

Learning and Children's Services
Strategic Director: Patrick Leeson



My Ref:
Your Ref:
Enquiries to: 020 8547 5234
E-mail : learningandchildren@rbk.kingston.gov.uk

July 2008

Learning and Children's Services
Guildhall 2,
Kingston upon Thames
Surrey
KT1 1EU
Direct Line: 020 8547 5220
Fax: 020 8547 5297

Dear Parent / Carer,

**Was your child born between 1 September 2004 and 31 August 2005?
Will your child need a school place from September 2009?**

Kingston Council is planning Primary school places for future years. To make sure we plan well to meet everyone's needs I am writing to every parent / carer that may shortly apply for a Reception place in Primary school for their child / children.

As you may be aware, this year we received a higher number of applications than we expected. This letter is part of a new system put in place for us to be able to plan earlier to meet your needs.

No information is needed about which school you are applying for, we are only asking if you will be applying for a Kingston school place for your child for September 2009. Please note that this information will be used for **planning purposes only**; the information that you provide now will not be referred to as part of the admissions process should you change your plans.

Please can you fill in the form on the back of this letter and post it back to the office by **15th August 2008**.

This information is very important to us. Please ensure that you return your form to help us plan to meet your needs. If you know someone who will be applying for a place in 2009 who has not received this form please ask them to phone 020 8547 5234 or email learningandchildren@rbk.kingston.gov.uk.

The Primary School Admissions Booklet 2009 will be available in October 2008 from all primary schools in Kingston and by contacting School Admissions by phone on 020 8547 4610 or email school.admissions@rbk.kingston.gov.uk.

Yours faithfully,

A handwritten signature in black ink that reads 'Patrick Leeson'.

Patrick Leeson
Strategic Director

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|-------------------------|------------|
| Name of Parent / Carer: | Address: |
| Child's Name: | |
| Child's Date of Birth: | Post Code: |

I will be applying for my child to go to a Kingston school.
 Please tick one of these boxes I will be applying for my child to go to school in another local authority area, eg Richmond / Merton / Sutton / Wandsworth / Surrey.
 I will be applying for my child to go to an Independent school.

Do you already have an older child at a Kingston Primary School? Yes No

If yes, which school

I consent to the information provided by me on this form being kept on a secure computer database by The Royal Borough of Kingston upon Thames.

Signed: Date:

MOISTEN, FOLD AND SEAL

Please return this form by 15th August 2008.
Please fold this questionnaire, seal it and put it in the post (no need for a stamp).

If you require this document in another language or an alternative format such as large print or audio-tape, please contact the Council's helpline on 020 8547 5757.

www.kingston.gov.uk

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Policy and Strategy Team
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