



Closing date for applications is **31 October 2012**
Apply online at: www.rbkc.gov.uk/schools/admissions

Transferring to secondary school

in September 2013



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

www.rbkc.gov.uk

Introduction from the Cabinet Member for Family and Children's Services, Education and Libraries

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Dear Parents and Carers

If your child is in Year 6 of primary school and their date of birth is between 1 September 2001 and 31 August 2002, they will be ready for transfer to secondary school in September 2013.

Choosing a secondary school is a big decision for you and your child. Enclosed in this booklet you will find useful information which will help you decide which schools to apply to. You will also find information about the five schools located in Kensington and Chelsea and their admission criteria. You can of course find out much more by visiting the schools on the open days/evenings that they have arranged for you during September and October. The dates are provided on **page 11**.

Please remember, if you are not resident within Kensington and Chelsea and would like to apply for one or more of our schools, you will need to do this through your home borough.

The five secondary schools located in Kensington and Chelsea are heavily oversubscribed. The three Catholic schools have a reputation which extends beyond Kensington and Chelsea and receive a higher number of applications each year. Chelsea Academy and Holland Park School, both offering community places, have received four times more applications than places available in recent years. I would urge you to read the admission criteria for the schools you would like to apply to before you make your decision to avoid disappointment for you and your child. The School Admissions Team are happy to advise you and contact details can be found on the back of this booklet.

Thanks to the hard work of our head teachers, staff and pupils, the secondary schools in Kensington and Chelsea have an excellent reputation and are rated highly by Ofsted, as the following results show. Under the new English Baccalaureate measure, Kensington and Chelsea is ranked 2nd of the 14 inner London boroughs. Exam results have seen the borough named 2nd best nationally along with best in inner London with pupils achieving five or more GCSEs at A*-C (including English and Maths). At 73.1 per cent this is well above the national average of 55.3 per cent.

Ofsted ratings for all Kensington and Chelsea secondary schools are 'good' or 'outstanding'. Kensington and Chelsea are now ranked first in England for expected levels of progress between Key Stage 2 (11 year olds at primary school) and Key Stage 4 (GCSE's) in English (with 86 per cent of pupils making the expected three levels of progress), and are also ranked fifth for Maths (with 81 per cent of pupils making the expected three levels of progress).

Finally, please ensure you read all the information available to you in this booklet before you make your decision. Most importantly, please make sure you submit your application by the closing date, **31 October 2012**. I would strongly recommend applying online at www.rbkc.gov.uk for all the benefits outlined on **page 12**.

I wish your child every success in their secondary education.



Councillor Elizabeth Campbell

**Cabinet Member for Family and Children's Services,
Education and Libraries**

Pan-London coordinated admissions system

Every year around 78,000 pupils living in London transfer to secondary schools, many crossing borough boundaries to do so.

In 2005, all 33 London boroughs, together with councils bordering the capital, signed up to a system to coordinate admissions to their secondary schools.

The coordinated admissions system is fairer and means that, compared with previous years, more children are offered one of their preferred schools at an earlier stage and fewer children receive no initial offer. It is also easier for parents to manage, reducing anxiety for you and your children.

How the system works

Under the Pan-London coordinated admissions system (PLCAS), all parents must list the schools they want to apply for on their home local authority's common application form, ranking them in their order of preference. This is important, as potentially only one offer will be made and this will be from the highest-ranked school able to make the offer. This form (either paper or online) is returned to the local authority where the child lives.

The local authorities taking part in the PLCAS then use a secure computerised system to pass on details of the applications for schools in other areas. They will also coordinate the offer of places to make sure that no child is offered more than one school place. The decision on whether a place can be offered will continue to be made by the admissions authority for each school. When a school receives more applications than places available (also referred to as oversubscribed), its published admission criteria will be used to decide the order in which applicants will be offered places.

Local authorities will not pass on details to your preferred school or where the school was ranked on the application form, and no school will be told about other schools a parent has applied for.

Where a child is eligible to be offered a place at more than one school, the local authority will hold the offer for the highest preference on the common application form and release all other lower preference offers. These places can then be offered to other applicants. Potential offers are exchanged between local authorities until they are in a position to make the single best offer to parents using all available places. All offers will be made on the same day - **1 March 2013**.



Information on schools in the Royal Borough of Kensington and Chelsea

The opening of Chelsea Academy in September 2009 marked the start of a new era for parents in the Royal Borough - a Church of England secondary school is now available in Kensington and Chelsea.

Parents can now apply for high quality Community Places at two schools - Chelsea Academy and Holland Park School. The demand for places at both schools is very high. It is therefore important that you express your preferences carefully when you come to complete your application. You are able to apply to both Chelsea Academy and to Holland Park School if you wish, and up to four other schools. Your level of commitment to the Church of England (see **page 32**) will be the main factor in deciding whether your child is offered one of the Church of England 'Foundation Places' at the Academy. All children who attend a Royal Borough Church of England primary school are considered for a Foundation Place. However, if you want your child to receive higher priority, you must be able to meet the first part of their admission criteria.

For the other places at Chelsea Academy, and for most of the places at Holland Park School, the main deciding factor will be whether your child attends a Royal Borough primary school and then how near you live to Chelsea Academy or Holland Park School. If you need to know what your distance is to either of the two schools, please call the School Admissions Team on **020 7361 2210** and we will give you an approximate measurement for you to be able to make an informed decision.

The Royal Borough's three Catholic schools have a reputation which extends beyond Kensington and Chelsea and recruit pupils from a wide area. Further on in this booklet you will find the admission policy for each school. You must read these to judge the likelihood of your child being offered a place.

You will also find information on the number of applications each school received for admission in **September 2012**. The higher the number of applications, the harder it will be to gain a place, so looking at each school's criteria becomes even more important. When considering your preferences, do not rely solely on what you may have heard about a school's reputation. Visit as many schools as possible on their open days or evenings. Take your son or daughter with you and, if you can, visit the school when it is at work.



Schools in the Royal Borough

- 1 Middle Row
- 2 St. Mary's RC
- 3 Barlby
- 4 St. Thomas' CE
- 5 St. Charles RC
- 6 **SION-MANNING SCHOOL (RC GIRLS)**
- 7 Bevington
- 8 Golborne Children's Centre
- 9 Oxford Gardens
- 10 Maxilla Children's Centre
- 11 St. Anne's Nursery School
- 12 Thomas Jones
- 13 St. Francis of Assisi RC
- 14 Colville
- 15 Avondale Park
- 16 St. Clement & St. James CE
- 17 **THE CARDINAL VAUGHAN MEMORIAL SCHOOL (RC BOYS)**

- 18 Fox
- 19 **HOLLAND PARK SCHOOL**
- 20 St. Mary Abbots CE
- 21 St. Barnabas & St. Philip CE
- 22 St. Cuthbert with St. Matthias CE
- 23 Our Lady of Victories RC
- 24 Bousfield
- 25 Marlborough
- 26 Servite RC
- 27 Oratory RC
- 28 Holy Trinity CE
- 29 St. Joseph's RC
- 30 **ST THOMAS MORE LANGUAGE COLLEGE (RC MIXED)**
- 31 Park Walk
- 32 Chelsea Open Air Nursery School and Children's Centre
- 33 Christ Church CE
- 34 Ashburnham
- 35 **CHELSEA ACADEMY (MIXED)**

Key dates

| | |
|-------------------------------|--|
| 1 September 2012 | <p>You will be able to apply online at www.rbkc.gov.uk/schools.admissions</p> <p>The 'Transferring to secondary school' booklet and hints and tips leaflet will be available to view or download online.</p> |
| From 15 September 2012 | <p>The hard copy booklet and paper application form will be available.</p> |
| 31 October 2012 | <p>The closing date for applications.</p> <ul style="list-style-type: none"> • If you are applying on a paper form you will need to ensure that it is received by the School Admissions Team by 5pm on the closing date. • If you are applying online, you will have up until 11.59pm on 31 October 2012 to submit your application. |
| 1 March 2013 | <p>National offer day.</p> <p>The School Admissions Team will write to you advising you of the outcome of your application. Letters will be sent by first class mail on 1 March 2013. Online applicants will also be notified by email on the evening of 1 March 2013.</p> |
| 1 March 2013 onwards | <p>Any vacancies that arise will be filled from school waiting lists.</p> |
| 15 March 2013 | <p>Deadline for successful applicants to accept or decline their school offer.</p> |
| May/June 2013 | <p>The secondary school your child has been offered will write to you with information about starting school.</p> |
| June/July 2013 | <p>Appeals heard by an independent panel.</p> |

Kensington and Chelsea school open days, evenings and test dates

Chelsea Academy

| | |
|----------------------------|--|
| Open evening | Tuesday 25 September 2012, 5.45 to 9pm |
| Music aptitude test | Saturday 24 November 2012 The written sections of the aptitude test will take place on Wednesday 7, Thursday 8 and Friday 9 November. |

Holland Park School

| | |
|-----------------------------|--|
| Open evening | Thursday 20 September 2012, 6pm |
| Open morning | Tuesday 25 September 2012, 9.15 to 11.15am You are advised to contact the school info@hollandpark.rbkc.sch.uk for information on the open morning and evening sessions. A high demand of visitors may require invitation only arrangements. |
| Ability banding test | Saturday 1 December 2012, morning |
| Art aptitude test | Saturday 1 December 2012, afternoon |

Sion-Manning RC Girls School

| | |
|----------------------|---|
| Open evenings | Monday 24 September 2012, 6 to 8pm Wednesday 26 September 2012, 4 to 5pm |
| Open mornings | Tuesday 25, Wednesday 26 and Thursday 27 September, 9 to 10am |

St.Thomas More Language College

| | |
|-----------------------------|---|
| Open evenings | Thursday 13 September 2012 from 4.15pm Wednesday 19 September 2012 from 4.15pm |
| Ability banding test | Monday 12 to Friday 16 November 2012 |

The Cardinal Vaughan Memorial School

| | |
|--|---|
| Open evenings | Tuesday 18 September and Thursday 27 September 2012, 4pm, 5.15pm and 6.30pm |
| Ability banding test and aptitude test for Music applicants | Monday 5 November 2012, 1pm (Non-Music applicants) Monday 5 November, 2012, 9am (Music applicants) |

The application process

Applying online

It is highly recommended that you apply online. You can do this from 1 September 2012 at www.rbkc.gov.uk/schools/admissions.

Parents and carers will still be able to apply on a paper application form in the traditional way.

However, there are advantages to applying online:

- It is quick and easy to do.
- You can log back on to change or delete preferences up until 11.59pm on the closing date. (Ensure you resubmit your application if making any changes.)
- You are able to attach additional documents.
- You can register your mobile phone number to receive reminder alerts.
- You will automatically receive a confirmation email once you submit your application. (You will also receive a confirmation email every time you resubmit your application after making any changes.)
- During the evening of **Friday 1 March 2013**, you will be sent an email with the outcome of your application. Please wait until you have received the email before logging onto the Pan-London e-Admissions website.
- You will be able to accept or decline any offer of a school place online.

There are four easy steps that you will need to follow if you apply online:

Step 1: Register to apply online or login (if you have used the system before).

Step 2: Add a child.

Step 3: Apply for schools.

Step 4: Check and submit application.

The application should not take any longer than 10 to 15 minutes to complete. Please remember to make a note of your username and password. If you experience technical problems, please call the London Grid for Learning Support Line on **020 8255 5555** and choose Option 4.

The same deadline of **31 October 2012** applies to both online and paper applications. Once you have submitted your application you will receive an application reference number that will look like this: 207-2013-09-E-007594. This number confirms that your application has been submitted.

If you decide to apply online, you do not need to complete a paper application form.

Gathering information

To get a good overview of secondary schools in the local authority, you should read the information about the schools in this brochure.

You should then:

- Contact schools you are interested in directly to ask for a copy of their prospectus which will give you more detailed information.
- Visit schools' own websites to find out more detailed information.
- Arrange to attend schools' open days and evenings.
- Talk to your child's primary school headteacher. They will have experience based on previous transfers.
- Contact the School Admissions Team for advice if you are unclear on how the system works on **020 7361 2210** or email your query to school.admissions@rbkc.gov.uk.

Also:

- If you are interested in a school outside of Kensington and Chelsea, contact the borough in which the school is located for more information.
- Parents who wish to secure a place in a Catholic school can find further information on 'Choosing a Catholic Secondary School' on the Diocese of Westminster website www.rcdow.org.uk/education.

Considering the facts

Many schools receive more applications than they have places. To avoid disappointment you should consider whether your child has a realistic chance of gaining a place at your preferred school(s).

You should look at:

- How many applications were made for your preferred school(s) last year compared to how many places were available.
- The admission criteria of the school. The criteria will determine the order of priority for each applicant.

You may also like to consider:

- Whether the curriculum and ethos of the school suit your child's needs.
- The exam results for the school.
- How your child will travel to school.

Guidance on completing your application (paper or online)

Details of child

Your child's name

Please write your child's name clearly (if applying on a paper form) and use the same name that you have registered with your child's primary school.

Your child's date of birth

You should only be applying if your child is currently in Year 6 in primary school and their date of birth is between **1 September 2001** and **31 August 2002**. If your child is in Year 6 and does not fall in this birth range, please speak to your primary school headteacher before completing the application.

You child's home address

The address you give must be your child's permanent address on the closing date for applications. See **page 17** for further information on your home address and the proof of address required.

Children with a Statement of Special Needs

You do not need to complete an application if your child has a Statement of Special Needs, as there is a separate process that is detailed on **page 64**.

However, if your child is in the process of being assessed for a statement you will need to complete an application. It is useful to make us aware so the school that is offered to your child is fully prepared before admission and can plan accordingly to be able to meet your child's needs.

Your child's primary school

You must include the name of the primary school your child currently attends. If your child does not attend a primary school, either because you have just moved into the borough or your child is being educated at home, please state this in the space provided.

Details of parent or carer

Parent/carers details

Only one parent/carers needs to complete this section. If you prefer, you can indicate the name of the 'other parent/carers' in the space provided.

Relationship to child

Please indicate your relationship to the child e.g. mother, father, grandmother, foster carer.

Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to school. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). The child's social worker must submit a letter to The School Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child's full name and current address.

Medical social or special needs

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the area provided and give brief reasons for your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker (please see **page 18** for more detailed information). Please be aware that not all schools have this criterion in their policy, so it is advised you check first.

School preferences

You can list up to six state-maintained schools (including grammar, church, foundation schools and academies) in order of your preference. They can be in the Royal Borough of Kensington and Chelsea or any other borough or council area.

You do not have to name six schools, but you are strongly advised to use as many preferences as possible, and include at least one school where you have a good chance of being offered a place. You will need to read the admission criteria for the schools to determine what chance you have of gaining a place.

Applying for only one school will not improve your chances of being offered a place at that school. Please do not name independent or private fee-paying schools. Applications to these schools must be made separately. See **page 66** for more information.

Siblings (brothers or sisters)

If your child will have a brother or sister attending any of your preferred schools at the time of admission in September 2013, you must enter their details where indicated. Please be aware that the definition of sibling can vary, so you are strongly advised to check with the borough(s) or school(s) concerned for their definition.

Relatives such as cousins, uncles and aunts are not considered as siblings, even if they are living at the same address.

Reasons for preference

The application also invites you to give reasons for your preferences. You do not have to complete this part of the form and most parents will see no need to. If, however, there are professionally supported medical social reasons why you feel it is necessary for your child to attend the school you have named, further information can be found on **page 18**.

Children of school staff

Recent changes in legislation provided schools with the option to give priority to children of staff in their admission criteria. This does not apply to all schools. Please check the criteria for the school you are applying to. Please indicate in this section if applying under this criteria, naming the school applying for in the available box. You must also provide supporting evidence from the school.

Siblings of former pupils

Recent changes in legislation provided schools with the option to give priority to siblings of former pupils in their admission criteria. This does not apply to all schools. Please check the criteria for the school you are applying to. If applying under this criteria please list the name and date of birth of the former sibling and the school they attended in the relevant box.

Declaration and signature of parent or carer

Declaration

If you apply on a paper form you must sign your application form to certify that you have parental responsibility for the child you are applying for. If you provide any false or misleading information on the form or in supporting papers, or withhold relevant information, it may render your application invalid and lead to the withdrawal of an offer of a place.

Data Protection

The Royal Borough of Kensington and Chelsea will handle information you have provided in line with the Data Protection Act (DPA) and will use the information for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it.

The Council has a duty under the Children's Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address for the Royal Borough of Kensington and Chelsea resident applications, the School Admissions Team will refer to data held by internal Council Tax records.

The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team.

Proof of address

The address you provide on your application must be your child's permanent address on close of applications, **31 October 2012**. You must not use a business address, childminder's or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement. If you have a genuine share care arrangement with your child's other parent, the address of the parent who is claiming Child Benefit for the child must be used for the purpose of the application. There are no exceptions to this rule.

You do not need to provide us with documentary evidence of your address other than your Council Tax reference number (as shown on your annual bill or direct debit statement). If it is not possible to verify your address by this method, or if further evidence is required, you will be contacted.

In these cases, we will request that you provide one or more of the following documents:

- A mortgage statement/tenancy agreement.
- A recent utility bill.
- Child Benefit/Inland Revenue documents.
- Any other recently dated documents that we request, depending on individual cases.

If it's discovered that the parent/carer/guardian has deliberately provided an address that is not the main residence of the child, any offer made that may have deprived other applicants of a place will be withdrawn. This may also apply if the child has already started in the school. If it is decided not to remove the child's offer, any future sibling link will not apply.

If you own or rent more than one property, you should state this on your form. You will also need to provide proof of residence and occupancy for the address at which your child lives most of the time and which is considered as the main family home.

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

You must notify the School Admissions Team if you move address. Your new address will not be updated until proof has been provided. If you move after **14 December 2012**, your address will not be updated as the process of allocating places would have already started. We are able to send you correspondence to your new address, but your application will be processed using the address you submitted at the close of applications, **31 October 2012**.

Medical social need

All schools have experience in dealing with children with diverse social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school. If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school you must indicate this in the area provided in your application giving reasons supporting your case. Please be aware that not all schools have this criterion in their policy, so it is advised you check this first.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker. It must be made clear in the professional support which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date of **31 October 2012**. The School Admissions Team is not responsible for contacting professionals for information about your case, and any decision will be based on documents you submit by the closing date.

For own admission authority schools, and schools located in other areas, any additional documentation you provide will be passed on for the respective school's attention via the secure Pan-London system.

The notification date is **1 March 2013**. You will not be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria for the requested school.

Additional forms you may need to complete

Most voluntary aided (church) and selective schools provide a Supplementary Information Form (SIF) and/or priest reference form that you are advised to complete as set out in their admission criteria. These forms must be returned to the respective school. You must include the name of the school(s) on your common application form as your application cannot be considered if you only submit the SIF. This additional information is necessary for the school governors to determine whether applicants meet the school's faith requirements or other criteria.

The forms can be obtained directly from the school, on the school's own website or at www.rbkc.gov.uk/schools/admissions if applying for Kensington and Chelsea schools.

Some schools allocate places to children that qualify for a place based on aptitude in a specialist area, or have other entry requirements that may require the submission of an additional form. You are strongly advised to read the admission criteria for each school that you want to apply to in order to check whether supplementary forms are required. This also applies to schools located in other boroughs.

For Royal Borough schools, Supplementary Information Forms available are as follows:

- Chelsea Academy – SIF for Foundation applicants and SIF for Music aptitude applicants.
- Holland Park School – SIF for Visual Arts applicants.
- Sion-Manning RC Girls School – SIF and priest reference form for Catholic applicants.
- St. Thomas More Language College – SIF, which includes the priest reference form for Catholic applicants.
- The Cardinal Vaughan Memorial School – Application Form, First Form (Year 7) and the separate priest reference form.





Development

Evaluation

Final Evaluation

Late applications and change of preferences

Closing date for applications

The closing date for applications is Wednesday 31 October 2012.

For all the benefits detailed on page 12 it is highly recommended that you apply online at www.rbkc.gov.uk/schools/admissions.

If you prefer to complete a paper form, you must return it by the closing date to the address shown on the form. If you would like confirmation that we have received your application, please indicate this when you submit the form.

Make sure you use the correct postage if you return your form through the post. Incorrect postage may delay your application from reaching the School Admissions Team by the closing date. If you prefer, you can hand your completed form to your child's primary school but you are advised to check with the school first that they are happy for you to do this.

Late applications

If you apply after the closing date, your application will only be considered after the offer date, **1 March 2013**. Your child's name will be added to waiting lists along with those unsuccessful applications considered in the initial allocation round.

If there is an exceptional reason for applying after the closing date and before **14 December 2012**, for example, you have just moved to the area, it may be possible to consider your application with those that were made on time. Other circumstances will be considered and each case decided on its own merit. Examples of reasons that would not be accepted include: failure of the school to remind a parent to apply, late return from a family holiday, or non-receipt of an application form due to postal issues. You are advised to contact the School Admissions Team as soon as possible on **020 7361 2210** if applying after the closing date.

Change of preferences

If you wish to change the order of school preferences listed on your application form you must do so in writing, or by email at school.admissions@rbkc.gov.uk, before the closing date of **31 October 2012**. If you apply online, you can log back in to your account to change/add/delete preferences up until the closing date (ensure you resubmit your online application if making changes).

It is not normally possible to accept any changes after the closing date. If you do want to add preferences or change your order of preferences after this date, you must inform the School Admissions Team as indicated above. In most cases, new or changed preferences will be considered only after all other on-time applications have been considered.

How decisions are made

The School Admissions Team will process any preferences you have made for Royal Borough schools and pass on your child's details to schools that are responsible for their own admissions.

If you have applied for schools that are not located in the Royal Borough, your preference(s) will be passed to the local authority which maintains these schools. At the same time, the School Admissions Team will receive applications for Royal Borough schools from residents in other local authorities. All these operations will be carried out via the secure Pan-London School Admissions System.

The order of your preferences is not revealed to the schools. This information is only known by your home local authority and the authority where the schools are located.

If any school has more applications than places available, the published admission criteria will be used to decide the order in which applicants will be offered places. The same process is carried out across London and decisions are made by all admission authorities by a common deadline and relayed back to the home local authority.

This coordinated process eliminates multiple offers and will result in your child being offered the highest potential school you named in your list of preferences (if an offer can be made).

Examples are shown in the following tables:

Example 1

| Preference | School | Criteria met? | Outcome |
|------------|--------------------------------------|---------------|---|
| First | The Cardinal Vaughan Memorial School | No | Can be added to waiting list and appeal |
| Second | Holland Park School | Yes | Place offered |
| Third | Chelsea Academy | Yes | Withdrawn as higher offer met |
| Fourth | Burlington Danes | No | Withdrawn as higher offer met |
| Fifth | Westminster Academy | Yes | Withdrawn as higher offer met |

Example 2

| Preference | School | Criteria met? | Outcome |
|------------|----------------------------------|---------------|-------------------------------|
| First | Chelsea Academy | Yes | Place offered |
| Second | The St. Marylebone CE School | No | Withdrawn as higher offer met |
| Third | Phoenix High School | Yes | Withdrawn as higher offer met |
| Fourth | Sion-Manning RC Girls School | Yes | Withdrawn as higher offer met |
| Fifth | St. Thomas More Language College | No | Withdrawn as higher offer met |
| Sixth | Holland Park School | Yes | Withdrawn as higher offer met |

You need to be realistic when deciding your school preferences. This is because you may not receive an offer at any of your preferred schools if your child does not meet the criteria. That may happen if, for example, you live too far away from the school based on outcomes for previous years, or you name an oversubscribed church school but do not attend church and therefore would not meet a high enough priority against the school's admission criteria. A breakdown of last year's admission to each Royal Borough school is included in the schools section of this brochure. You will find this information is available for all schools in the respective local authority brochure that can be accessed online (all London local authority website addresses and contact details can be found on **page 68**).

Notifying you of the outcome

All Royal Borough applicants will be sent a notification letter on **1 March 2013**, even if you applied online.

The written notification letter will inform you of the following (depending on the outcome):

- The name of the school which can offer your child a place (if an offer can be made).
- Preferences for schools listed lower than the school offered are withdrawn.
- How to accept the place you have been offered. You should not reject the place unless you have a place secured elsewhere and should indicate the name of the alternative school.
- If not offered a school place, the reason why and who you need to contact for further information.*
- Who you need to contact regarding waiting lists.

- Your right of appeal and who you need to contact for further information.
- The details of schools which have vacancies if you did not receive an offer for any of your preferences.

The online notification will be very basic and will not include all the information listed above. The notification letter will include a reply slip which you will be asked to return by **15 March 2013**. If you applied online, you will not need to return this slip as you can accept or decline your offer online.

** The notification letter does not go into the detail as to why a place could not be offered, and can only inform you that your child did not receive a high enough priority in the over subscription criteria. You will be able to obtain more detailed information from the local authority where the school is located, or from the school itself. Please contact the School Admissions Team on [020 7361 2210](tel:02073612210) in the first instance, who will be able to advise you accordingly.*

Waiting lists

The coordinated scheme finishes after **1 March 2013**. Places may still become available at the Royal Borough's schools after that date as there is often movement between March and September.

Holland Park School

The School Admissions Team will manage the waiting lists for Holland Park School; these will be compiled on **22 March 2013** (after the deadline for acceptance of places). Unsuccessful applicants will automatically be added to the relevant waiting list organised on the basis indicated below up until the end of August 2013.

- Waiting lists will be maintained in accordance to the pupil's allocated band and for unsuccessful visual arts applicants up until the end of August 2013.
- The waiting lists will be organised in accordance with the admission criteria.
- As places become available, they will be replaced by the next child in the appropriate band. If no applicants in the appropriate band remain, they will be evenly filled by children falling into the next nearest band.
- Pupils on a visual arts waiting list will be offered within the appropriate band if a place becomes available. If the list is exhausted, offers will be made to the adjacent list (if there is one). Only unsuccessful applicants scoring 20 marks or above (out of a possible 40) will be placed on the visual arts waiting list.
- Late applications (made after **31 October 2012**) that did not sit the banding test are prioritised against the same admission criteria and will be placed on the reserve waiting list.
- Lower preferences are withdrawn under the Pan-London coordinated scheme. Those parents that made Holland Park School a preference and received a higher offer, but want to re-apply to Holland Park School, will need to do so by notifying their home local authority. The applicant will be considered in accordance with the same admission criteria and will be placed on the reserve waiting list.

- The allocation of pupils to bands will not continue after the coordinated transfer scheme is concluded on **2 March 2013**.
- With effect from **1 September 2013**, all the waiting lists will be cleared and re-ordered as one list in accordance with category 1, 2 and 3(i) of the admission criteria, then priority to applicants who live nearest to the school (see **page 38**). 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 reordered list from **1 September 2013**.

The Cardinal Vaughan Memorial School, Sion-Manning RC Girls School, 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. With the exception of the Chelsea Academy waiting list, which will be held by the School Admissions Team up until **31 August 2013**, the three Catholic schools will administer their own lists after **22 March 2013** and any enquires will need to be made to the school.

Additional information about waiting lists

It is important to be aware that the length of time your child's name is on a waiting list does not give priority for a school place. Waiting lists are ordered in accordance to the admission criteria for the respective school, and it may be the case that new applicants will have a higher priority. For example, if the order of priority is based on distance, and a new applicant lives closer to the school or a new applicant for a church school meets a higher priority in the faith criteria. A waiting list's position will often go down as well as up, so you will need to be prepared for this when you make enquiries about your child's position. Many children are offered a place at their preferred school from a waiting list, but this will depend on the individual school.

Places can only be offered from a waiting list as a result of initial offers being declined. It is therefore strongly advised that an alternative school place is secured for your child as there is no guarantee that a place will be offered from a waiting list at your preferred school, or that any appeal you may have lodged will be successful.

Any offers that can be made from a waiting list for any school will be notified to you by your home local authority.

Appeal arrangements

If your child is not offered a place at the school(s) for which you expressed a preference, you have the right to appeal. The appeals are heard by panels which are independent of the schools and of the local authority. If you wish to appeal against a decision refusing your child a place at Holland Park School, you should request an appeal form from the Royal Borough, or download a form from the website at www.rbkc.gov.uk/schools/admissions. Your appeal should be sent to us within 20 school days of the date of your notification letter to ensure it is heard before the end of the summer term. The appeal panel will consider your appeal according to the terms of the Schools Standards and Framework Act 1998 and the Code on Admission Appeals. You may attend the hearing yourself and you may be accompanied by a friend or be represented. If you are unable to attend, your written appeal will be considered.

Any appeals for Holland Park School should be completed and the decisions known before the end of the summer term 2013.

Chelsea Academy, Sion-Manning RC Girls School, St. Thomas More Language College and The Cardinal Vaughan Memorial School have their own appeals arrangements. Appeals should be made on the appropriate form which can be obtained from the school.

To ensure your appeal is heard by the end of the summer term, please make sure you lodge your appeal by the deadline set by the school as they will each have their own arrangements in place.

Making final arrangements for transfer

The headteacher of the secondary school at which your child has a place will invite you to visit the school before the end of the summer term 2013. You will have the opportunity to look around the school and to discuss questions such as school uniform, books, travel arrangements, midday meals and possible financial help.

By the start of the summer holidays, the arrangements for your child's transfer to a new school should have been completed so that he or she can look forward to starting there in September.



Frequently asked questions

Does the law guarantee my child a place in the school of my choice?

No. The law says that parents may express a preference for any school. However, if more parents express a preference for a school than the number of places available, there has to be an order of priority to decide which children to admit. The law allows parents to appeal to an independent panel if their child is refused a place at a school of their preference.

Am I more likely to get the school that I named as my first preference?

Preferences for schools are considered together and equally against the schools published admission criteria, regardless of where you have ranked the preference on your application. The rank or order of your preference will only be used if it is possible for your child to be potentially offered more than one of your preferred schools.

If this is the case, the offer will be made for the school that you ranked highest. Any lower preferences that could have been offered will automatically be withdrawn, as only one offer will be made for each child on offer day (if an offer can be made). It is therefore important that you list the schools on your form in order of your preference.

Will a school know where I listed them on my application?

No. All applications are treated equally against the school's published admission criteria. Schools are not provided with the preference order as it has no relevance to the decision-making process.

Does my child have priority for a school place in the borough that I live in?

No. It is against the law for boroughs to give priority to their own residents. However, some schools, such as Chelsea Academy and Holland Park School, do give priority to children who attend a Royal Borough primary school.

I want to change my preferences. What do I do?

If you want to change your preferences before the closing date and you completed a paper application form, you will need to call the School Admissions Team on **020 7361 2210** to request a 'Change of Preference' form or email your child's details with the changes you want to make to school.admissions@rbkc.gov.uk. Preferences will not be changed as a result of verbal conversation. If you applied online, you will be able to log back into your application up until the closing date to make changes. You must remember to re-submit your application. If you change preferences after the closing date, they will be treated as late and will not be considered until after all on-time applications have been considered.

I live in the Royal Borough but will be moving outside of London and want to apply for schools there. What do I do?

As long as you are living in the Royal Borough before the closing date, you can still complete our application form and name the schools in the area you are moving to. This information cannot be transferred via the Pan-London system but we are able to pass your request to the council you will be moving to by a secure transfer system. You must check the admission criteria for the schools you apply for as your child may need to attend tests.

The distance that you have calculated from my home to the school is further away than the distance I have calculated on a measuring system I used on the internet. What do I do?

The Royal Borough's geographical measuring system is used for calculating all applicants' distances from home to school. Distances measured by other means – e.g. private car, pedometer or the internet – are likely to be calculated on a different basis and should not be relied upon as evidence that the Royal Borough's distance calculation is incorrect.

The Royal Borough's measurement system is designed to be reliable and consistent, and is used for all applications.






Chelsea Academy

Church of England Academy for boys and girls, which also offers Community Places

Principal: Andy Yarrow


School Specialist Status Subject:
Sciences


DfE number: 207 6905

 020 7376 3019
 admin@chelsea-academy.org
 www.chelsea-academy.org

Address: Lots Road, SW10 0SH

Travel

 Fulham Broadway (District Line)
Imperial Wharf (Mainline)

 11, 14, 19, 22, 49, 211, 319,
328, 345, 391, 414

Expected number on roll in 2012:
873 (including 225 in sixth form)

Admissions limit for September 2013:
162

School visiting date:
Tuesday 25 September 2012, 5.45 to 9pm

Music aptitude test:
Saturday 24 November 2012
The written sections of the aptitude test will take place on Wednesday 7, Thursday 8 and Friday 9 November.

**How places were offered in 2012
(at offer date, 1 March 2012)**

Total applications: 759
Seven places were allocated to children with a Statement of Special Educational Needs.

Music Aptitude Places: 10

Remaining places offered as follows:

Community Places:
50 per cent – offers made up to 1.1674 miles* (within category 1, non CE Royal Borough Primary School).

Foundation Places:
50 per cent – offers made up to category 4. As there were more applications than places in this category, the order of offer would have been decided by random allocation.

Appeals heard: 27

Successful appeals: 1

**The distance is calculated as a straight line (as the crow flies) from home to school.*



Chelsea Academy is a mixed Church of England Academy for students aged between 11 and 19. It specialises in the sciences and is sponsored by the Church of England (the London Diocesan Board for Schools) and the Royal Borough of Kensington and Chelsea. It opened in September 2009, has places for 162 students per year group and will grow each year until 2014.

Chelsea Academy combines traditional values and the highest standards with a high level of pastoral care and an innovative approach to learning and teaching. It is open to girls and boys of all backgrounds and most students live in the local area.

Ten per cent of the Academy's places are allocated to students with an aptitude in music. Of the remaining places, 50 per cent of places are 'Foundation Places', with priority given to those who attend Christian churches and Church of England primary schools in the deanery of Kensington and Chelsea. The other half are 'Community Places', with priority given to applicants who attend a primary school in the Royal Borough of Kensington and Chelsea which is not a CE primary school, and allocated to those who live closest to the school.

Admission criteria

Chelsea Academy has an agreed admission number of 162 students. 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:**

- (i) Young people who are in public care or who were in public care but ceased to be so because they were adopted or because subject to a Residence or Special Guardianship order.
- (ii) 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.
- (iii) Up to ten per cent of the agreed admission number of students will be admitted on the basis of aptitude in music, using a specified assessment process, which will be published in the Chelsea Academy prospectus. Applicants for those places must complete a musical aptitude Supplementary Information Form (SIF). Applicants who are not offered a place under this category will automatically be considered for a place in accordance with the admission criteria.

Admission under (i) to (iii) will be considered irrespective of any religious affiliation.

Fifty per cent of the remaining places per year will be Foundation Places (church) and 50 per cent Community Places (open), with any vacant places being taken up by oversubscription from the other category.

Foundation Places are defined as places for those students who meet the Foundation criteria established for their admission to Chelsea Academy. Community Places are defined as places for those students who meet the community criteria established for their admission to Chelsea Academy.

Foundation Places

Applicants must complete Chelsea Academy's Foundation Place SIF and ensure it is returned to the Academy by the date specified within the Academy's prospectus and on its website. Chelsea Academy's SIF will be available with the school's prospectus, or can be downloaded from the school's website www.chelsea-academy.org.

Foundation Places will be allocated to eligible applicants in the following order of priority:

1. Children who 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.
2. Children who regularly attend¹ other Christian Churches or chapels² and who attend a Church of England primary school in the Deaneries.
3. Children who regularly attend¹ one of the Church of England churches in the Deaneries of Kensington and Chelsea, or other Christian Churches or chapels² in the Deanery area.
4. Other children who attend a Church of England Primary School in the Deaneries of Kensington and Chelsea.

If any of the above categories are oversubscribed, random allocation will be used as a tie-break. Those not offered Foundation Places will be considered against the criteria for Community Places and vice versa.

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.

Community Places

Community Places are open to all applicants.

Places will be offered in the following order of priority:

1. 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.
2. To other applicants who attend a primary school in the Royal Borough.
3. To brothers and sisters of children on the roll of the Academy at the time of admission.
4. To other applicants that do not attend a Royal Borough primary school.

If there are more applicants than places available in either category 1, 2, 3 or 4, 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' (as

determined by Ordnance Survey Data) to the centre point 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. Should more than one child have the same distance a decision will be made using random allocation.

If a tie-break involves twins or triplets, Chelsea Academy will offer places over the published number to accommodate the children.

Waiting lists

Where, in any year, Chelsea Academy receives more applications for places than there are places available, waiting lists will operate for Foundation and Community Places. The lists 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(s), following an unsuccessful application.

After Year 7 has begun, students will no longer be admitted on the basis of aptitude in music. Priority will first be given in the way described in i) and ii). After that, a child's position on the waiting list(s) will be determined in accordance with the Foundation and Community oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting lists in accordance with the oversubscription criteria.

The local authority will coordinate admissions for In-Year applications and applications for year groups other than the normal point(s) of entry.

Sixth form

Chelsea Academy will operate a co-educational sixth form for a maximum of 250 students. The admission number for the sixth form is 125 for 2012-13.

Students 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, students will need to satisfy minimum entrance requirements to the courses for which they are applying.

These academic entry requirements will be published in the Academy's prospectus and on their website. When there are more applicants that satisfy any academic entry requirements than there are places available, **priority will be given in the following order:**

1. Looked After Children.
2. Children who live nearest the school.

Nearness to the school will be calculated using the same method as for Year 7 entry. Details relating to prior attainment requirements will be required on a supplementary application form.

Holland Park School

Community School for boys and girls


Headteacher: Mr C Hall BA, FRSA

Associate Head: Mr D Chappell BA, FRSA

School Specialist Status Subject:

Humanities (with English as the lead subject)


DfE number: 207 4320


 020 7727 5631

 www.hollandparkschool.co.uk

Address: Airlie Gardens, Campden Hill Road, W8 7AF

Travel

 Notting Hill Gate (Central, District and Circle Lines), High Street Kensington (Circle and District Lines) and Holland Park (Central Line)

 9, 10, 12, 27, 28, 31, 49, 52, 70, 94, 452, C1

Number on roll in 2012:

1380 (including 180 in the sixth form)

Open evening: Thursday 20 September 2012 at 6pm

Open morning: Tuesday 25 September 2012,
9.15 to 11.15am

Banding test: Saturday 1 December 2012, morning

Art aptitude test: Saturday 1 December 2012,
afternoon

Admission limit for September 2013: 240

How places were offered for September 2012 (at offer date, 1 March 2012)

Total applications: 1021

Four places allocated to children with a statement of SEN.

Places were then offered as follows:

Visual Art aptitude category: Ten per cent (24 places) of the available places were offered to children that met the visual Art aptitude category. Allocations were made equally to each band where it applied or the adjacent band if no applicants remained.

Band A: 25 per cent - 11 siblings and 43 places offered up to 1.319*miles in category (ii)**.

Band B: 25 per cent - 9 siblings and 43 places offered up to 1.4574* miles in category (ii)**.

Band C: 25 per cent- 27 siblings and 26 places offered up to 0.8586* miles in category (ii)**.

Band D: 25 per cent - 31 siblings and 22 places offered up to 0.7978* miles in category (ii)**.

Number of appeals heard: 21

Successful appeals: 1

**The distance is calculated as a straight line from the home to school (as the crow flies).*

*** Category (ii) children who attended a Royal Borough Primary School.*



Holland Park School is a vibrant central London comprehensive school, judged by Ofsted in May 2011 to be outstanding. The school enjoys a stunning location alongside Holland Park.

It is designated a Humanities Specialist School, with English as its leading subject. Holland Park School is oversubscribed in all years, has outstanding results at GCSE and A level and its value added is in the top two per cent of all schools nationally.

The school holds the following awards: Specialist School Status, Artsmark, Sportsmark, Inclusion Mark, The Princes Teaching Institute, Healthy Schools, FMSIS and IIP.

In addition, Holland Park has achieved the Royal Borough of Kensington and Chelsea's Excellence in Leadership Award, is a partnership school with Cambridge University, was listed in the top ten most successful Humanities Specialist Colleges and features in the 2010 and 2011 editions of the Good Schools Guide.

The following is an extract from the school's most recent Ofsted report:

"Holland Park School provides an inspirational climate for learning within a safe environment. Exceptional leadership and dedicated staff have secured key improvements since the last inspection, such that it is now an outstanding school."

"The inspirational leadership of the headteacher has ensured that those aspects of the school which were found to be outstanding at its last inspection have been securely maintained and built upon." – Ofsted May 2011

The full report can be accessed via the school's website.

A new Holland Park

In Autumn 2012 the school moved into its brand new, state-of-the-art building, and students now benefit from an exceptional learning environment. By May 2013 all the external play and sports areas will be complete. Specialist teaching rooms and laboratories, a 25m swimming pool, dance studios and recording studio are just some examples of the learning and activity spaces available to students studying at Holland Park. It is anticipated that the school will convert to academy status in July 2013.

Aims

The school aims to provide a safe, secure and well ordered environment in which all students can learn effectively to achieve their full potential. Life at Holland Park means commitment, passion, drive, attention to detail, academic rigour, aspirational targets and a fundamental understanding that beneath all of this beats the individual human heart.

Organisation

Students are organised into one of our four 'Houses', each comprising 16 mixed age, mixed ability tutor groups. Students are organised in year for learning and by ability in all subjects.

All students complete homework regularly. They may use the well resourced library to do this before and after school. Provision is made for English as an additional language and students with Special Educational Needs, either within classes or in small withdrawal groups.

There is a daily personal, social, health and citizenship education lesson taught by tutors. The topics covered include health and sex education, study skills, ethics, citizenship, careers guidance and information technology. We run a two-year Key Stage 3 curriculum, allowing students in Years 9, 10 and 11 to study and complete a wide range of accredited GCSE and BTEC courses.

Pastoral care and discipline

All students meet with their tutor every day. Tutors oversee students' welfare and well-being, progress and achievement, attendance and punctuality. We have a Behaviour Team that ensures the good discipline of students. We have a Code of Conduct which sets out our expectations of behaviour very clearly. We expect and maintain a positive, well-ordered and purposeful learning environment. This is confirmed in our Home-School Agreement which each parent and child signs prior to admission.

Parental involvement

All parents receive a 'Parent Planner' at the start of September. This keeps parents informed of all events throughout the school year. All parents are invited to attend our Parent/Teacher Groups run by the Leadership Team. These are important opportunities for consultation. We also have a Parent Leadership Team that actively involves themselves in the life of the school.

The school communicates regularly with parents keeping them up-to-date through a variety of publications such as our termly magazine - 'What's Going on at Holland Park'. All parents receive half-termly academic reports which include their child's current working levels matched against predicted levels and grades.

Uniform

All students are expected to wear Holland Park's bespoke uniform. This consists of a dark grey suit for boys and girls, together with a blue shirt or blouse. Boys are required to wear a tie. All students are required to wear the school's outdoor coat. There is also a school bag, scarf and jumper/cardigan. Uniform is only available from the school's supplier (Stevensons) and is of a high quality. Our sixth form students have a professional dress code similar to that of teachers and associate staff.

Assemblies

Assemblies contribute to the moral, spiritual, cultural and personal education of young people and are appropriately constructed for the urban, multi-cultural society represented in school. All manner of faiths and outlooks are covered. We regard assemblies seriously and have a planned annual programme. Music, video, quiet reflection and thought-provoking themes are central to each presentation. All reflect the secular nature of the school.

Extra-curricular activities

Extensive use is made of the school's facilities for the wide range of clubs and activities that run after school. We are actively committed to sport and hold Sports Mark Gold. We enjoy high standards of performance in drama, dance, music and gymnastics. Our Art Gallery regularly exhibits the work of our students and local artists.

There are also wide ranging opportunities to join residential expeditions. Year 10 students complete a two week work experience, which takes advantage of our strong links with local businesses. Employers are encouraged to come into school to contribute to curriculum development and provide direct support for students and staff.

Commitment to equality

With students representing over 100 nationalities and speaking more than 70 languages, we share personal connections across the globe and celebrate together our cultural diversity.

More information about Holland Park School, including the prospectus can be obtained from the school on request or via our website at www.hollandparkschool.co.uk.



The new school uniform for boys from September 2012.