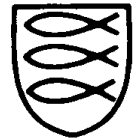




ST. LUKE'S C.E. PRIMARY SCHOOL

(Foundation)



Acre Road, Kingston upon Thames, Surrey KT2 6EN
Telephone: 020 8546 0902 Fax: 020 8974 8997
email: lkp@rbksch.org

Headteacher
Mrs P.E.Allan

St Luke's Church of England Primary School, Kingston upon Thames

Admissions Policy and Procedure

Agreed by the Governing Body to apply from September 2011

The Governing Body admits thirty children to the Reception Class each September, as agreed between the Governing Body and the Local Authority. The Governing Body is responsible for the admission arrangements but is required to consult with the Local Authority and other admission authorities in accordance with DCFS regulations.

The school is part of Kingston's Primary Co-ordinated Admissions scheme and the timescales for applications to be received and processed are those agreed within the scheme. Parents must complete their Local Council's Common Application Form and return the form to their Council; if applying for a place at this school, parents must name this school as one of the preferences on the form. Parents who wish to apply for a place under the church criteria must also complete the school's supplementary form and return this to the school. The closing date for return of all forms is 15th January 2011.

Children are admitted to the Reception class at the start of the school year in which they will reach the age of 5. The school year runs from September to August.

In the autumn term, attendance is full-time for children whose birthdays fall between 1 September and 31 December. Children whose birthdays fall between 1 January and 31 August may attend full-time or part-time from September.

Places will be offered according to the following criteria in this priority order. If there are more applicants than places under each of the criterion, then distance from home to school will be applied in every case.

1. Children who are looked after i.e. children who are looked after by a public authority and are in public care. Applications must be accompanied by details of circumstances and professionally supported evidence e.g. from a social worker.
2. Children who have a sibling in the school at time of admission.



3. Children whose parent(s)/guardian(s) are committed members of St Luke's Church in order of proximity up to a maximum of two kilometres.
4. Children whose parent(s)/guardian(s) are committed members in another Church of England parish in order of proximity up to a maximum of two kilometres.
5. Children whose parent(s)/guardian(s) are committed members of another Christian denomination in order of proximity up to a maximum of two kilometres. Christian churches must be full members of Churches Together in Great Britain and Ireland.
6. Children in cases of exceptional social or medical need (which must be described in the common application and the school forms and then be verified) which makes the school the most suitable one for the individual child.
7. Other children.

Explanation of terms

Looked after children are children who are in the care of local authorities as defined by section 22 of the Children Act 1989. Children who are under an agreed series of short-term placements (such as respite) are excluded.

Home to school distance is measured as the shortest approved walking route to the nearest school entrance in Elm Road and Acre Road. All distances will be measured using Kingston Council's School Admissions computerised Geographical Information System. In the event that two or more applicants live equidistant from the school, the governors will draw lots to determine between applicants.

Sibling includes a step-, adopted, foster or half brother or sister, living at the same address. That sibling will be attending the School at the time of admission.

Home means the address which, to the satisfaction of the Governors, is the child's only or main weekday residence at the date of application to the School. If you change your address before the closing date for applications, you should inform your Council of this in writing.

Committed members of a church are those parents/guardians (one or both) who provide with their application form the completed model form for clergy to confirm that they have been and are attending a service on Sunday or other occasion for worship (including a home group) at least twice a month for at least a year. The form is to be completed by the Priest at St Luke's Church, if that is the church they attend, or another priest for a different parish or denomination. The form should be given to the school with the application form. Children whose parents have moved into the parish less than a year before may submit evidence of their active participation in their previous

parish. The school's admission committee will accept the form completed by the minister/incumbent as an accurate reflection of the parents / guardians church attendance.

Exceptional circumstances

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. Consideration cannot be given to exceptional circumstances disclosed after the allocation of places has been made.

Pupils with a Statement of special educational needs

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority. Advice is available from the borough. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

The waiting list

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included on the waiting list in the order determined by the criteria given above. Late applications received after the closing date will be slotted into the waiting list in accordance with the admission criteria. Any places that become available before the beginning of the school year in September will be offered to children on the waiting list, in criteria order.

Admission of twins, triplets, other multiple births and siblings born in the same academic year.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer places to all the siblings (brothers and sisters), the names will be added to the waiting list in accordance with the admissions criteria, in the same way as for other children. Where there is one place available and there is more than one sibling who is eligible for the place under the published admissions criteria, the parent will be asked to decide whether or not he/she wishes to accept the available place.

Admissions at any other time of the year.

Applications for all year groups at any time of year must be for the class year appropriate to the child's age and will be allocated on the basis of the above criteria. When there are no places, a waiting list will be maintained and updated annually. When a place is offered there will be a deadline for acceptance, normally two weeks from when the offer is made and a deadline for taking up the place.

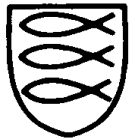
Please note, from September 2010 all applications will be made via the applicants Home local authority (the council area in which they live).

The appeals procedure

Parents who are not offered a place at St Luke's can appear in person (accompanied by a friend) at an independent appeals committee, whose decisions are binding. Parents must be notified in writing of the results of the appeal, with reasons for the decisions reached. Further details of the appeal procedure are available at the school.



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Headteacher
Mrs P E Allan

Supplementary Information Form

Full name of child: _____

Chosen name: _____

Male / Female: _____

Address: _____

Postcode: _____

Date of birth: _____

Home telephone no: _____

Mobile number: _____

Email address: _____

Names of parents / guardians: _____

Names and d.o.b. of any siblings (including step, half, adopted or foster living at the same address at the time of admission to the school) attending St. Luke's School:

Are there any special medical, social or educational reasons why your child should have a place at this school? If so, please give details below and continue on a separate sheet if necessary. If you wish the Governors to consider your special reasons, please provide documentary evidence from a relevant registered specialist health professional, social worker or educational psychologist.

Parents who wish to apply for a place under the Church criteria must also have the next section of the form completed by your minister or the person appointed by your church to validate school applications.

When signed and completed, please return form to St Luke's C of E Primary School, Acre Road, Kingston, Surrey KT2 6EN

Signed: _____

Date: _____

Mother/father/or person with parental responsibility



Form for Clergy*

To whom it may concern:

Please provide an indication of the nature of the commitment of the parents/guardians to the church attended, and then return this together with the application form to the school.

Child's name: _____

Date of birth: _____

Names of parents/guardians: _____

Main weekday address: _____

Name and address of place of worship: _____

What denomination is your church? _____

Have they worshipped at your church for more than a year? _____

Where did they worship previously? _____

Have they attended church worship at least twice a month for the preceding year?

(Defined as a service on Sunday or other occasion for worship, including a home group.): _____

Signature of minister/incumbent

Date

Note for clergy from whose parish a family may be moving to Kingston: Please fill in this form to supply evidence of the family's regular church attendance before their move.

Signature of mother/father/or person with parental responsibility

Date

This form does not constitute an application under the local authority's co-ordinated admission arrangements; parents applying under the church criteria must ensure that they have named St Luke's C of E Primary as one of their preferences on the Common Application Form in addition to submitting this form to the school.

***MUST be completed by minister/incumbent**