

# Admission arrangements 2027 – 2028

**Determined by Governor committee:**  
n/a

**Date to be reviewed:**  
**December 2026**

**Responsibility of:**  
**Principal**

**Date determined by Governing Board:**  
**11<sup>th</sup> December 2025**

## 1. 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.

## 2. 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.

## 3. The Academy's vision

Our Academy vision is Learning together to flourish.

We will be a diverse, inclusive community welcoming all. Our Christian values will anchor us so that we work hard together. All at the Academy will hold themselves to account and practise kindness at all times. Students will flourish, benefitting from a rich academic curriculum and personalised pastoral care. Learning will excite, inspire and challenge. Opportunities for students to develop outside the classroom will ensure they leave the Academy with: resilience, wisdom, hope and the skills with which to lead happy, healthy and fulfilling lives.

## 4. 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 Common Application Form (CAF) by midnight on 31st October 2026. If you are applying for a foundation (church) place at Chelsea Academy you should also complete the Supplementary Information Form (SIF) available on the Academy website; have it signed by your priest or minister, and return it to Chelsea Academy by 31st October 2026. If you are returning the signed form by post this must be postmarked on or before 31<sup>st</sup> October 2026. Your local authority will advise you of the outcome of your application on or after 1st March 2027.

### 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/school-admissions/starting-secondary-school>

## 5. 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 we receive more than 180 applications, then we will apply our oversubscription criteria.

### **Oversubscription 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:

- 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.
- 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 2026.
- 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.
- Brothers and sisters of students enrolled at Chelsea Academy on 31<sup>st</sup> October 2026. 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.
- If there are places available once the previous categories have been filled these will be allocated equally to foundation and community 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 2026. 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:

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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)).

(F1) Children who regularly attend<sup>3</sup> a Christian church<sup>4</sup> and who on 31st October 2026 are enrolled at a Church of England (CoE) primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school);

(F2) Children who on 31st October 2026 are enrolled at a Church of England (CoE) primary school within a 2.5 mile radius<sup>5</sup> of the Academy or who regularly attend a Christian church within a 2.5 mile radius of the Academy

(F3) Children who on 31st October 2026 are enrolled at a Church of England (CoE) primary school and who live within a 3.5 mile radius<sup>6</sup> of Chelsea Academy

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 extent of the two radius distances

### **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 2026 are enrolled at a community feeder school;

(C2) Children who on 31<sup>st</sup> October 2026 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), the distance tie-breaker will be used. 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 2026. 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. However if the parent is not in receipt of Child Benefit, we will use the address of the GP where the child is registered. If we or the local authority find a school place was obtained using a false address we will withdraw the offer. The applicant will be considered again under the oversubscription criteria and a

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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. 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. Similarly, those who have recently moved to the area and who worshipped previously in a different area will be asked to supply a reference from that church so that the one year period is confirmed.

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

<sup>5</sup> Admission zone can be found in Annex A and the website

<sup>6</sup> Admission zone can be found in Annex A and the website

right of appeal offered, if an offer is refused.

## **6. 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.

## **7. 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 reordered in accordance with the over-subscription criteria whenever a child's name is added or deleted.

## **8. 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.

<https://www.rbkc.gov.uk/children-and-education/school-admissions/applying-school-place-year>

## **9. 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**

The published admission number (PAN) for entry to Year 12 in 2027/28 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 2026 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 student 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:

- 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.
- Brothers and sisters of students enrolled at Chelsea Academy on 31<sup>st</sup> October 2026. 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.
- 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 point (for example, those who live in the same block of flats or shared house), the distance tie-breaker will be used. Should more than one child 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>

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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)).