



Malden Parochial C of E Primary School

Governors' Policy for Admission of Pupils and information for applicants September 2011

Malden Parochial Church of England Primary School is a Voluntary Aided School of the Church of England, and as such, is closely linked to the Church and Parish of St. John the Baptist, Old Malden. As a Church School, it exists both for the benefit of children in the Parish of St. John whose families belong to the Church and also for the Christian benefit of children in the Parish of St. John who live near the school, irrespective of their families' religious affiliations. In accordance with these aims, the Governors have established the following policy for admission.

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their Local Authority's Common Application Form and return the form to the Authority; if applying for a place at this School, parents must name this School as one of the preferences on the Common Application Form. **All parents must also complete the school's supplementary information form and return this to the School. If an application is received without a supplementary information form this may result in that application being ranked below other applicants who have submitted the required form.**

Applicants are:

- Children starting their school life and applying for a place in the main intake in the first year of the School (called the Reception Class) starting in September
- or
- Children who are applying for places in other classes of the School (i.e. not the Reception Class) or who are applying for the Reception Class after the beginning of the academic year.

RECEPTION PLACES

Following the School Standards and Framework Act 1998 each September there will be 30 places available for admission into the Reception Class. Applications for these places are considered by the Governors and must be returned to the School Office no later than the date specified on the application form (15 January 2011). The School will consider late applications in accordance with the procedure in the local authority's published booklet. This means that late applicants will be considered after the initial round of offers is made therefore your chance of gaining a place is likely to reduce considerably where the school is oversubscribed.

Children normally attend school for the first time (albeit some of them part-time) in the September of the school year (September 1st - August 31st) in which they become five years of age. Parents/Carers may opt to defer entry to the Reception class until the beginning of the term after their child is 5 years old, but cannot defer entry beyond the end of the school year. Parents/Carers may also request that their child attend part-time until their child reaches compulsory school age.

ADMISSIONS LATER IN THE YEAR OR TO OTHER YEAR GROUPS

If you are applying for a place at any other time during the year, you must apply via your home Council and not to the school directly.

It is intended that there should be a maximum of 30 children in all classes at Malden Parochial School. For Reception and Years 1 and 2 this is a statutory requirement. We are advised by both National and the Local Authority to maintain this number in Years 3 – 6. Upon enquiry to the Headteacher you will be advised as to whether or not there are places available in the required year group. If a place is available, an application form should be completed and the Governors will consider the application according to the admissions criteria given in Group 1 (see below) in conjunction with any other applications that have been received for that year. Priority is not given according to when the application is received but according to the agreed admissions criteria set out below in order of priority.

If no place is available, an application form may, nevertheless, be completed, if the parents so wish. A formal letter from the Governors advising that no place is available will then be sent and the parents' right of appeal against this decision will be detailed.

ADMISSION POLICY

If more than 30 applications are received, they will be dealt with according to the following 3 groups of priorities:-

Group 1

A maximum of 24 places are reserved in the first instance for children who fall into the following categories which are arranged in order of priority.

- a. Looked after children*
- b. Children who will have a brother or sister (including a half, step, adopted or foster-brother or sister, proof of this should be supplied, and living at the same address) at the School at the time of admission.

Children applying under categories (c) (d) (e) and (f) must live within the Parish of St John the Baptist (see attached list of roads in the Parish).

- c. Children whose parents attend an act of worship at the Parish Church twice a month for at least 24 months. A letter confirming this from the Vicar of the Parish must be enclosed with the admission application form.

If the number applying under Group 1(c) exceeds the number of places available (24 minus the number applying under 1(a) and 1(b)) the order of priority, ranked by proximity from home to school, will be decided at a meeting of the Governors, held as soon as possible after the deadline when applications must be received.

- d. Children whose parents are committed worshipping members of another Anglican church and for whom this is the nearest Church of England School. A letter confirming length and frequency of attendance during the preceding 24 months (which must be at least twice a month), from the Vicar of the Church must be enclosed with the admission application form.
- e. Children whose parents are committed worshipping members of another Christian church, (local Churches Together Group, Churches Together in Britain and Ireland, The Evangelical Alliance, or the African and Caribbean Evangelical Alliance) and for whom this is the nearest Christian school. A letter confirming length and frequency of attendance during the preceding 24 months (which must be at least twice a month), from the minister/leader of the Church must be enclosed with the admission application.
- f. Places may be allocated to children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence, e.g. from a doctor, social worker, or educational psychologist which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Oversubscription in any of these groups will be resolved on the basis of proximity to the school (proximity is defined in Group 2).

* Looked after children are 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).

Group 2

6 places, together with any places remaining unfilled from Group 1 will be allocated to children who live within the Parish of St. John the Baptist in order of proximity of the child's home to the School.

Proximity is defined by the shortest approved walking route from home to the school. Distances will be measured using the School Admission's computerised Geographical Information System.

Group 3

If there are any places remaining unfilled, children who live outside the Parish boundary will be considered. Places will be allocated in the same order of priorities as Group 1 and Group 2.

GENERAL INFORMATION

Please note that applications will be considered on the basis of the home address (for children who are being adopted this is taken to be the address of the prospective foster parents) that applies on the closing date for applications. Proof of a child's age and address should be submitted at the same time as the application form is submitted.

In the event of any vacancies arising after the initial offer of places for the Reception class has been made, but before the beginning of the School year, all outstanding applications (including any received after the deadline given on page 1) will be reviewed. Vacancies will be filled using the priorities shown in Groups 1 - 3 above.

Replies to all requests for admission will be sent to applicants by their home Council as soon as possible after the closing date for applications. Unsuccessful applicants have a right of appeal against the Governors' decision if they believe that their application has not been dealt with justly. Any parent wishing to consider such action should refer to the paper 'Information about Appeals', which will be sent to parents with the reply from the Governors, and must register their appeal, in writing, to the Clerk of the Admissions Appeal Panel. The appeal must be received within 15 days of the date of the answering letter.

Once the admissions criteria has been applied, should a family with multiple births be allocated the last few places available, priority will be given to the eldest child/children.

Unsuccessful applications will be kept on a waiting list at the school until 1st September, 2012. If you wish your child to remain on the waiting list after this date, please contact the school by 14th July, 2012.

Admissions to the Nursery

Applications for admission to the Nursery must be made directly to the Governors on the Application Form obtainable from the School Office. Applications are considered by the Governors in the previous Summer Term and forms must therefore be returned to the School Office no later than Applications that are received after this date will be kept on file and reviewed should a place become available. The earliest date when applications for this intake are accepted by the School is the beginning of the February prior to admission.

PLEASE NOTE THAT OBTAINING A PLACE (UNDER ANY CATEGORY) IN THE NURSERY DOES NOT GUARANTEE A PLACE IN RECEPTION. PARENTS MUST RE-APPLY FOR A RECEPTION PLACE.

The Governing Body of Malden Parochial Church of England Primary School

(For Academic Year 01.09.11)

May 2010

ROADS IN THE PARISH – September 2010

Aldridge Rise
Amberwood Rise (South Side) – (Odd Numbers)
Ancaster Crescent
Avondale Avenue
Bargate Close
Broadlands Way
Broadmead Avenue
Brockenhurst Avenue
Burfield Road
Caverleigh Way
Chelsea Close
Chilmark Gardens
Church Road
Columbia Avenue
Downfield
Forest Side
Fullbrookes Avenue
Gainsborough Road
Glebe Gardens
Greenlaw Gardens
Highdown
Hollington Crescent
Holmsley Close
Hopton Gardens
Hornbeam Gardens
Hughenden Road
Idmiston Road
Idmiston Square
Keble Close
Kingshill Avenue
Kneller Road
Ladyhay
Landseer Road
Lawrence Avenue
Leyfield
Lower Green Gardens
Lyndhurst Drive
Malden Green Avenue
Malden Road 265 to 409 – 276 to 426
Manor Close
Manor Drive North
Manor Farm Close
Manor Way
Marfield Close
Mayfair Avenue
Millais Road
Minstead Way
Motspur Park (South Side) 2 – 152
Newhouse Close
Paddock Close
Park Terrace
Pembury Avenue
Purbeck Avenue
Percy Gardens
Perry How
Portland Avenue
Risborough Drive
Romney Road
Sheephouse Way
South Lane
Strouds Close
Tamesis Gardens
The Glebe
The Hollands
The Manor Drive
Turner Road
Van Dyck Avenue
Vicarage Close
Wilverley Crescent
Yew Tree Close



Malden Parochial C of E Primary School

Headteacher: Mrs C A Grigg

TO BE RETURNED TO MALDEN PAROCHIAL SCHOOL DIRECT

Application for Admission to Reception Class 2011

Surname of Child:

Forenames:

Address:

This must be where the child currently lives. The address of a relative, childminder, grandparent or any other person looking after your child during the day must not be used.

Postcode

Home Telephone number:

Gender: Male Female please tick ✓

Date of Birth:

Full names of parents/
guardian:

Enclosures:

Child's birth certificate Child benefit cover

Please enclose with your application originals of the

(child's name must appear)

OR AND OR

2/.. PTO



The Manor Drive Worcester Park Surrey KT4 7LW
T 020 8337 4804 F 020 8335 3098 E mpp@rbksch.org
www.maldenp.kingston.sch.uk



Child's present school or
Nursery class

Name of any brother or sister
attending Malden Parochial School

tick If you wish to make application under categories c to e of the Admission Policy please enclose a letter from the appropriate Church official with this application form.

tick If your child has special medical and/or social needs which you believe will be helped by a place at this School and you wish to make application under category f of the Admission Policy, please enclose a confidential statement of the circumstances, supported in writing by an appropriate agency, such a specialist doctor, social worker etc.

Please list here all attachments to this application form:

If you should later wish to withdraw this application, (for example, through changing address) please notify the School as soon as possible.

Signature of parent or guardian

Date

Please return this form, together with any accompanying documents to the School Office by (.....). Please note that you must also complete a Royal Borough of Kingston application form and return that form direct to the Guildhall by (.....).

FOR OFFICE USE ONLY

Application received

Reply & enc. sent

Year group

Sibling application rec'd/held

To Admissions Committee

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