

**The Royal Borough of Kingston upon Thames  
Learning and Children's Services**

**DETERMINED ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS  
FOR THE SCHOOL YEAR 2011/12**

The following arrangements have been determined by Kingston Council for admissions to community secondary and primary schools in the Royal Borough of Kingston upon Thames for the school year 2011/12.

**Admissions Criteria for Community Schools**

1. The oversubscription criteria for community secondary schools are as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
- iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System.

2. The oversubscription criteria for community primary and infant schools are as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);

- ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired junior school) at the time of admission;
- iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

3. The oversubscription criteria for community junior schools are as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii) places will be offered secondly to children attending the “paired” community infant school;
- iii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired infant school) at the time of admission;
- iv) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- v) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System.

4. The oversubscription criteria for community nursery schools are:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired junior school) at the time of admission;
- iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

#### **Use of a final tie –breaker**

5. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.
6. If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with the sibling criterion (ii).

#### **Measuring home to school distance**

7. The distance from home to school is measured using the shortest approved walking route.

**The starting point** is a point in the property determined by address point data supplied by Ordnance Survey. This will always measure using the road nearest to this point even if the home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

**The end point** is measured to the nearest school gate even if the school has more than one school gate.

**Shortest approved walking route:** The routes between the starting and end points are all paved, lit and are designated public rights of way.

### **Waiting lists for Community Schools**

8. The child's name will automatically be put on the waiting list, in criteria order; of any school which is a higher preference to the school he/she has been offered.
9. A parent/carer may ask for their child's name to be added to the waiting list of a lower preference school to the one the child has been offered, or one that they did not originally name as a preference. His/her name will be added to the waiting list in criteria order.
10. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
11. Waiting lists for community schools are kept open throughout the year.

### **Applying for entry into the reception class of a primary or infant school**

12. For children currently attending a school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the same school. Priority is not given to children who attend the nursery class in the same school. This is to ensure that parents who place their children in other kinds of nursery, or do not use a nursery, are treated fairly when applying for a school place for their child.

### **Admission of children below compulsory school age**

13. Parents of all four year old children will have the option to send their child to school full-time from September 2011. They can request that their child attends part-time until later in the school year or until the child reaches compulsory school age. They should discuss their request with the Headteacher of the school once a place has been offered.
14. Parents can ask to delay their child's entry to school until later in the academic year of entry i.e. 2011/12. They should discuss their request with the Headteacher of the school once a place has been offered.

### **Children with Special Educational Needs**

15. If a child is undergoing an assessment of special educational needs and a parent/carer does not know what the outcome will be by the closing date of application, they should apply for a school place using the common

application form. If a particular school is later named in the child's Statement of Special Educational Needs, a place will be provided automatically for the child at that school.

### **Children with a Statement of Special Educational Needs**

16. If a child has a Statement, he/she will be offered a place at the school named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

### **SECONDARY CO-ORDINATED ADMISSIONS SCHEME FOR SEPTEMBER 2011**

17. The secondary co-ordinated admissions scheme is attached at Appendix 1.

### **PRIMARY CO-ORDINATED ADMISSIONS SCHEME FOR SEPTEMBER 2011**

18. The primary co-ordinated admissions scheme is attached at Appendix 2.

### **IN YEAR ADMISSIONS FOR 2011/12 FOR ALL MAINTAINED SCHOOLS**

19. In accordance with The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code all LAs are responsible for formulating a scheme to co-ordinate all in-year applications for admissions to primary and secondary schools for entry from the academic year 2010-11 onwards.
20. Kingston LA and its schools have agreed a scheme which is attached at Appendix 3. The scheme is based on the agreed Pan London protocols. It is recognised by Kingston schools and the LA that the scheme may be subject to change resulting from ongoing work between LAs to agree procedures that promote fair access and improve outcomes for pupil admissions to schools.

### **ADMISSIONS NUMBERS FOR SEPTEMBER 2011**

#### **Secondary School Admission Numbers for September 2011**

21. There are no proposed changes to the admission number of any Community secondary schools for September 2011. These numbers are as follows:

<b>School</b>	<b>Proposed Admission Number</b>
Chessington Community College	150
Coombe Girls' School	210
Southborough High School	150

## Primary School Admission Numbers for September 2011

22. While changes are planned, it is not yet known which schools will undergo permanent expansion or which schools will require a change to their admission number. If required, changes to admission numbers for community primary schools for September 2011 will be made via an application to the Schools Adjudicator. Currently the numbers are as follows:

School	Proposed Admission Number
Alexandra Infant	60
Burlington Infant	90
Burlington Junior	90
Castle Hill Primary	60
Coombe Hill Infant	90
Coombe Hill Junior	90
Ellingham Primary	30
Fern Hill Primary	60
Grand Avenue Primary	60
Green Lane Primary	60
King Athelstan Primary	60
Knollmead Primary	30
Latchmere School	90
Lovelace Primary	60
Malden Manor Primary	60
Maple Infant	60
Robin Hood Primary	30
The Mount Primary	60
Tolworth Infant	90
Tolworth Junior	90

## Sixth Form Admissions into community secondary schools for September 2011

23. Year 11 pupils currently studying at a Kingston secondary school and pupils in the appropriate age range currently studying elsewhere may apply to join the sixth form at each of Kingston's three community secondary schools.
24. The entry criteria for external applicants are the same as for those already in the school except that applications from internal candidates will be considered first. More places may be available to external candidates, depending on the uptake of places by internal applicants. Admission into the sixth form (Year 12 and 13) at each school is dealt with by the school concerned.
25. These schools offer a range of courses and study pathways leading to different levels of qualifications. The availability of places for specific courses will differ subject-by-subject depending on the uptake for each subject. The priority in each case is to match the course provided to the prior attainment

and future aspirations of individual students, within available resources and staffing.

26. Admissions in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

