Consultation on admission arrangements

for Avondale Park Community Primary School

Academic Year 2028-29

THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Community primary schools

The Royal Borough of Kensington and Chelsea (RBKC) is the admission authority for the 10 community primary schools listed below. Published Admission Numbers (PANs) are shown alongside each school.

Community primary school	
Ashburnham	**30**
Avondale Park	**Proposed 60 to 30**
Barlby	**50**
Bevington	**45**
Bousfield	**60**
Colville	**60**
Marlborough	**60**
Oxford Gardens	**30**
Park Walk	**30**
Thomas Jones	**30**

We are seeking views on a proposal to permanently reduce the Published Admission Number (PAN) for **Avondale Park Primary School** from **60 to 30.** This will apply from the Reception point of entry September 2028.

This is the only proposed change. All other admission arrangements for Avondale Park Primary School and the other community schools listed above would remain unchanged.

The consultation opens on **Monday 9 November 2026** and closes on **Friday 18 December 2026**. Comments should be sent to SchoolPlacePlanning@rbkc.gov.uk by the closing date.

Oversubscription criteria

Applicants with a signed Education, Health and Care plan which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

If there are more applications to the school than there are places available, places will be allocated in the following order of priority:

1. Children in Public Care, also known as Looked After Children, in the care of the local authority; children who have been adopted or made subject to a child arrangements or special guardianship order immediately following having been looked after; and previously looked after children, including those children who appear to the Council to have been in state care outside England and ceased to be in state care as a result of being adopted [see note (i)].

2. The Director of Education for Bi-borough Children's Services, as advised by senior officers, may, on an individual basis, give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parents/carers must supply details of any such special factors at the time of the original application, together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker, which must be no more than six months old. All information submitted will be regarded as confidential [see note (ii)].

3. Brothers and sisters of children already on the roll of the school who will still be at the school when the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters, or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Sibling priority applies only where the sibling will be in Years R to 6 at the time of admission, not nursery.

4. Children whose parent is a qualified teacher working a minimum of 0.6 FTE (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application, and/or children of any member of staff recruited to fill a vacancy for which there is a demonstrable skill shortage [see note (iii)].

5. Children living nearest to the school, calculated in a straight line. The distance from home to school will be calculated in a straight line to the main entrance of the school building used by pupils. Where a school has more than one pupil entrance, the entrance to the main school reception will be used as the measuring point. The Council will use its computerised measuring system to determine the distance. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point, for example in the same block of flats or shared house, priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

Tie-break: If there are more applicants than places available within criteria 1, 2, 3 or 4, priority will be given to applicants who live nearest to the school, measured as described in criterion 5 above.

Notes applying to RBKC community schools

(i) Children Looked After, also referred to as Children in Public Care

- A "looked after child" is a child who is in the care of a local authority, or who is being provided with accommodation by a local authority in the exercise of its social services functions, as defined in section 22(1) of the Children Act 1989, at the time of making an application to a school.
- This includes children adopted under the Adoption Act 1976 (section 12 adoption orders) and children adopted under the Adoption and Children Act 2002 (section 46 adoption orders).
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders; any residence order in force before 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian or guardians.
- A child is regarded as having been in state care outside England if they were in the care of, or accommodated by, a public authority, a religious organisation or another provider of care whose sole or main purpose is to benefit society. The child's social worker must submit a letter to the Council confirming the child's legal status, the local authority to which the child is or was in care, and the child's full name and current address.

(ii) Exceptional need

All schools have experience of meeting diverse educational, social and medical needs. In a very small number of exceptional cases, there may be reasons why a child needs to attend a particular school and no other school can meet that need. If you believe there are exceptional reasons for your child to be considered for priority at a particular school, you must state this in your application and explain the reasons supporting your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker. The professional evidence must demonstrate the link between the exceptional need and the school, why it is necessary for the child to attend that school in particular, and the difficulties the child would face in attending another school. It is for the parent/carer to decide how to support the case and which documents to provide, but the documents must be submitted by the closing date, 15 January 2028. The Admissions Team is not responsible for contacting professionals, and the decision will be based on the documents submitted by the closing date.

A panel will consider exceptional-need cases soon after 15 January and before 10 March, in line with the Pan-London coordinated scheme. The panel comprises three Senior Admissions Officers. Depending on the circumstances, a senior member of the SEND team may also sit on the panel. The school's view may be sought on a case-by-case basis.

The notification date is 16 April 2028. You will not be advised before this date whether your request for priority has been agreed. If priority is not granted, the application will be considered against the remaining admission criteria. The outcome notification will state whether priority under the exceptional-need criterion was granted. Very few cases are agreed under this criterion. The Admission Authority must be able to justify awarding priority above other applicants and be satisfied that the professional evidence demonstrates that the child's needs can be met only at the requested school, rather than another local school.

(iii) Children of staff

Priority will be limited to one place for each form of entry in any year, subject to an additional maximum of:

- 3 children across the whole school for a one-form-entry school;

- 4 children across the whole school for a one-and-a-half-form-entry school; and
- 5 children across the whole school for a two-form-entry school or larger.

An exception will apply to children of a multiple birth or children born in the same academic year.

The parent must be a qualified teacher working a minimum of 0.6 FTE (16.5 teaching hours) and must have been employed at the school for two or more years at the time of application. The member of staff must still be employed when the application is made and when the child starts school. If the member of staff is no longer employed when the child is due to start, and the child would not qualify under another criterion, the offer will be withdrawn.

Where priority is requested because a member of staff was recruited to fill a vacancy for which there is a demonstrable skill shortage, the employment contract must run for at least 12 months from the date the child is due to start school.

In both cases, evidence of employment and the relevant supporting documentation must be submitted to the local authority. The applicant is responsible for providing the evidence. Priority will not be awarded without the relevant documents.

Admission arrangements applying to community primary schools

Twins, multiple births and children born in the same academic year: Children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children at the same school, even if this means exceeding the PAN.

Children attending a nursery class at a school: Parents of children attending a nursery class must apply separately for a Reception place. There is no automatic transfer from nursery to Reception, and the infant or primary school attended for nursery will not necessarily be able to offer a Reception place.

Split residence: Where a child lives with parents who share responsibility, the address where the child spends most of the school week should be used. Where there is a genuine 50/50 arrangement, the address will be determined using a joint declaration from the parents setting out the pattern of residence. If agreement cannot be reached and Child Tax Credit is claimed, the address registered for that claim will be used. Where Family Court proceedings are ongoing, the Council will determine the approach on a case-by-case basis.

Random allocation: Where random allocation is needed to determine priority, an independent third-party draw service, Random.org, will be used. The process is managed by the Council's Admissions Team and is independent of the school.

Date of admission and deferred entry: Children will normally be admitted to Reception in the September following their fourth birthday. In accordance with the School Admissions Code, parents who have been offered a place before their child reaches compulsory school age may defer entry until later in the school year. The school must hold the place and cannot offer it to another child. Entry cannot be deferred beyond the beginning of the term after the child's fifth birthday or beyond the end of the Reception year. In practice, entry may be deferred until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents may also request part-time attendance until the child reaches compulsory school age.

Requests to apply for Reception in the following year: Requests for admission outside a child's chronological year group will be considered in accordance with paragraph 2.18 of the School Admissions Code. Such requests commonly relate to summer-born children, born between April and August, where there are significant reasons why starting Reception the following year, rather than Year 1, would benefit the child's academic, social and emotional development. The admission authority must decide each case on its individual

circumstances and inform parents of their statutory right of appeal. The headteacher of each school applied for will be consulted. Parents may submit professional evidence, such as from a GP, social worker or consultant, although this is not required. If the request is agreed, the parent will be advised to apply again the following year. Agreement to an out-of-year request does not guarantee a place; the application will still be assessed against the school's published criteria.

Method of application: Parents/carers must apply on the Common Application Form of the local authority where they live. Applications can be made online at www.rbkc.gov.uk/admissions, or a paper form can be requested from the home local authority's Admissions Team.

Closing date and initial notification date: The closing date for Reception applications under the RBKC coordinated arrangements is 15 January 2028. Notification letters will be sent on 16 April 2028.

Late applications: Applications received after the closing date will be accepted but will not normally be considered for a school place until after the initial offer date.

Waiting list: Unsuccessful applicants, including late applicants, will be placed on the school's waiting list and ranked according to the published oversubscription criteria, without regard to the date the application was received. A child's position may move down as well as up, for example if a new application is received or another child moves nearer to the school. An offer does not depend on how long a child has been on the waiting list, and there is no guarantee that a place will be offered. Reception waiting lists are retained and managed by the local authority until 31 December 2028, after which they are deleted. Families will be contacted to indicate whether they wish to remain interested and will be given a deadline to respond.

Appeals: Unsuccessful applicants have the right to appeal to an Independent Appeal Panel. Further details will be included with the outcome notification.

Coordinated admission arrangements and timetable

As required by law, the Council will coordinate admissions for entry in 2028-29. The full coordinated scheme will be available from 15 March at www.rbkc.gov.uk/admissions.

In-year admissions

Applications for an established year group, Years 1 to 6 and Reception from the start of September, must be made using the Council's in-year common application form. If there is no waiting list and a vacancy exists in the child's chronological year group, a place will be offered. If there is no vacancy, the application will be considered under the published oversubscription criteria and associated admission arrangements.

In-year exceptional-need requests

For schools that are full, requests for priority must be supported by a professional, such as a doctor or social worker. The evidence must demonstrate the link between the child's exceptional need and the requested school, why that school is necessary, and the difficulties the child would face in attending another school. The panel referred to in note (ii) will consider the request. Where the school is full, priority under this criterion is priority on the waiting list, not admission to the school. Panels are convened periodically rather than on set dates. A decision is normally communicated within 14 days after the application and supporting evidence have been submitted.

In-year Fair Access

The Council operates a Primary Fair Access Protocol to support the placement of children who need an in-year school place, present a high level of need and do not have an Education, Health and Care plan. All community

schools participate in the protocol. Further details are available from the Admissions Team at school.admissions@rbkc.gov.uk.

The waiting list for each year group is retained and managed by the local authority until the end of July each year. The lists are then deleted. Parents will be contacted around this time to indicate whether they wish to remain interested, and a response deadline will be provided before new lists are generated over the summer break.