

# Hints and tips for applying to a secondary school

For entry in September 2023



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

Apply online:  
[www.rbkc.gov.uk/  
school-admissions](http://www.rbkc.gov.uk/school-admissions)

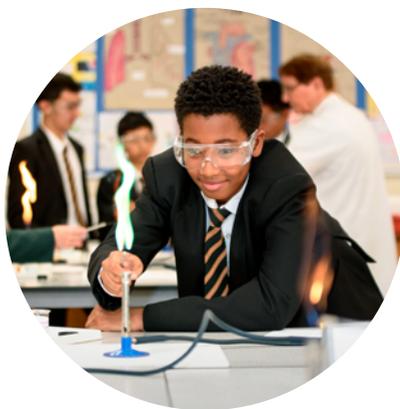
The Pan-London eAdmissions  
site opens on 1 September 2022.

If your child was born between  
1 September 2011 and 31 August  
2012, you will need to apply  
for a secondary school place  
by 31 October 2022.

# The benefits of applying online

- It is quick and easy to do.
- You can apply from any location with internet access 24 hours a day, seven days a week up until the closing date, **31 October 2022**.
- 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 **1 March 2023**, you will be sent an email informing you that your outcome is available.
- 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.



# Where to obtain the information you need

Each September all local authorities 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 Council's brochure will be online from the beginning of September at: **[www.rbkc.gov.uk/school-admissions](http://www.rbkc.gov.uk/school-admissions)**

The brochure explains the application process in detail and sets out the admission criteria for each school in Kensington and Chelsea.

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 brochure where the schools 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 schools 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 and the schools their pupils were offered.
- Contacting the Admissions Team for advice if you are unclear on how the system works. You will find contact details on the back cover of this leaflet.



# Hints and tips for applying

## Familiarise yourself with the admission criteria for schools

When you begin researching schools, you will need to read the admission criteria for the school/schools you want to apply to. The admission criteria is often very different for each school so you must read the criteria carefully in order to assess the likelihood of your child being offered a place.

To give you some examples of what to check for:

- Church schools will give priority to applicants that can demonstrate practice of the respective faith if they receive more applications than places available.
- There are schools that will require your child to sit a fair banding test.
- Not all schools give priority to siblings so you will need to check this first.

- If you feel there are exceptional medical and/or social reasons you want to be considered, you will need to check the school has this as a criteria.
- Distance from home to school is often used as a tie-breaker, but there are schools that use random allocation (lottery).
- Some schools have a priority area and/or feeder primary schools.

These are some factors that you need to be aware of when deciding which schools to apply for.

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 apply for up to six schools

Please remember that you can apply for up to six schools. Even after you have researched the schools and you have decided where to apply, unless you are confident 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.

Adding further schools to your list 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 school preferences you make are treated equally. This means that no matter where you place a school in 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 in their list.

It is important that you list schools in the order of your preference. The reason for this is because if more than one offer of a school is returned to us, you will be offered the school that is listed the highest. For example if preference two, three and four are returned as 'Offer', only preference two will be offered. Preference three and four offers will be withdrawn and put back in the coordinated system for other applicants. Your child's name will be placed on a waiting list for preference one as this school could not make an offer.



## 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 Kensington and Chelsea schools will be available from the individual schools and on the Council website.

The secondary school brochure 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 in your list of preferences.

## You must submit your application on time

You must submit your application by **31 October 2022**. If you submit your application 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 you want.

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

You might not be offered one of your preferences, but to increase your chances of being offered one of your preferred schools, you must research the admission criteria for the schools you are interested in.

You should put at least one school in your list where you are reasonably certain your child meets the criteria.

You must submit  
your application by  
**31 October 2022**

For example, this could be if there is a sibling already at the school and this is a high priority indicated in the school's criteria. Also, if your nearest school offers the majority of its places based on distance, then you are encouraged to add this school to your list of preferences.

As the majority of schools in the borough and neighbouring boroughs will be full, any application you submit at a later stage may mean you will not qualify for a place but will be added to a waiting list.

For further advice you can speak to the Admissions Team or the school who will be able to give 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 as these schools would have been placed back into the coordinated system and offered to other applicants.

You will automatically be placed on the waiting list for higher preference schools 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/schools.

# Open events and test dates for Kensington and Chelsea schools



## Important information

You are strongly advised to check for updates on the Council and schools' websites for possible changes to arrangements before visiting schools.

### All Saints Catholic College

#### Mixed

☎ 020 8969 7111

🌐 [www.allsaintscc.org.uk](http://www.allsaintscc.org.uk)

#### Open mornings

Wednesday 21 September at 9am

Friday 23 September at 9am

#### Open afternoons

Tuesday 20 September at 1.30pm

Thursday 22 September at 1.30pm

#### Open evening

Wednesday 14 September  
at 6pm to 8pm

### The Cardinal Vaughan Memorial School

#### Boys

☎ 020 7603 8478

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

#### Open evenings

Thursday 15 September and Tuesday  
20 September. The Head speaks at 4.30  
and at 6pm. The last tour is at 6.15pm.

#### Banding test date (all applicants)

Monday 31 October 2022

#### Deadline for music aptitude application

Monday 26 September at 5pm

#### Music aptitude test

During the week commencing  
Monday 3 October

#### Deadline for school's Year 7 supplementary information form

Friday 21 October by 5pm

## Chelsea Academy

### Mixed

☎ 020 7376 3019

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

### Open evening

Thursday 29 September from  
6pm to 8pm

### Academy tours

Tours of the Academy for parents/  
carers will be available each morning  
at 9.10am from Monday 26 September  
to Friday 7 October. Bookings via  
our website.

## Holland Park School

### Mixed

☎ 020 7908 1000

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

### Open mornings

Thursday 22 September 9am to 10.45am  
Friday 23 September 9am to 10.45am

### Open Evenings

Wednesday 21 September 5pm to 8pm  
Thursday 22 September 5pm to 8pm

### Deadline for art aptitude applications

Monday 19 September

### Art aptitude test

Saturday 8 October 8am to 1pm  
Full details available from the  
school website.

### Banding test

Saturday 12 November 8am to 1pm\*  
Full details available from the  
school website.

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\*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, you will need to make sure 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.

## Kensington Aldridge Academy

### Mixed

☎ 020 7313 5800

🌐 [kaa.org.uk](http://kaa.org.uk)

### Open evening

Thursday 22 September, 5pm to 7.30pm

### Open mornings

Tuesday 20 September and Wednesday 21 September, 9.30am to 10.30am (tour of school only). Please visit our website in advance to register for our open morning events at

🌐 [www.kaa.org.uk/admissions](http://www.kaa.org.uk/admissions)

### Deadline for performing and creative arts (PCA) aptitude applications

Deadline for applications – Sunday 2 October at midnight.

### PCA aptitude test

Saturday 15 October (1 hr slot confirmed with parents after deadline closes).



## St Thomas More Language College

### Mixed

☎ 020 7589 9734

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

### Open evenings

Wednesday 21 September 4pm to 6pm

Thursday 29 September 4pm to 6pm

Headteacher's talk at 4.30 and 5.30pm

### Banding test dates

Week commencing 21 November.

Applicants will be contacted with an individual appointment date and time.



# Schools in Kensington and Chelsea

Each school's location is pinpointed on the map on page 13.

## Primary schools

- 1 Ark Brunel Academy
- 2 Ashburnham
- 3 Avondale Park Primary
- 4 Barlby
- 5 Bevington
- 6 Bousfield
- 7 Christ Church C of E
- 8 Colville
- 9 Fox
- 10 Holy Trinity C of E
- 11 Kensington Primary Academy
- 12 Marlborough
- 13 Oratory Catholic
- 14 Our Lady of Victories Catholic
- 15 Oxford Gardens
- 16 Park Walk
- 17 Servite Catholic
- 18 St Barnabas and St Philip's C of E
- 19 St Charles Catholic
- 20 St Clement and St James C of E
- 21 St Cuthbert with St Matthias C of E
- 22 St Francis of Assisi Catholic

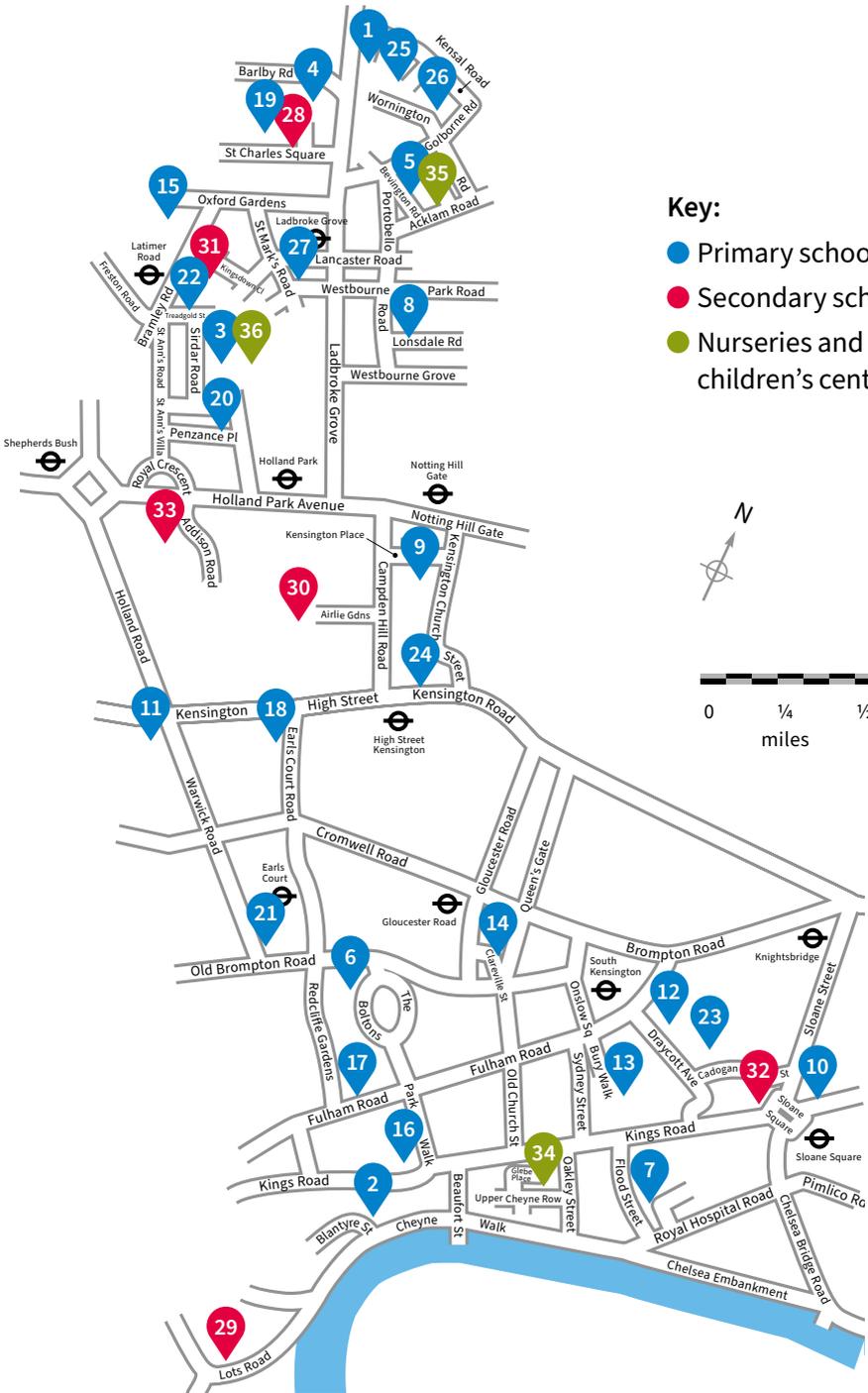
- 23 St Joseph's Catholic
- 24 St Mary Abbots C of E
- 25 St Mary's Catholic
- 26 St Thomas' C of E
- 27 Thomas Jones

## Secondary schools

- 28 All Saints Catholic College (mixed)
- 29 Chelsea Academy (mixed)
- 30 Holland Park School (mixed)
- 31 Kensington Aldridge Academy (mixed)
- 32 St Thomas More Language College (Catholic, mixed)
- 33 The Cardinal Vaughan Memorial School (Catholic, boys)

## Community nurseries and children's centres

- 34 Chelsea Open Air Nursery School
- 35 Golborne and Maxilla Federated Children's Centres
- 36 St Anne's and Avondale Park Nursery



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

**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/  
school-admissions](http://www.rbkc.gov.uk/school-admissions)