

# Determined Admission Arrangements for community primary schools

Academic Year 2023-24



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

# Royal Borough of Kensington and Chelsea

The Royal Borough of Kensington and Chelsea (RBKC) is the admission authority for 11 community primary schools in the borough. These are indicated below with their Published Admissions Number (PAN).

Ashburnham	30	Fox*	60
Avondale Park	60	Marlborough	60
Barlby	50	Oxford Gardens	60
Bevington	45	Park Walk	30
Bousfield	60	Thomas Jones	30
Colville	60		

\*Fox has separate arrangements (page 6).

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## Admission Arrangements for the 2023/24 year of entry for all Royal Borough of Kensington and Chelsea Community Schools (except Fox Primary School)

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.

### Oversubscription criteria

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

- 1) Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to RBKC confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address [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. Parent/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) To brothers and sisters of children already on the roll of the school who will still be in the school at the time 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 that they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.
- 4) Children whose parent is a qualified teacher for a minimum of 0.6fte (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 a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage [*refer to note (iii)*].
- 5) Children living nearest to the school calculated as a straight line.

The distance from home to school will be calculated as a straight-line to the main entrance of the school building used by pupils. For any school that has more than one entrance of the school building used by pupils, the entrance of the main school reception will be used as the measuring point. The Council will have the measuring point identified by each community school and 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, those who live 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 in any of the categories 1, 2, 3\* or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (5) above.

*\*Where it has not been possible to offer a place in reception, or any other year group to a child of a multiple birth, priority will apply within the sibling category.*

**Notes:**

- (i) **Children Looked After, also referred to as Children in Public** - A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.
- (ii) **Exceptional Need** - All schools have experience in dealing with children with diverse educational, social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school, and no other school can meet this need. If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the area provided in your application, giving reasons supporting your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for your child to attend this school in particular and the difficulties it will cause your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date: **15 January 2023**. The Admissions Team is not responsible for contacting professionals for information about your case and any decision will be based on documents you submit by the closing date.

The notification date is **17 April 2023**. You will not therefore be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria. If professional support is not provided your application will be considered against the remaining criteria.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

- (iii) **Children of staff** - Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:
- 3 children throughout the whole school (for single form entry schools)

- 4 children throughout the whole school (for 1 ½ form entry schools)
- 5 children throughout the whole school (for 2 form entry schools, and upwards)

Exception to the above will apply to children of multiple birth or those born in the same academic year.

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

## **6. Admission arrangements that apply to all RBKC community schools (except Fox Primary School)**

- 6.1 Twins, multiple births and children born in the academic year** will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.
- 6.2 Children attending nursery class at a school** – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a nursery class will not necessarily be able to offer a place in reception.
- 6.3 Split residence** – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Tax Credit is claimed, the address that is registered for this claim will be used. In the situation where there are ongoing Family Court proceedings, the Council will consider the approach to be taken for processing on a case by case basis.
- 6.4 Random allocation** - any applicants requiring order of priority using random allocation, will be determined using a Third Party Draw Service - **Random.org**. This process is independent of the school and managed by the Council's Admissions Team
- 6.5 Date of admission/deferred entry** – Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In accordance with the Admissions Code<sup>1</sup>, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a

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<sup>1</sup> [The School Admissions Code](#)

school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

**6.6 Requests to apply for Reception in the following year –** Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admissions does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

**6.7 Method of Application –** Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online [www.rbkc.gov.uk/admissions](http://www.rbkc.gov.uk/admissions) or on a paper can be requested from the Home LA's Admissions Team.

**6.8 Closing Date and Initial Notification Date –** Under the RBKC coordinated admission arrangements the closing date for reception class applications will be 15 January 2023. Notification letters will be sent out on 17 April 2023.

**6.9 Late applications -** Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

**7.0 Waiting List\*** - Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can be no guarantee that a place will be offered.

*\*Separate arrangements apply to Fox Primary School.*

**7.1 Appeals -** Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification outcome.

**7.2 Coordinated admission arrangements and timetable for applications to reception**

As required by law, RBKC will be coordinating admissions for 2023/24 entry.

This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full coordinated scheme will be available from 15 March via [www.rbkc.gov.uk/admissions](http://www.rbkc.gov.uk/admissions) or by contacting the School Admissions Team on 020 7745 6432/6433 or email: [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk).

### **7.3 In-Year admissions**

Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

### **7.4 In-Year Fair Access**

The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have an Education, Health and Care plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

## Fox Primary School

### Oversubscription criteria

Fox Primary School has a designated priority area for admissions and does not, therefore, have the same admissions criteria as other community primary schools in the Royal Borough.

**The priority area for admissions is as follows: Kensington High Street; up Holland Walk; over Holland Park Avenue; up Ladbroke Grove; right into Kensington Park Gardens; over Kensington Park Road; into Chepstow Villas; right down Chepstow Place; right into Ossington Street; over Notting Hill Gate; down Kensington Palace Gardens; left into Kensington High Street.** Properties on both sides of road are included in the priority area as long as the entrance to the property is located the named road and directly opposite the boundary line. (please email [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk) if you would like to be sent a visual map).

If there are more applications than places available, the Royal Borough will allocate places in accordance with the following criteria in order of priority;

1. Children Looked After in care of the local authority and children who have been adopted or made subject to child arrangement order or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address (*refer to note 7.1*).
2. The Director of Education, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate that admission to Fox Primary School is necessary on the grounds of professionally supported exceptional need. Parent/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 not be more than six months old and name Fox Primary School and reason why only this school, and no other school, is best able to meet the applicant's needs. All information submitted will be regarded as confidential (*refer to note 7.2*).
3. To applicants who have a sibling already attending Fox Primary School who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step brothers or step sisters or the children of the partner of the parent or carer provided that they live at the same address as the



applicant.

4. Children whose parent is a qualified teacher for a minimum of 0.6fte (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 a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage (*refer to note 7.3*).

**If in any of the categories 1, 2, 3\* or 4 where there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 6 below. If there are two or more applicants in categories 1, 2, 3 or 4 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.**

*\*Where it has not been possible to offer a place in reception, or any other year group to a child of a multiple birth , priority will apply within the sibling category.*

5. Places will then be randomly allocated (*refer to note 7.4*) to applicants living within the designated priority area (*refer to note 7.5*).
6. If places remain, offers will be made to other applicants living outside the priority area with priority ordered by proximity to the school. The distance from home to school will be calculated as a straight-line to the main entrance of the school building used by pupils. The Council will have the measuring point identified by each community school and 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, those who live 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.

Routes will be measured to four decimal places when necessary. If, in the unlikely event that two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

## 7. **Notes**

### 7.1 **Children Looked After, also referred to as Children in Public -**

A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

### 7.2 **Exceptional Need -** All schools have experience in dealing with children with diverse educational, social and medical needs. However, in a very few exceptional

cases there may be reasons why a child may need to attend a specific school, and no other school can meet this need. If you feel there are exceptional reasons for your child to be considered for a priority placement at Fox Primary School, you must indicate this in the area provided in your application, giving reasons supporting your case.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for your child to attend this school in particular and the difficulties it will cause your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted by the closing date: **15 January 2023**. The Admissions Team is not responsible for contacting professionals for information about your case and any decision will be based on documents you submit by the closing date.

The notification date is **17 April 2023**. You will not be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria for Fox School. If professional support is not provided your application will be considered against the remaining criteria.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicants. It will need to be agreed by those making the decision the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

**7.3 Children of staff** - Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:

- 3 children throughout the whole school (for single form entry schools)
- 4 children throughout the whole school (for 1 ½ form entry schools)
- 5 children throughout the whole school (for 2 form entry schools, and upwards)

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

**7.4 Random allocation** - all applicants living within the priority area will be randomly allocated a rank number using a Third Party Draw Service – **Random.org**. This process is independent of the school and managed by the Council's Admissions Team.

**7.5 The designated Priority Area** - The priority area is attached. The address you provide on your application must be your child's permanent address on close of applications, **15 January 2023**. You must not use a business address, childminder's or relative's address or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

If you have a genuine 50/50 share care arrangement with your child's other parent, it will be for you to determine the address that will be used as the main address for your child's application. Only one address will be used throughout the application process. If you are in receipt of Child Tax Credit, the address of the parent making the claim will normally be used for the purpose of the application.

All addresses of applicants living within the priority area will be checked against internal Council tax records. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide one of more of the following:

- A mortgage statement/tenancy agreement.
- A recent utility bill or, if you have moved, your closure bill at your previous address.
- A Government benefit /Inland Revenue document (if entitlement applies).

If you own or rent more than one property, you should state this on your form. You will also need to provide proof of residence and occupancy for the address at which your child lives most of the time and is considered as the main family home.

If you move into a second property for a temporary period purely for the purpose of trying to be nearer to the school, we will use your normal, permanent residence for the purpose of processing the application.

**7.6 Additional proof of address required** - all applicants living within the priority area must provide either provide their Land Registry document or a signed rental agreement of at least 12 months showing the start date of your tenancy. You and your child must still be living at the address on national offer day: **17 April 2023**. If you have moved address before this date and you did not inform us of your move, any offer made may result in being withdrawn. Your application will be considered **as outside the priority area** if the required documents are not provided by the closing date.

**8. Further information on the admission arrangements that apply to Fox Primary School:**

**8.1 Twins, multiple births and children born in the academic year** will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

**8.2 Waiting list** - Unsuccessful applicants will be placed on a waiting list and any available places will be offered in accordance with the priority set out in the oversubscription criteria. In respect of applicants that fall under Category (5) a waiting list position will not apply. If a place become available within this category a fresh round of randomisation will take place, as described in 7.4, to determine the next offer to be made.

**8.3 Date of admission/deferred entry** - Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year

until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

- 8.4 **Requests to apply for Reception in the following year** - Requests for admission outside of the child's chronological year of entry will be considered in accordance with para 2.17 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views taken into account. This right to request a later admissions, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.
- 8.5 **Members of the UK Armed Forces and Crown Servants** - An official letter confirming your destination address or quarters will be required. This can be provided before you have relocated to ensure your application is not disadvantaged.
- 8.6 **Method of Application** - Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions) or on a paper can be requested from the Home LA's Admissions Team.
- 8.7 **Closing Date and Initial Notification Date** - In accordance with the Royal Borough's admission arrangements the closing date for reception class applications will be 15 January 2023. Notification letters will be sent out on 17 April 2023.
- 8.8 **Late applications** - Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.
- 8.9 **Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.
- 8.10 **In-year admissions** - Parents/carers will need to complete the In-Year application form via [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions). Applications will be considered in accordance with the above oversubscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply. Applications cannot be made to the school.

8.11 **Fair Access** - The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have an Education, Health and Care plan in place. All community schools participate in the protocol and further details can be obtained from the Admissions team at: [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

8.12 **Coordinated admission arrangements and timetable for applications to reception**  
- As required by law, the Royal Borough will be coordinating admissions for 2023/24 entry. This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full coordinated scheme will be available from 15 March via the Council website:

[www.rbkc.gov.uk/children-and-education/schools/join-or-move-schools](http://www.rbkc.gov.uk/children-and-education/schools/join-or-move-schools)

or by contacting the School Admissions Team on 020 7745 6432/6433 or email:

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

