

## Secondary Transfer 2019

### Secondary transfer help for residents in Kensington and Chelsea and Westminster (referred to as Bi-borough)

**Q My child hasn't been offered our preferred school**

A Unfortunately, your preferred school was over-subscribed, and all the children offered a place had higher priority under the school's admission criteria. If your preferred school is located in the bi-borough area, your child's name will automatically be placed on a waiting list. If any of your preferred schools are located in another borough, you should contact the admission authority for the school.

The details of neighbouring boroughs are included with your notification letter. Although a place at your preferred school cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the waiting list strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September. You should accept the place at the school you have been offered in the meantime, or consider submitting further applications to schools listed in your letter.

You also have a legal right of appeal against the decision not to offer your child a place at your preferred school. If you feel that you have grounds for appeal, you should contact the admission authority for the school for an appeal form. Further information about appeals is contained in your notification letter.

**Q Why have I been offered a school I didn't list as one of my preferences?**

A All councils have a legal duty to offer a school place to resident applicants if there are enough places available within a reasonable distance. Not all unsuccessful applicants will receive an offer of an alternative school place, this will depend on the available places in the area. If it has been possible to offer an alternative school, it will be made to the nearest school to your home address with a vacancy. This offer may not be a school located in your home borough. A list of other schools with vacancies will also be provided if you do not want to accept the offer that has been made. Accepting an offer for an alternative school will not affect your chances of being offered a place at one of your preferred schools from the waiting list. If this is possible at any point, the initial offer made will be withdrawn.

**Q My child does not have a school place for September**

A The majority of applicants that applied before the closing date of 31 October will receive an offer of a school place on 1 March. If you have not already applied for a school place, you should do so immediately. Bi-borough residents can apply online via the eAdmissions website - <https://www.eadmissions.org.uk/eAdmissions/app>.

**Q How does a waiting list work?**

A If your unsuccessful preferences is for a school located in the bi-borough area your child's name will be placed on the waiting list. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received.

Any places that become available will be offered from the school's waiting list. Waiting lists are ordered strictly in accordance with the school's admission criteria. Your position on a waiting list can move up or down on the list, as other children join the list or come off it. The time spent on the waiting list does not affect the position held.

Please note there is no guarantee that you will be offered a place from your preferred school's waiting list before September. If you have been offered a place at another school, you should therefore accept this in the meantime.

**Q I do not agree with the decision not to offer my child a place at my preferred school.**

A If your application has been unsuccessful, you will be added to the school's waiting list. You also have the right to appeal to an independent appeal panel against the decision made to not offer your child a place at your preferred school. When considering whether to appeal, it is important that you are aware that although the law allows you have the opportunity to appeal against admission decisions, it does not give your child the automatic right to a place at a particular school. There is no guarantee that your appeal will be successful and the decision of the appeal panel is legally binding on schools, LAs and parents.

If you are appealing for a place at a particular school, you should make arrangements for a place at an alternative school in case your appeal is unsuccessful. Accepting a place at another school does not affect your right to appeal concerning a place at the school you would prefer.

**Q Why has a child who lives near me been offered a place at my preferred school, but my child hasn't?**

A The majority of schools in the bi-borough area are over-subscribed (i.e. receive more applications than places) and therefore places are allocated in accordance with respective school's published admission criteria. Some schools give priority to children with siblings already attending the school, and/or living the closest to the school. Some school have different categories, including bands and catchment or priority areas therefore the distance may vary in each category. Church schools usually give priority to children of a particular faith. There will therefore be different

reasons why a child may have been offered a place at the same school you applied for and lives closer. The Admission Team will be able to explain why this may be the case but will not be able to discuss the details of other applicants with you.

**Q Last year children living in my area got a place at my preferred school, so why hasn't my child been offered a place this year?**

A Usually, distance from the school is used in the case of a tie break, therefore the child you are referring to may meet different admission criteria or lives slightly closer to the school than you. The pattern of applications can also vary from year to year, i.e. there may be more pupils living closer to the school or who have a sibling already attending the school than in the previous year, and the number of applications may have increased. This in turn will lead to a change in the allocation of places at a school from year to year. There are many more schools now using random allocation as a tie break, so this may also be a reason why your neighbour's child was offered.

**Q What happens if I don't accept the school offered to me?**

A You can choose how to educate your child. If you have accepted a place at another school, i.e. an independent school, you should inform the LA that you do not want to accept the school you have been offered. This will enable another child to be offered the place your child vacates.

If the LA is unable to ascertain whether you want the school place within a reasonable time after 15 March, it will be assumed that you do not want the place and it will be withdrawn. If, by September, the LA has not been notified of your intention to provide your child with education, your case will be referred to the LAs Children Missing Education Officer (CME).

Please note there is no guarantee that you will be offered a place from your preferred school's waiting list or on appeal. If you have been offered a place at another school, you should therefore accept this in the meantime.

**Q What happens if I don't respond to the LA by 15 March?**

A The Admissions Team will try to make reasonable attempts to try and contact you to ascertain whether you want to accept the place at the school you have been offered. We hope you will respond quickly so that if you do not want that school another child can be offered the place. Please contact the School Admissions team as soon as possible to let us know if your child will be attending the school or not. If we have not been able to contact you, we will assume you do not want the school and will withdraw the place. If you respond directly to the school please do not assume that they will pass on this information to the Admissions Team.

**Q The offer of a school place has been withdrawn because I did not respond to the LA by 15 March.**

A Please contact the School Admissions team immediately. If you still need a school place, the team will assist you in finding another school.

**Q I have moved since I filled in the application form**

A Please contact the School Admissions team to inform them of your new address and contact details. We will pass your details on to the school where you have been offered a place. Without up to date contact details you may not receive important information about your school place, which could result in it being withdrawn.

**Q What is an Admission Authority?**

A The admission authority is the organisation responsible for setting the admission criteria and deciding which children should be offered places at a particular school. This will vary according to the type of school. You will find more details on the status of each school in the secondary booklet that can be viewed/downloaded from the website.

**Q Further advice and information**

**A The Admissions and Access to Education Team contact details are:**

Tel: 020 7745 6432 / 6433

Email address for Royal Borough of Kensington and Chelsea residents  
**school.admissions@rbkc.gov.uk**

Email address for Westminster City Council residents  
**schooladmissions@westminster.gov.uk**

For further independent advice, you may find the following organisation helpful:

**Child Law Advice Service**

Website: <http://childlawadvice.org.uk/school-admissions/>

Tel: 0300 330 5485

**The following Publications from the Department for Education (DFE) also contain much useful about school admissions and school admission appeals:**

**School Admissions Appeal Code**

This Code contains more detailed guidance on the appeals process and explains the legal basis of admission appeals. A copy of the Code can be downloaded free of charge from the DFE website at

<https://www.gov.uk/government/publications/school-admissions-code--2>

**School Admissions Code**

This Code contains more detailed guidance on the school admissions generally and explains the legal basis of admissions process. A copy of the Code can be downloaded free of charge from the DFE website at

<https://www.gov.uk/government/publications/school-admissions-code--2>

.