

# Admission arrangements 2025 – 2026

**Determined by Governor committee:**

n/a

**Date to be reviewed:**

**December 2024**

**Responsibility of:**

**Principal**

**Date determined by Governing Board:**

**Determined at FGB - 11th December 2023**

## Aims

This policy aims to:

- Explain how to apply for a place at Chelsea Academy
- Set out arrangements for allocating places
- Explain how to appeal against a decision not to offer your child a place.

## Legislation and statutory requirements

This policy is based on the following guidance from the Department of Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code 2022

Chelsea Academy is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

The admission authority is the Governing Body of Chelsea Academy.

## How to apply

### Year 7 admissions ( also known as “secondary transfer”)

You must complete the application form provided by the local authority where you live. You use this form to state your preference for up to six state-funded schools in order of preference. You must complete the local authority form by midnight on 31st October 2024. If you are applying for a foundation (church) place at Chelsea Academy you should also complete the supplementary information form available on the Academy website, have it signed by your priest or minister, and return it to Chelsea Academy by 31st October 2024. If you are returning the signed form by post this must be post-marked on or before 31<sup>st</sup> October 2024.

Your local authority will tell you the outcome of your application on or after 1st March 2025.

### In-year admissions (Years 7-11)

You can apply for a place for your child at any time outside the normal secondary transfer admissions process. You should apply for a place through the school admissions team at the Royal Borough of Kensington and Chelsea

<https://www.rbkc.gov.uk/children-and-education/schools/join-school/admissions/year-secondary-admissions>

## Allocation of places

### Admission number

The Academy has a published admission number (PAN) of 180 for entry to Year 7. If we receive 180 applications or fewer then we will admit all applicants. If there are more than 180 applications, then we will apply our over-subscription criteria.

### Over-subscription criteria

The Academy will first admit all children with an Education and Health Care Plan (EHCP) which names Chelsea Academy, before any other places are allocated. After that we will offer places in the following order of priority:

1. Looked after and previously looked after children. Looked after children are those who at the time of application are either in the care of a local authority or are being provided with accommodation by a local authority in the exercise of their social service function (as defined in Section 22(1) of the Children Act 1989). Previously looked after children are those who, immediately after being looked after, became subject to an adoption, child arrangement or special guardianship order<sup>1</sup>. This includes those children who appear to the admission authority to have been in state care<sup>2</sup> outside of

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<sup>1</sup> This includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 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(s).

<sup>2</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

England and who have been adopted.

2. Children whom the Governors and Principal accept have an exceptional medical or social need for a place at Chelsea Academy. To apply under this category, you must give us written evidence of both a clear connection between the child's need and Chelsea Academy, and an explanation of the difficulties which would be caused if the child were to attend another school. Your case must include written evidence from a medical consultant, senior social worker or other appropriate professional. You should send your evidence to Chelsea Academy or to your Local Authority by 31st October 2024.
3. Children of staff where the member of staff has been employed by the Academy (i.e. those who have an employment contract with the Academy) for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Brothers and sisters of students enrolled at Chelsea Academy on 31<sup>st</sup> October 2024. 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 as siblings at the same address as the applicant.
5. If there are places available once the previous categories have been filled these will be allocated equally to community and foundation applicants. If Chelsea Academy receives fewer applications than the number of places available in each category all those applications would be offered a place. If all qualifying foundation applicants have been offered a place any remaining places will be offered to community applicants, and vice versa. If either of the categories of foundation and community places are oversubscribed, then places will be allocated using the following oversubscription criteria:

#### **Foundation (church) places**

If you would like your child to be considered for a foundation place you should complete the foundation supplementary information form (SIF) and ensure it is returned to the Academy by 31<sup>st</sup> October 2024. The form will be available from the Academy, or can be downloaded from the school's website [www.chelsea-academy.org](http://www.chelsea-academy.org). We will allocate foundation places to children whom the Governors agree meet the foundation place criteria in the following order of priority:

(F1) Children who regularly attend<sup>3</sup> a Christian church<sup>4</sup> and who on 31st October 2024 are enrolled at a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school);

(F2) Children who regularly attend a Christian church within the deaneries of Kensington, Chelsea, Hammersmith and Fulham or Westminster;<sup>5</sup>

(F3) Children who on 31st October 2024 are enrolled at a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school).

Please see Annex A for a list of Church of England primary schools (foundation feeder schools) in the Royal Borough of Kensington and Chelsea, and maps showing the boundaries of the deaneries of Kensington, Chelsea, Hammersmith and Fulham and Westminster.

#### **Community (open) places**

Community places are open to all applicants. We will allocate in the following order of priority:

(C1) Children who on 31<sup>st</sup> October 2024 are enrolled at a community feeder school;

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<sup>3</sup> Regular attendance at church must have been for at least one year within the past 3 years, on at least two occasions per month. This includes attendance at virtual or online services. In the event that during this period the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. You must submit a supplementary form signed by your priest/minister to confirm church attendance.

<sup>4</sup> Christian churches must be members of Churches Together in Britain and Ireland and/or of the Evangelical Alliance and/or of the Orthodox or Oriental Orthodox family of Churches.

<sup>5</sup> Where a family has moved into this area within the previous 12 month period they may submit a supplementary form confirming attendance at a church where they previously lived.

(C2) Children who on 31<sup>st</sup> October 2024 are not enrolled at a community feeder school.

Please see Annex A for a list of community feeder schools.

### **Tie Break**

If in any category we have more applications than places available, we will use the distance from your home address to Chelsea Academy as the tie-breaker. Distances will be calculated using the local authority's computerised measuring system using a straight line (as the crow flies) measurement from the child's home "address point" (determined by Ordnance Survey data) to the centre point of the Academy site. The child living closest to the Academy 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 given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance after this we will use random allocation, supervised independently of the Academy.

### **Multiple births**

In cases where there is one place available and the next child on the priority list is one of a multiple birth (twins, triplets etc.) we will admit all of the multiple birth siblings of that family, even if this exceeds 180 offers.

### **Addresses**

The address you use for the application must be the child's permanent address on 31<sup>st</sup> October 2024. It must not be a business address, childminder's or relative's address, or any address other than the child's home address, unless the relative or carer has legal guardianship and is the main carer. You will need to provide written evidence to support any such claim. In the case where care is shared equally by both parents, you may use only one address throughout the application process. If parents cannot agree on which address to use, we will use the address of the parent receiving Child Benefit for the purpose of the application. If we or the local authority find a school place was obtained using a false address we will withdraw the offer, even after the child has started school, and re-offer to a child who was entitled to the place.

### **In-year admissions to Years 8-11**

You can apply for a place for your child at any time outside the normal admissions round. A child with an EHCP which names Chelsea Academy will be admitted. For all other applicants if there are spaces available in the year group you are applying for we will offer a place for your child. If there are no spaces available, we will add your child's name to a waiting list for the relevant year group.

### **Waiting lists**

Chelsea Academy will operate a waiting list for each year group. We will aim to continue to achieve a 50% community and foundation balance of places offered. The waiting list for Year 7 places will be maintained until the end of Year 7 each year. After that you will need to apply through the RBKC school admissions department for your child to be added to the waiting list for the relevant year of entry. Where a place becomes vacant in any year group we will allocate from the waiting list in accordance with the over-subscription criteria set out above. Each year group waiting list will be re-ordered in accordance with the over-subscription criteria whenever a child's name is added or deleted.

### **Admission of children outside their normal age group**

Parents may request a place outside their child's normal age range, for example where the child is gifted or talented or where the child has suffered from social or medical issues which have affected their schooling. The Governing Body will consider all such requests, taking into account the individual circumstances and the best interests of the child. If you would like to request that your child be admitted outside their normal age group, you should send a written explanation and any supporting evidence to the Academy for the attention of the Governing Body. If a request is refused the child will still be considered for admission to their normal age group.

### **Appeals**

If your child's application for a place at Chelsea Academy is unsuccessful you have the right of appeal to an independent appeal panel operated in accordance with the School Admissions Appeal Code. You can find information about how to appeal on our website at

<https://chelsea-academy.org/admissions/in-year-admissions-to-chelsea-academy/>

## Sixth Form admissions

### Admission number

Chelsea Academy has a sixth form for a maximum of 350 students. The published admission number (PAN) for entry to Year 12 in 2026/26 is 50 external applicants. This is the minimum number of places which will be available to eligible external applicants.

Both internal and external applicants must meet the minimum academic requirements for entry, including any specified minimum entrance requirements for the courses they wish to study. The academic entry requirements and minimum course requirements will be published in October 2024 on the Academy's website <https://chelsea-academy.org/admissions/sixth-form-admissions/>. Sixth Form applications must be made online via the Chelsea Academy website.

### Over-subscription criteria for sixth form places

The Academy will admit any pupil meeting the minimum academic requirements who has an Education and Health Care Plan which names Chelsea Academy. When the sixth form is undersubscribed we will offer places to all applicants meeting the minimum academic requirements. When there are more external applicants who satisfy the entry requirements than there are places available places will be offered in the following order of priority:

1. Looked after and previously looked after children. Looked after children are those who at the time of application are either in the care of a local authority or are being provided with accommodation by a local authority in the exercise of their social service function (as defined in Section 22(1) of the Children Act 1989). Previously looked after children are those who, immediately after being looked after, became subject to an adoption, child arrangement or special guardianship order<sup>1</sup>. This includes those children who appear to the admission authority to have been in state care<sup>2</sup> outside of England and who have been adopted.
2. Brothers and sisters of students enrolled at Chelsea Academy on 31<sup>st</sup> October 2024. 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 as siblings at the same address as the applicant.
3. All other applicants.

### Tie Break

We will use the distance from your home address to Chelsea Academy as the tie-breaker. Distances will be calculated using a straight line (as the crow flies) measurement from the student's home address to the centre point of the Academy site. The applicant living closest to the Academy will receive the highest priority; accessibility by car or public transport will be disregarded. If applicants share the same address (for example, those who live in the same block of flats or shared house), priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one applicant have the same distance after this we will use random allocation, supervised independently of the Academy.

### Appeals

Unsuccessful applicants for Sixth Form places will have the right of appeal to an independent appeal panel operated in accordance with the School Admissions Appeal Code. You can find information about how to appeal on our website at <https://chelsea-academy.org/admissions/in-year-admissions-to-chelsea-academy/>

## **ANNEX A FEEDER SCHOOLS**

### List of foundation feeder schools

Christ Church CE Primary, 1 Robinson St, SW3 4AA  
Holy Trinity CE Primary School, Sedding St, SW1X 9DE  
St Barnabas and St Philip's CE Primary, 58 Earl's Court Rd, W8 6EJ  
St Clement and St James CE Primary School, Penzance Place, W11 4PG  
St Cuthbert with St Matthias CE Primary School, Warwick Rd, SW5 9HE  
St Mary Abbots CE Primary School, 2 Kensington Church Court, W8 4SP  
St Thomas' CE Primary School, Appleford Rd, W10 5EF

### List of community feeder schools

Ashburnham Community Primary School, 17 Blantyre Street, SW10 0DT  
Bousfield Primary School, South Bolton Gardens, SW5 0DJ  
Marlborough Primary School, Draycott Avenue, SW3 3AP  
Park Walk Primary School, Park Walk, SW10 0AY

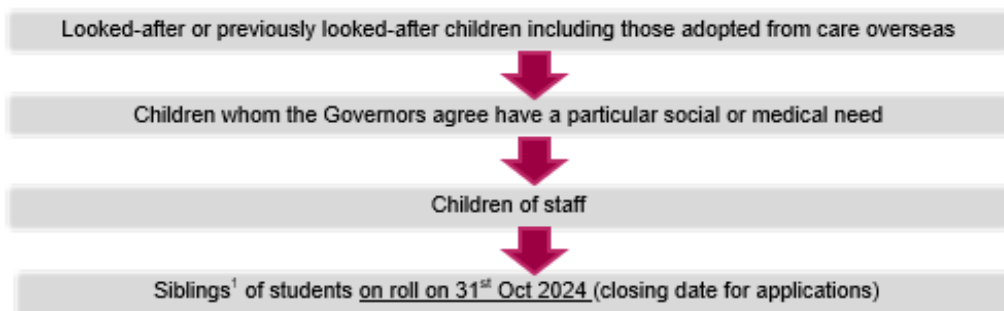
Maps of the deaneries of Hammersmith and Fulham, Chelsea, Kensington and Westminster are available to view on the Academy website

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

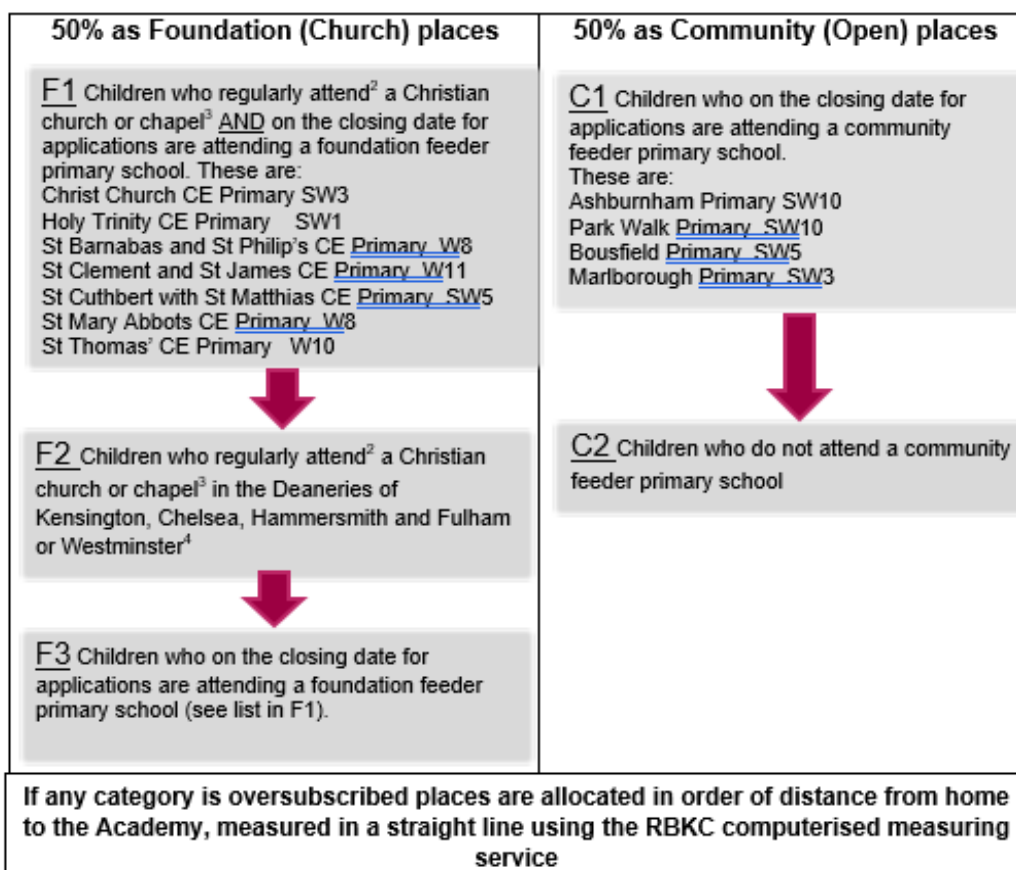


**PRIORITY FOR YEAR 7 PLACES SEPT 2025**

**We have 180 places and after the admission of those students with an EHCP naming Chelsea Academy we will allocate in this order:**



**Then any remaining places are offered in this order:**



<sup>1</sup> Includes half-siblings, adopted siblings and step-siblings provided that they live as siblings at the same address as the applicant.

<sup>2</sup> Regular attendance at church must have been for at least one year within the past 3 years, on at least two occasions per month. In the event that during this period the church or relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. You must submit a supplementary form signed by your priest/minister to confirm church attendance.

<sup>3</sup> Christian churches or chapels must be members of Churches Together in Britain and Ireland or of the Evangelical Alliance or of the Orthodox or Oriental Orthodox family of churches

<sup>4</sup> Deanery maps are available at [www.chelsea-academy.org/admissions](http://www.chelsea-academy.org/admissions). Where a family has moved into this area within the previous 12 month period they may submit a supplementary form confirming attendance at a church where they previously lived.



# Foundation Supplementary Information Form Part 2



To apply for a Foundation place please complete Part 1 on our website ([www.chelsea-academy.org/admissions](http://www.chelsea-academy.org/admissions)). Then print off and complete this form and send it to Chelsea Academy. You can send it by post to: Admissions, Chelsea Academy, Lots Road, London SW10 0AB or by email to: [admissions@chelsea-academy.org](mailto:admissions@chelsea-academy.org), or you can hand it in at Reception

You must also complete the Common Application Form (CAF), available from your local authority.

For applications for entry to Year 7 in September 2025 you must return both forms by 31st October 2024

For in-year admissions you may submit your form at any time.

Surname of child..... Other names .....

Date of birth ..... Current school .....

Name of parent / carer .....

Home address .....

..... Postcode.....

Telephone ..... Email .....

### Information about church attendance -

Name of church ..... Postcode.....

Denomination (e.g. Church of England) .....

NB: If you have moved recently, please give the name and address of your previous church and provide a letter of explanation

I consent to Chelsea Academy sharing my personal data with the organisation named above for the purpose of administering the Chelsea Academy admission policy. I understand that I may withdraw this consent at any time by contacting [admissions@chelsea-academy.org](mailto:admissions@chelsea-academy.org)

### Clergy Reference - This section must be completed and signed by a priest/minister of the church named above.

I confirm that ..... Official stamp or seal

Child's name .....

Attends this church regularly (for at least one year, in the past three years, on at least two occasions per month).

Is your church part of the Church of England? Yes / No (please circle).

If no:

Is your church a member of Churches Together in Britain and Ireland

or of the Evangelical Alliance or of the Orthodox or Oriental Orthodox family of churches? Yes / No (please circle)

Signed ..... Date .....

Print Name ..... Position in organisation .....

Telephone ..... Email .....

### For official use only

Category: F1 F2 F3 Not eligible

Signature of Governor: .....