

# Hints and tips for applying to a primary school

For entry in September 2025



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 Sunday 1 September 2024.

If your child was born between  
1 September 2020 and 31 August  
2021, you will need to apply for  
a primary (reception) school  
place by Wednesday 15  
January 2025.

# 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, **Wednesday 15 January 2025**.
- 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 **Wednesday 16 April 2025**, 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 (contact details on the back of this leaflet).



# Where to obtain the information you need

This leaflet provides you with some basic hints and tips on the application process and shows you where to get more detailed information.

Kensington and Chelsea's full admissions brochure will be available online from mid-September 2024 at [www.rbkc.gov.uk/school-admissions](http://www.rbkc.gov.uk/school-admissions)

Where possible, parents/carers are encouraged to access information online. The website above provides links to the eAdmissions application site and to each of the schools' websites that will provide you with detailed information.

All the contacts you will need can be found in the local authority brochure where 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 making sure you read the admission criteria to find out if your child is likely to be offered a place, and look at the previous year's intake.

Visit the schools you are interested in and make a list of questions you would like to ask before you go. The Admissions Team is also able to offer you advice based on the previous year's intake.

You should pay particular attention to the admission criteria for schools that receive a higher number of applications, and check in the admissions brochure how places were offered last year.

This information should give you an indication of how likely your child is to be offered a place. It is provided to you as a guide only and can change year to year depending on the number of applications received.

There is no guarantee that your child will be offered a place at your local school; this will depend on how many applications are received for the places available.



# Hints and tips for applying

## Familiarise yourself with the admission criteria for schools

During your research, you will need to read the admission criteria for the school/schools you want to apply to.

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.
- Your child may attend the nursery, and you may wish for them to remain there, but you should be aware that most schools do not prioritise their nursery children in their criteria.
- Not all schools give priority to siblings so you will need to check this first.

- 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.

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

## You can apply for up to six preferences

Please remember that you can apply for up to six school preferences. 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 attending and the school lists this as a priority in their 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. There are schools in neighbouring local authorities that may be closer to your home address and it is advised that you also consider these schools.

Adding further schools to your list will not affect your chance of being offered a place at a higher preference. Schools are not informed of other preferences you have made, or the order in which you place them.

### **Take special care of 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?**

Voluntary aided (church) schools will require you to complete a Supplementary Information Form (SIF). Forms for Kensington and Chelsea church schools will be available from the individual schools and on the Council's website.

The 'Starting primary school' brochure states which Kensington and Chelsea schools require a SIF. The online system will alert you when you enter any preference for a school that requires additional forms to be completed.

You must return the SIF and any other documents such as baptism certificates to the school. Be sure that you also name the school on your list of preferences.

## **You must submit your application on time**

You must submit your application by **Wednesday 15 January 2025**. If you submit your application after this date without a valid reason for it being late, your application will be considered after all 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 a place at one of your preferred schools, you must do your research into the admission criteria for the schools you are interested in. The primary schools admissions brochure is a good source of information.



You must submit  
your application by  
**15 January 2025**

You should include at least one school in your list where you are reasonably certain your child meets the criteria (i.e. brother or sister already at the school or your distance from home to school would have meant you would have gained entry in previous years).

For further advice you can speak to the Admissions Team, or the school (if a church school), who will be able to offer you 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. You will automatically be placed on the waiting list for a higher preference school or 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.

However, you need to be aware that by law, infant classes should not exceed 30, so there are very limited grounds that an appeal can be upheld. Further information can be obtained from the primary schools admissions brochure.

# Schools in Kensington and Chelsea

Each school's location is pinpointed on the map on page 9.

## Primary schools

- 1 Ark Brunel Academy
- 2 Ashburnham
- 3 Avondale Park
- 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

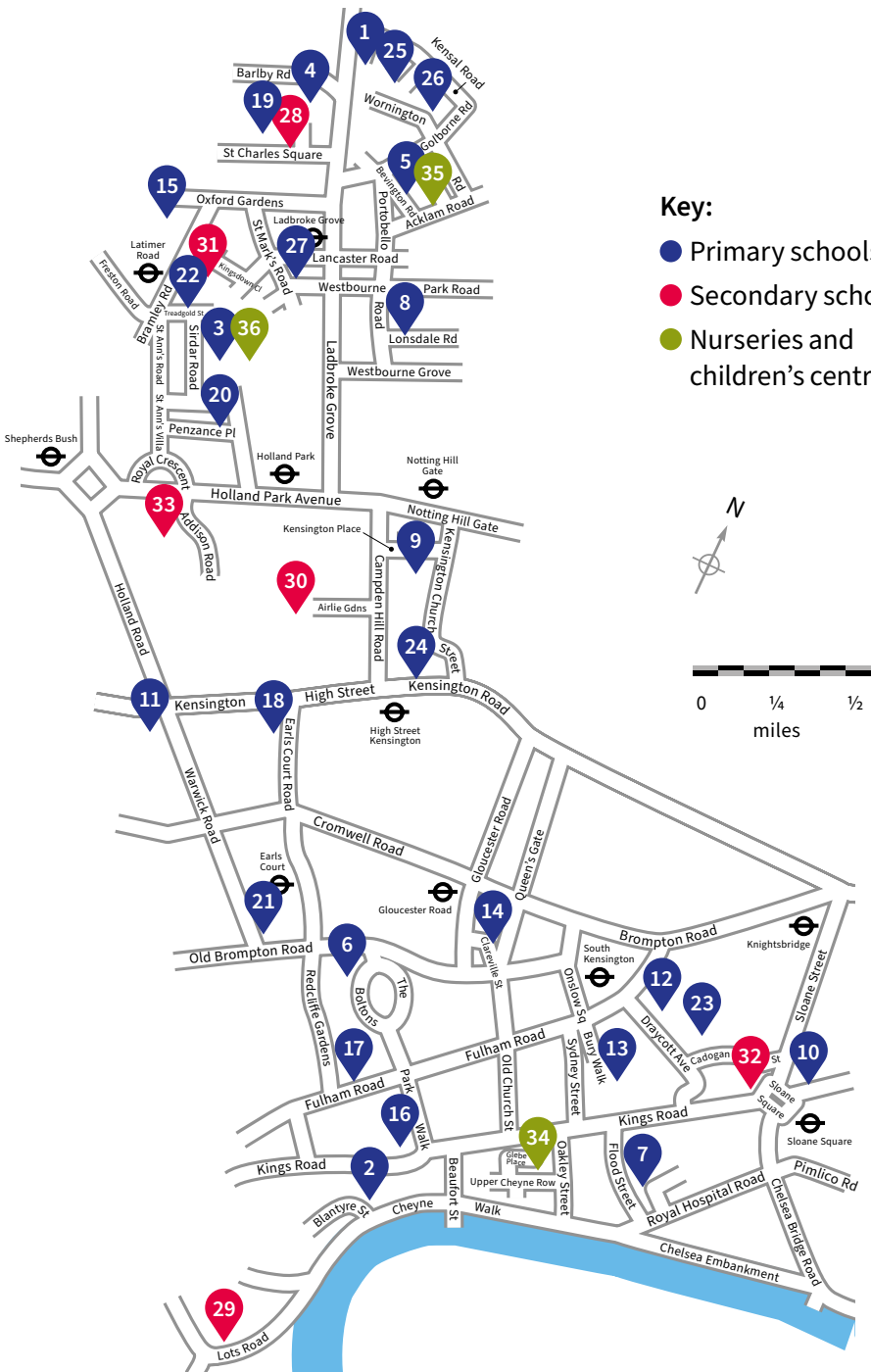
- 23 St Joseph's Catholic
- 24 St Mary Abbots C of E
- 25 St Mary's Catholic
- 26 St Thomas' C of E
- 27 Thomas Jones

## 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



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

The Pan-London eAdmissions site  
opens on Sunday 1 September 2024.

If your child was born between  
1 September 2020 and 31 August  
2021, you will need to apply for  
a primary (reception) school  
place by Wednesday 15  
January 2025.

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**

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)