

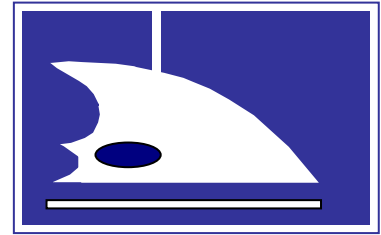
Royal Borough of Kingston upon Thames

ST PAUL'S C. of E. JUNIOR SCHOOL

Princes Road Kingston upon Thames KT2 6AZ

Telephone: 020 8549 4555 Fax No. 020 8549-4557

E-mail plj@rbksch.org



Head Teacher: Mr. K. Edmonds

Admissions Policy and Procedure

Agreed by the Governing Body for admission to the school in September 2011

The Admission Policy reflects St. Paul's role as a Church of England school serving the local community. It also recognises the close links which have developed with Alexandra Infant School.

St Paul's C of E Junior School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community. The Governors hope that all will be free to take part in the Christian worship of the school and to attend curricular religious education lessons.

For reasons of educational efficiency, suitability of accommodation and to conform with local authority regulations, the Governors have set a maximum class size of 30 pupils. This reflects the decision made by the Governing Body to change the standard number for entry as from September 2002.

Main Year 3 Entry in September

The Common Application Form must be filled in by all parents and returned to their local authority. In addition, the supplementary form must be completed by those applying for a place at the school on the basis of church attendance and should be returned to the school.

There are two classes in each year and, in line with the above limits, the total number of pupils who can be admitted to Year 3 is 60. However there will be an additional class of 30 for the 2011 and 2012 academic years, making the admission number 90 for these two years of entry into Year 3. A decision has yet to be made about admissions after that date. Should the number of applicants exceed the number of available places, the available places will be allocated in the following order of priority:

1. Children in Care (see below).
2. Children with exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional.
3. Children currently at Alexandra Infant School who will have a brother or sister in St Paul's School during the term of entry, in order of proximity up to a maximum of one mile.

4. Children currently at Alexandra Infant School whose parents are sustained and regular worshippers at St. Paul's Church, Kingston Hill, or St. Peter's, Norbiton, in order of proximity up to a maximum of one mile. For the definition of sustained and regular worshippers, see below.
5.
 - i) Children whose parents are sustained and regular worshippers at St. Paul's Church, Kingston Hill, or
 - ii) Children who currently attend Alexandra Infant School.

These two groupings are to be considered together, in order of proximity up to a maximum of one mile. For the definition of sustained and regular worshippers, see below.

6.
 - i) Children not at Alexandra Infant School whose parents are sustained and regular worshippers at St. Peter's, Norbiton or
 - ii) Children who have a brother or sister in St. Paul's School during the term of entry.

These two groupings are to be considered together, in order of proximity up to a maximum of one mile. For the definition of sustained and regular worshippers, see below.

7. Children of sustained and regular worshippers of other Anglican churches or other churches recognised by the Church of England, in order of proximity up to a maximum of one mile. For the definition of sustained and regular worshippers, see below.
8. All other applicants in order of proximity up to a maximum of one mile. If there are still places remaining, these will be allocated using criteria 2 to 7 in order, as above, but ignoring the one mile limit.

In the event of a tie, where all factors are equal, the name will be drawn by lot.

In connection with the above, the following definitions apply:

Proximity is measured using the shortest approved walking route, as measured by the Kingston Council's School Admissions computerised Geographical Information System. If you want more information about this you can contact Kingston Council's School Admissions Team on 020 8547 4610. **Home** means the address which, to the satisfaction of the Governors, will be the child's only or main weekday residence at the date of closure for applications for admissions to the school for the following September. **Brothers and sisters** are those children who live in the same home as a family. If two or more children from the same home are eligible for a single available place, the place will be offered by the drawing of lots.

Sustained and regular worshippers are those parents (one or both) who are able to provide a letter of support from the church leader or their representative, confirming that they have consistently attended Sunday worship at least more often than not over a period of at least six months in the year prior to the Common Application Form being submitted. Such churches should be members of the Evangelical Alliance or Churches Together in Britain and Ireland, or their local equivalent.

Children in Care are those who are in public care and are looked after by a local authority. Applications must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from whom advice is available. 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.

Under Category 2 parents must provide at the time of application a letter from a doctor or social worker or other professional recognised by the Governors' Admissions Committee as having an equivalent qualification, stating clearly why it is essential that the child attends St Paul's C of E Junior school.

Waiting Lists and Late Applications

Applicants who cannot be offered a place as a result of the above procedure will automatically be included in a waiting list. The order within any such waiting list will be determined by the criteria stated above. Late applications will be included on this list and ranked in order of priority using the above criteria. Waiting lists will be held until the end of the academic year and refreshed at the end of the summer term.

Under the 1998 School Standards and Framework Act, parents have a right of appeal against a decision not to admit their child. Details of the appeals procedure are available at the school.

Should an appeal be unsuccessful, the Governing Body will not consider further appeals applications from the parents within the same academic year unless there have been significant and material changes in their circumstances.

Applications at any other time of the year

Applications for admission at any other time of the year must be made to your Home Council and not to the school direct.

For various reasons, in particular the movement of families out of the area, places may arise in the current Years 3 to 6 classes at any time in the school year.

Applications for such places are welcomed. They must be for the class year appropriate to the child's age. Where there are no current vacancies, waiting lists will be established. Applications on the waiting list will be prioritised in accordance with the criteria for the Main Year 3 Entry in September.



St. Paul's C of E Junior School
Princes Road, Kingston upon Thames, Surrey KT2 6AZ
SUPPLEMENTARY INFORMATION FORM

For entry to Year 3 in September 2011

SECTION A Child's details:

SURNAME:	FIRST NAME:
----------	-------------

DATE OF BIRTH:	GENDER: (M/F)
----------------	---------------

ADDRESS: _____ _____

HOME TELEPHONE:	MOBILE:
-----------------	---------

RELIGION:

SCHOOL CURRENTLY ATTENDING: _____ ADDRESS: _____

NAMES AND DATES OF BIRTH OF ANY SIBLINGS WHO ATTEND ST. PAUL'S C OF E JUNIOR SCHOOL	
Name: _____	D.O.B: _____
Name: _____	D.O.B: _____

MEDICAL/OTHER FACTORS TO SUPPORT APPLICATION (IF ANY):
--

SECTION B Parent(s)/Guardian(s) details:

PARENT(S)/GUARDIAN(S) FULL NAME(S): _____ _____
--

SECTION C Church Commitment:

PARENT/GUARDIAN SURNAME: _____ FIRST NAME: _____

NAME OF CHILD: _____ DATE OF BIRTH: _____

ADDRESS: _____

Name of Church which you attend:

ADDRESS: _____

NAME OF MINISTER: _____

IF THIS IS NOT AN ANGLICAN CHURCH PLEASE STATE DENOMINATION TO WHICH YOUR CHURCH BELONGS:

HOW FREQUENTLY DO YOU ATTEND SERVICES? _____

HOW LONG HAVE YOU WORSHIPPED AT THIS CHURCH? _____

Regular and sustained worshippers are those parents (one or both) who are able to provide a letter of support from the church leader or their representative, confirming that they have consistently attended Sunday worship at least more often than not over a period of at least six months in the year prior to the Common Application Form being submitted. Such churches should be members of the Evangelical Alliance or Churches Together in Britain and Ireland, or their local equivalent.

SECTION D:

I wish to apply for a place for my child at St Paul's C of E Junior School.

Signature: _____ **Date:** _____

Please return this form directly to the School Office by 15 January 2011