



# Hints and tips – applying for a secondary school

If your child was born between **1 September 2003** and **31 August 2004**, you will need to apply for a secondary school place by **31 October 2014**.

## For entry in September 2015

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

The Pan-London Admissions site opens on **1 September 2014**.



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

## The benefits of applying online

- It is quick and easy to do.
- The opportunity to apply from any location with internet access 24 hours a day, seven days a week up until the closing date, **Friday 31 October 2014**.
- You can log back on to change or delete preferences up until 11.59pm on the closing date.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email with a reference number once you submit your application.
- You are able to attach additional documents.
- During the evening of **Monday 2 March 2015**, you will be sent an email with the outcome of your application. Paper applicants will not know their result until they receive their letter on **3 March 2015**.
- Once you have received this email, you can log onto the Pan-London eAdmissions website to accept or decline your offer.

If you would prefer to complete a paper application form, please contact the Admissions Team.

All applicants – including those who applied online – will receive a letter in the post with the outcome of their application on **3 March 2015**.

## Where to obtain the information you need

Each September, all local authorities must provide information for parents that sets out the admissions process and procedures. This leaflet has been produced to provide you with some basic hints and tips on the application process and as a first point of reference to obtain more detailed information.

The Royal Borough's booklet will be available online at [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions). A booklet can be requested from your child's primary school from **16 September 2014**.

Where possible, parents/carers are encouraged to access information online. You can also obtain more detailed information from each of the secondary schools by either attending open days/evenings, or visiting their websites.

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



# Research, research, research!

If you have not already done so, you must research the schools that you are interested in applying to.

You can do this by:

- Reading the admission criteria to find out if your child is likely to be offered a place, and look at how places were offered in the previous year.
- Attending open days/evenings held at the schools. The dates and times are included in this leaflet.
- Checking if the school(s) you want to apply to require your child to take a test.
- Checking if the school requires additional forms to be completed (this would normally apply to church schools).
- Speaking to your primary school head teacher. They will have experience based on previous transfers.
- Contacting the School Admissions Team for advice if you are unclear on how the system works (you will find contact details at the back of this leaflet).

## Familiarise yourself with the admission criteria for schools

When you begin researching schools, you will need to read the admission criteria for the school(s) you want to apply to. You must read the criteria carefully, as some schools may require your child to take a test and church schools will give priority to applicants that demonstrate practice of the respective faith. You will also need to be aware that not all schools prioritise brothers and sisters in their criteria, so you must check this first. All these different criteria may be relevant when assessing the likelihood of your child being offered a place.

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



## You can state up to six preferences

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

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

## Take special care how you order your preferences

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

It is important that you list schools in the order of preference, as when results are returned to the School Admissions Team you may receive more than one offer.

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



## Do I need to provide additional information?

There are some schools, usually church schools, which require you to complete a Supplementary Information Form (SIF). The SIFs for the Royal Borough schools will be available from the individual schools and on the Royal Borough website.

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

You must return the SIF and any other documents to the school. Be sure that you also name the school on your list of preferences.

## You must submit your application on time

You must submit your application by **Friday 31 October 2014**. If you are a Royal Borough resident you will not be able to apply online after this date, and will need to request a paper form. If you submit your application form after this date without a valid reason, your application will be considered after all of those which were submitted on time. This will greatly affect your chances of being offered the school place you want.

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

No. To increase your chances of being offered a place at one of your preferred schools, you must research the admission criteria for the schools you are interested in. You should make sure you put at least one school on your list where you are reasonably certain your child meets the criteria (i.e. sibling already at the school and this is a priority in the school's criteria).

For further advice you can speak to the School Admissions Team or the school who will be able to offer you guidance on the likelihood of your child being offered a place based on the information you provide. It is not possible to give any guarantee of the outcome of your application.

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

Any preferences lower than the offered school will be withdrawn. You will automatically be placed on the waiting list for higher preference school(s) that were not able to offer your child a place. You also have the right of appeal to an Independent Appeal Panel against the decision not to offer your child a place at your preferred school(s).

# Kensington and Chelsea school open days and evenings and test dates

## Kensington Aldridge Academy:



020 7297 0340



[www.kensingtonaldridgeacademy.co.uk](http://www.kensingtonaldridgeacademy.co.uk)

### Open days/evenings:

Tuesday 30 September at 9am to 12pm

Wednesday 1 October at 4pm to 8pm

Tuesday 7 October at 9am to 12pm

Wednesday 8 October at 4pm to 8pm

## Chelsea Academy:



020 7376 3019



[www.chelsea-academy.org](http://www.chelsea-academy.org)

### Open evening:

Thursday 25 September 2014 at 6pm to 9pm

### School Tours (parents/carers only):

Monday 6 October to Friday 17 October 2014 (by appointment only)

### Deadline for Music Aptitude application:

Tuesday 30 September 2014

### Music Aptitude tests:

Monday 6 October to Friday 17 October 2014

### Music aptitude results to parents:

Week commencing Monday 20 October 2014

## Holland Park School:



020 7908 1000



[www.hollandparkschool.co.uk](http://www.hollandparkschool.co.uk)

### Open evening:

Tuesday 16 September 2014 at 6.30pm

### Open morning:

Thursday 18 September 2014 at 9.15am

### Deadline for art aptitude applications:

Friday 26 September 2014

### Art aptitude test:

Saturday 11 October 2014 at 8.30am

### Banding test:

Saturday 29 November 2014 (applicants will receive written confirmation of the date and time. If you have listed a preference for Holland Park School





but do not receive a letter, ensure your child still attends in the morning. If your child fails to attend the test it will affect their chances of being offered a place in the school).

### **Sion Manning RC Girls School:**



020 8969 7111 / 020 8969 5119



[www.sion-manning.org.uk](http://www.sion-manning.org.uk)

#### **Open evening:**

Monday 29 September at 6pm to 9pm

#### **Open sessions:**

Friday 26 September 2014 at 9am to 12pm

Friday 3 October 2014 at 9am to 12pm

Friday 10 October 2014 at 9am to 12pm

Friday 17 October 2014 at 9am to 12pm

Saturday 27 September 2014 at 10am to 12pm

Saturday 4 October 2014 at 10am to 12pm

Saturday 11 October 2014 at 10am to 12pm

Saturday 18 October 2014 at 10am to 12pm

### **St Thomas More Language College**



020 7589 9734 / 020 7823 7868



[www.stmlc.co.uk](http://www.stmlc.co.uk)

#### **School visiting dates:**

Thursday 11 September 2014 from 4.15pm

Wednesday 17 September 2014 from 4.15pm

#### **Banding test dates:**

Monday 10 November to Friday 14 November 2014

### **The Cardinal Vaughan Memorial School**



020 7603 8478



[www.cvms.co.uk](http://www.cvms.co.uk)

#### **Open evenings:**

Thursday 18 September and Tuesday 23 September 2014 at 4.30pm, 5.30pm & 6.30pm

**Ability banding test** (ALL applicants) – Monday 3 November 2014

#### **Deadline for applying for music aptitude place:**

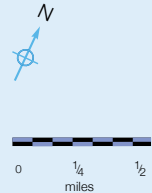
Friday 26 September 2014

#### **Music aptitude test:**

Saturday 4 October 2014 (this is the 1st test and is for music aptitude applicants only)

## Schools in the Royal Borough

- |                                                          |                                                              |
|----------------------------------------------------------|--------------------------------------------------------------|
| 1 Ark Brunel Academy                                     | 18 Fox                                                       |
| 2 St. Mary's RC                                          | 19 <b>HOLLAND PARK SCHOOL</b>                                |
| 3 Barlby                                                 | 20 St. Mary Abbots CE                                        |
| 4 St. Thomas' CE                                         | 21 St. Barnabas & St. Philip CE                              |
| 5 St. Charles RC                                         | 22 St. Cuthbert with St. Matthias CE                         |
| 6 <b>SION-MANNING SCHOOL (RC GIRLS)</b>                  | 23 Our Lady of Victories RC                                  |
| 7 Bevington                                              | 24 Bousfield                                                 |
| 8 Golborne Children's Centre                             | 25 Marlborough                                               |
| 9 Oxford Gardens                                         | 26 Servite RC                                                |
| 10 Maxilla Children's Centre                             | 27 Oratory RC                                                |
| 11 St. Anne's Nursery School                             | 28 Holy Trinity CE                                           |
| 12 Thomas Jones                                          | 29 St. Joseph's RC                                           |
| 13 St. Francis of Assisi RC                              | 30 <b>ST THOMAS MORE LANGUAGE COLLEGE (RC MIXED)</b>         |
| 14 Colville                                              | 31 Park Walk                                                 |
| 15 Avondale Park                                         | 32 Chelsea Open Air Nursery School and Children's Centre     |
| 16 St. Clement & St. James CE                            | 33 Christ Church CE                                          |
| 17 <b>THE CARDINAL VAUGHAN MEMORIAL SCHOOL (RC BOYS)</b> | 34 Ashburnham                                                |
|                                                          | 35 <b>CHELSEA ACADEMY (MIXED)</b>                            |
|                                                          | 36 <b>KENSINGTON ALDRIDGE ACADEMY (location approximate)</b> |



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

Please contact the Admissions Team for further information:

### School Admissions Team

Green Zone  
2nd Floor  
Town Hall  
Hornton Street  
W8 7NX



**020 7745 6432**



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



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