



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

# Kensington & Chelsea

## Secondary Transfer Process 2019

# *Topics*

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# Introduction

Choosing a secondary school is a big decision for you and your child. This presentation highlights the main points and key dates that you need to be aware of.

Last year, over 10% of Royal Borough applicants were not offered one of their preferred schools, so it is extremely important to research your school options before submitting an application.

Information about how places will be allocated can be found in the Secondary School brochure, available from your child's primary school, or through the local Admissions Team. We also recommend visiting the schools on the open days/evenings that they have arranged to find out how likely it is for your child to be offered a place.

At any point in the process you can contact the Admissions Team for advice;

Tel: 020 7745 6432

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



# *Common Myths*

I will receive an offer at my nearest school.

I will get a place at one of the schools I name on the form.

I have a better chance of an offer at the schools I place highest on the common application form.

My child has special needs and will get a place.

I have overwhelming medical or social reasons for my choice of school and will therefore get a place.

I am entitled to a place at a single sex school or a faith based school.



# *Overview of the Process*

- If your child was born between 1 September 2007 to 31 August 2008 they should be applying for a school place for September 2019. The application *must* be submitted by the **31<sup>st</sup> October 2018**.
- The application is made to the borough in whose administrative area you live (i.e. where you pay your Council Tax).
- You can name up to **6** schools and can apply for schools that are in other boroughs.
- All preferences are treated *equally*. This means that wherever you place a particular school it will be treated the same way as any other applicant for that school. The details regarding where you ranked the preference are *not* shared with the school.
- Your preferences should reflect the schools you most wish your child to receive a place at.



# *Banding tests and Supplementary Information Forms*

- Some schools will require you to complete an additional form, usually referred to as a Supplementary Information Form (SIF):
  - All Saints Catholic College
  - Cardinal Vaughan Memorial School
  - Chelsea Academy (if applying for a musical aptitude place)
  - Holland Park School (if applying for a visual arts aptitude place)
  - St Thomas More Language College
- Some schools require your child to sit a banding test:
  - Cardinal Vaughan Memorial School
  - Holland Park School
  - St Thomas More Language College
- If you apply online you will be notified if there is an additional form to complete or if your child must sit a banding test. You will also find this information on the individual school websites and in the Kensington & Chelsea secondary school brochure.



# Key Dates

1 September 2018

You will be able to apply online at [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions)

Paper applications will be available from the Admissions Team on request.

The *Your choice for secondary education* brochure will be available online with hard copies made available from Royal Borough primary schools from 14 September.

31 October 2018

## **Closing date for applications**

If you are applying online, you will have up until 11.59pm on 31 October to submit your application.

If you are applying on a paper form you will need to ensure your application is received by the Admissions Team by 5pm on the closing date.

1 March 2019

## **National offer day**

The Admissions Team will write to you advising you of the outcome of your application. Letters will be sent by first class mail.

Online applicants will be notified by email on the evening of 1 March.



# Key Dates

15 March 2019

Deadline for successful applicants to accept or decline their school offer.

27 March 2019 onwards

Waiting list positions for schools held by the Admissions Team will be available. Further offers will be made as result of withdrawals and late applications for schools with vacancies from this date.

26 April 2019

To ensure appeals are heard by the end of the summer term, appeals managed by the Admissions Team must be lodged by this date. You will need to check with voluntary aided schools, Academies and Free Schools as deadline dates may vary.

June/July 2019

Appeals managed by the Admissions Team are heard by an independent panel. Voluntary aided, Academies and Free Schools will also arrange for appeals to be heard before the end of term.



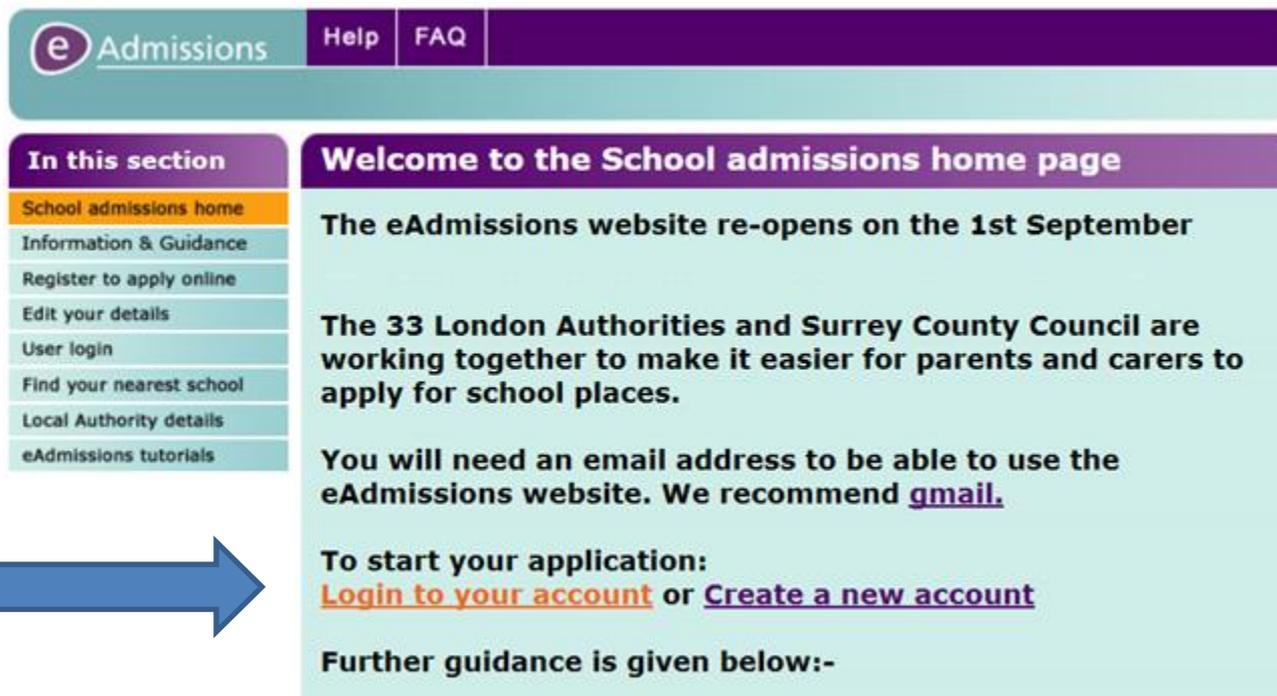
# *Advantages of the on-line application process*

- ✓ 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 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.
- ✓ During the evening of 1 March you will receive an email informing you that your outcome is available. Please wait until you have received the email before logging onto the Pan-London eAdmissions website.
- ✓ You will be able to accept or decline an offer of a school place online.



# The online application process

- The web address is [www.eadmissions.org.uk](http://www.eadmissions.org.uk)



The screenshot shows the eAdmissions website interface. At the top, there is a navigation bar with 'e Admissions', 'Help', and 'FAQ' links. Below this is a sidebar menu titled 'In this section' with the following items: 'School admissions home' (highlighted in orange), 'Information & Guidance', 'Register to apply online', 'Edit your details', 'User login', 'Find your nearest school', 'Local Authority details', and 'eAdmissions tutorials'. The main content area is titled 'Welcome to the School admissions home page' and contains the following text: 'The eAdmissions website re-opens on the 1st September', 'The 33 London Authorities and Surrey County Council are working together to make it easier for parents and carers to apply for school places.', 'You will need an email address to be able to use the eAdmissions website. We recommend [gmail](#).', 'To start your application: [Login to your account](#) or [Create a new account](#)', and 'Further guidance is given below:-'. A large blue arrow points from the left towards the 'School admissions home' link in the sidebar.

# *Local school options*

- Kensington & Chelsea had 54% residents receive their first choice and 80% received one of their top three preferences.
- 12% of applicants were not offered a preferred school. These applicants were offered an alternative school and invited to make additional preferences.
- All applicants should research their preferences and look at how places have been allocated in previous years to clarify whether their child is likely to receive an offer in the forthcoming round of admissions.
- Do not make assumptions about particular schools. Read the school prospectus and if possible visit the school to form your own opinion.
- [www.rbkc.gov.uk/schooladmissions](http://www.rbkc.gov.uk/schooladmissions) for more information.

# Local school options

## Make realistic preferences



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- Consider what your plan would be if you are not offered a preferred school. **Last year there were almost 100 Kensington & Chelsea residents who were not offered one of their preferred schools.**
- Over 90% of these applicants did not list the maximum number of 6 preferences on their application form.
- Many of these applicants added late preferences for local school(s), however these schools were already full. **If these late preferences were listed on their *original* application form they would have secured an offer during the initial round of allocations in March.**
- These pupils have now applied for schools further from the home address, and in many cases have been offered schools in excess of 5 miles from their home address.
- Unless you have an extremely high chance of securing a place at your preferred school (for example, there is a sibling attending and this forms part of the schools admission criteria) then *you are strongly advised to list more than one school.*
- Do not rely on Ofsted reports to make judgments about schools. Schools may have changed significantly since the report was produced.
- It may be the case that you are not particularly keen on your local school, however you should keep all your options open, and if possible visit the school during it's Open Day/Evening.

# Local school options

## Things to be aware of...



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- Note that Chelsea Academy has a 'feeder school' criterion, and will prioritise applications from children attending 11 specific Kensington & Chelsea schools (see brochure for full details). If your child does not attend one of these primary schools but you live close to Chelsea Academy, it can still be listed as a preference, but we strongly advise listing additional preferences (eg. Hurlingham Academy).
- Hurlingham Academy (in Hammersmith & Fulham) is now run by United Learning. This is the chain behind the extremely popular, Paddington Academy in Westminster.
- Pimlico Academy in Westminster will sometimes offer to residents in the south of Kensington & Chelsea, but you should check the previous year's offer map to get an idea whether you are likely to be offered a place.
- If you would prefer single-sex education for a girl, please be aware that Fulham Cross Girls' School can generally offer places to girls living in a large portion of Kensington & Chelsea.
- If you would prefer single-sex education for a boy, please be aware that Fulham College Boys' School and Westminster City School can generally offer places to boys living in a large portion of Kensington & Chelsea.

# Local school options

## Things to be aware of...



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- Please note that Fulham Boys' School offer some places at random within concentric circles from the school. Fulham College Boys' School offer on straight line distance, and will generally have places available for boys in Kensington & Chelsea.
- If you are interested in Catholic schools please be aware that some schools offer using a random tie-break criterion (eg. Cardinal Vaughan) and therefore living close to the school will not give you priority. It is worth considering other Catholic schools which offers places to Catholic applicants on the basis of distance (eg. St Thomas More).
- Explore school options outside the borough, particularly in Hammersmith & Fulham, Westminster, and Wandsworth.



# Maps

- Where relevant, offer maps are provided at: [www.rbkc.gov.uk/cut-distance-maps](http://www.rbkc.gov.uk/cut-distance-maps)





# *Post-offer process*

- If you applied online, you will receive notification of the outcome of your application during the evening of **1 March 2019**. Applicants not offered their first preference will receive the outcome letter and further details in the post on 2 March 2019.
- You will be required to accept within 14 days by the **15 March 2019**. Online applicants can quickly complete this at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Paper applicants will need to return the reply slip in the post.
- You can stay on the waiting list for any higher preference schools that you have not been offered. You also have a right to an independent appeal.
- If you are not offered a preferred school you will receive an alternative offer, typically the closest school with availability. You will also receive details of local schools that may still have availability and will be invited to make further preferences if you are unhappy with the school that has been offered. This must be done via the Local Authority where you reside.
- The national offer date is *not* the end of the process. Further offers will go out from **27 March 2019** onwards. Places will become available between March and September and applicants will be contacted and offered places as and when they arise.

# Appeals

- You are entitled to appeal for a school place at any school that you have been unsuccessful in obtaining a place at.
- Appeals will be heard May to July (depending on the school), by an independent panel and the school is required to comply with the decision of the panel.
- Be realistic about your chances of securing a place via the appeal process. The appeal breakdown from last year is provided below:

School	Appeals heard	Appeals Upheld
All Saints Catholic College	0	0
Cardinal Vaughan Memorial School	48	5
Chelsea Academy	6	0
Holland Park School	28	1
Kensington Aldridge Academy	0	0
St Thomas More Language College	9	1



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# *School Admissions Team*

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

Tel. 020 7745 6432

(9am to 2pm Monday to Friday)

The Kensington & Chelsea admissions team works in partnership with Westminster City Council as a joint service.