places, then places will be offered to children in the following order of priority.

1. Looked after children. There must be evidence of this from the local authority
2. Children who have a particular pastoral medical or social need to attend St Thomas' and who would not otherwise qualify for admission. *
3. Children who have a brother or sister (including half siblings & looked after children at the same address) in the school at the time of admission.
4. After the first 3 criteria have been decided 50% of the remaining places are Foundation Places & will be given to children whose parents/guardians
 - 4.1 habitually worship at the Church of St Thomas & St Andrew , Kensal Road; or
 - 4.2 habitually worship at another Christian church and who live within the parish of Kensal Town or a neighbouring parish within the Kensington Deanery.**and priority will be given to those applicants falling within criteria 4.1.
5. The remaining 50% are Community Places and will be given to children who live nearest 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.*

* eg children with a particular pastoral medical or social need that is supported by written evidence of a professional such as a doctor or social worker. This evidence will need to be submitted with the application form stating clearly the particular reason why St Thomas' is the most suitable school for the child and the difficulties that would be caused if the child were to attend another school.

** 'habitual worship' refers to attendance at a Sunday service by one or both parents/guardians at least twice a month during term time over the year preceding application and confirmation of this by way of a pro forma reference by relevant clergy

Foundation places (4.1, 4.2) will be allocated first and if this category is over-subscribed, added to the Community places (5) list.

In the normal course, applicants under each of the first four criteria will be prioritised according to proximity **as outlined in point 5.**

Appeals

Parents whose applications for admission are not successful are encouraged to contact the school governors for advice. Appeals against the decision may be sent to the clerk to the governors c/o St Thomas' CE Primary School. The appeal must be lodged within 14 days (10 working days) from the date of notification that the application was unsuccessful.

Waiting List

Children can be placed on the waiting list at the parent/carers request in accordance with the above criteria. The admission committee will use the above criteria to rank the order of the waiting list.

Children will remain on a waiting list until a vacancy arises. Annually the school will write to the family of every pupil on the waiting list and request confirmation that the place is still needed. If a reply is not received by the dead line on the letter then the school will assume that the place is no longer required and will remove the child's name from the waiting list. The admissions committee will only consider applicants who confirm their interest.

Late applications

Late applications will only be considered if there is a legitimate reason eg bereavement or serious illness. The admissions committee requests written evidence from a professional in support of the reason for lateness. The admissions committee must receive this evidence prior to the meeting of the admissions committee.

Comments to be returned by 26 February 2010 to:

**Admissions Committee @ St Thomas C.E Primary School
Appleford Road
W10 5EF**

Servite RC primary School

Admissions Policy

The governing Body is responsible for admissions and intends to admit up to a maximum of 30 children annually to the Reception Class. Wherever there are more applicants than places available, priority will be given to Catholic applicants in accordance with the Oversubscription Criteria given below.

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 aim and ethos of the school.

In all cases, parents must provide the completed Catholic Practice Self Assessment and Parish Priest's Reference Form. This must be signed by the Parish Priest and endorsed with the parish stamp.

Parents must provide a baptismal certificate for their child and proof of address e.g. council tax bill. All documentation must be received by the application deadline.

Oversubscription Criteria

If the number of applications exceeds the number of places available, places will be offered in the following order of priority:

1. Baptised Catholic^① children who are in public care to a local authority ("looked after children"^②) who can be shown to be members of the Catholic faith.
2. Baptised practising^③ Catholics who live and worship within the Parish boundaries of Our Lady of Dolours, Fulham Road.
3. Baptised practising Catholics, not living in the Parish but consider Our Lady of Dolours to be their place of regular worship.
4. Baptised practising Catholic children from other parishes.
5. Other Baptised Catholic children.
6. Catechumens^④ and members of an Eastern Christian Church^⑤.
7. Any other looked after children.
8. Baptised Christians of other denominations whose parents wish them to have a Catholic Education and whose application is supported by a minister of religion.
9. Any other applicants who undertake to support the Catholic ethos of the school.
10. Any other applicants.

Where the offer of places to all the applicants in any of the categories above would lead to oversubscription, the following provisions will be applied:

The attendance of a brother or sister (step or half who are resident in the same household) at the school at the time of enrolment will increase the priority of an application in each category.

Geographical proximity^⑥ of the child's home to the school.

The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need^⑦ of the child which can be most appropriately met at this school.

Notes: (these notes form part of the oversubscription criteria)

① 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.

② 'looked after child' has the same meaning as in section 22 of the Children act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster parents).

③ The child and at least one parent has attended Sunday Mass or Saturday Vigil Mass weekly for 2 years or more (or from reception into the Catholic church) and who can evidence their involvement in the life of the Parish and church.

④ 'Catechumen' means a member of the Catechumenate of the Catholic Church. This will normally be evidenced by a certificate of reception into the order of the Catechumens.

⑤ 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

⑥ For the purposes of this policy, parish boundaries are shown on the Parish maps available from 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.

⑦ Claims for an exceptional medical or pastoral need to be taken into account must be made at the time of the application and not retrospectively. It is the needs of the child for a place at the school which will be considered by the governors, not those of other family members.

To demonstrate an exceptional social, medical or pastoral need of the child, which can be most appropriately met at school, the governing body will require written evidence from an appropriate professional, such a social worker, doctor or priest.

Appeals

The Education Act of 1990 makes provision for appeals against a decision of the Governors in respect of admission. Appeal procedures can be obtained from the school office.

Comments to returned by 26 February 2010 to:

**For the attention of the Governing Body
Servite RC Primary School
252 Fulham Road
SW10 9NA**

OUR LADY OF VICTORIES CATHOLIC PRIMARY SCHOOL
 Clareville Street
 London SW7 5AQ
SUPPLEMENTARY INFORMATION FORM (SIF)
 Application Form for a Place in Reception

Child's Surname	
Forename / s	

Please tick to show which of the following papers are enclosed

- Copy of Baptismal Certificate (For Catholic Applicant)
- Completed Priest's reference form (Required for practising Catholic Applicant)
- Proof of residence (original council tax)
- Please tick if you have enclosed other supporting documents to show evidence of exceptional needs. (optional)

If you are applying for Reception Class 2011/2012 please confirm that you have sent the Common Application Form (CAF) back to the borough that you live in.

- CAF completed and returned to home borough.

**THE CLOSING DATE FOR RECEIPT OF APPLICATIONS
 FOR UPCOMING RECEPTION CLASS (2011/12) is 15th of January 2011**

**ALL APPLICATIONS MUST BE RECEIVED AT THE SCHOOL
 NO LATER THAN 15th of January 2011**



OUR LADY OF VICTORIES CATHOLIC PRIMARY SCHOOL
Supplementary Information Form 2011-2012

Child's Details

Child's Surname:		Forename:	
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth:
Home Address			
		Postcode:	

Parent/Carer Details

1st Parent/Carer's name:	
Address:	
Telephone number:	
2nd Parent/Carer's name:	
Address:	
Telephone number:	

Details of Religion

Religion of Child: (Please tick)	Catholic	Other Christian(name of denomination e.g. Baptist)	Other faith
Parish you live in:			
Church where child was baptised and date of baptism:(baptism certificate required)			
Church you currently attend:			
Name of priest supplying reference:			

Name of brothers or sisters at this school who will still be attending at date of admission (September 2011)	
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Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required)	
YES	NO

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed Date

Please note:

- * Parents can obtain a priest's reference form from the school or from the Diocese of Westminster Website at www.rcdow.org.uk/education Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- * Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- * You **must** complete the Local Authority's Application Form and return to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed? Copy of baptism certificate
 Priest's reference Form (where necessary)
 Evidence of Exceptional need (where appropriate)

Have you completed the Local Authority Common Application Form?