



St. Paul's C. of E. Primary School

Orchard Road
Chessington
Surrey
KT9 1AJ

Mission Statement

We aim to promote a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life. We provide a creative and challenging curriculum in order to encourage children's confidence and self esteem. We work in partnership with governors, parents and our local parish community and celebrate success in all that we do.

The Governing Body is responsible for the admission of pupils to St Paul's C of E Primary School and admits 30 pupils to reception each September. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2011/12.

Admissions Policy 2011/2012

Admissions criteria

Applicants to be ranked in the following order of priority:

- a. Looked after children (children in public care. Applications made under this criterion must be supported with documentary evidence e.g. from a social worker).
- b. Children with exceptional and professionally supported medical or social need for a place at St Paul's school. This must be supported by written evidence, eg, from a specialist health professional, social worker, or educational psychologist which sets out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school
- c. Those having full, step-, half, adopted or fostered brothers or sisters living in the same household and who will be attending the school at the time of admission.
- d. Those having at least one parent (or person with parental responsibility) who is an active member of the worshipping community at St. Paul's Church, Hook. If you are applying under this criterion a supplementary form needs to be completed.

Note: An active member of a worshipping community is defined as an adult attending at least two acts of Parish worship each month (over a period of at least one year) one of which shall be a communion service.

- e. Those having at least one parent or person with parental responsibility who is an active member of the worshipping community of a Christian church situated within the parish boundaries of Hook with Southborough or of Chessington, or who is an active member of The Community Church in Surbiton, for whom St. Pauls' is the nearest church school and where their application is supported by their minister. If you are applying under this criterion a supplementary form needs to be completed.
- f. Those living nearest to the school, as measured using the shortest approved walking route. All distances will be measured using Kingston Council's School Admissions computerised Geographical Information System from the child's home to the school entrance on Orchard Road.

Over-subscription

In the event of over subscription under criteria a – e above, applications will be ranked by the shortest approved walking route from the children's entrance in Orchard Road.

Waiting list

In the event that a class is full, a waiting list will be kept ranked according to the criteria a – e above. Names will be kept on the list for three terms from the term of entry.

Initial Entry to Reception Class

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 Kingston local authority. Parents must complete their Local Authority's Common Application Form and return the form to their Authority; if applying for a place at this School, parents must name this School as one of the preferences on the Common Application Form. Parents who wish to apply for a place under the church criterion must also complete the school's supplementary form and return this to the School. Failure to return the supplementary form will mean that the school cannot consider the application under the church criterion, in this case the application will be considered under the next most

appropriate criterion based on the information on the Common Application Form. The closing date for applications is 15 January 2011. Allocations of places are made in accordance with your Home Council's published arrangements. Further details are available in your Council's Primary Schools Information Booklet.

All Classes

In accordance with legal requirements, infant class sizes (5, 6, 7 year olds) cannot exceed a maximum of 30 pupils and governors are required to abide by this limit in these classes.

False Information

The Governors reserve the right to withdraw any school place offered should any child's personal details be found to be incorrect e.g. if the permanent or principal address is found to be different to the one given on the application form, or if any other details are deliberately misleading, then the offer of a place may be withdrawn.

Twins

Our policy is not to separate twins. In the event of twins applying the Governors will make a decision in accordance with the parents' preference whether to admit one twin only in the case of oversubscription. In the event of neither twin accepting a place that place will automatically be offered to the next child on our admissions/waiting list.

Equal Opportunities

As far as possible the school will ensure that all pupils have access to the same opportunities.

Tie Breaker

In the case of applicants who are tied on criteria a draw of lots will be held.

Late Applications

Applications for admission to reception class for the beginning of the Autumn term received after the closing date will be considered in accordance with your Home Council's published arrangements.

Request to delay entry to school

In line with statutory regulations, you can ask to delay your child's entry to school until later in the year of entry. You can discuss this with the Head teacher

All children can start Reception in September regardless of when they reach the age of 5 during that same school year.

Appeals

Parents or those with parental responsibility have the right to appeal against a decision by the Governing Body not to offer your child a place. Such appeals are heard by an independent appeal panel appointed by the Church of England. The decision of the panel is binding on the governing body of the school.

In Year Admissions from September 2010

Any application for a place at any other time of the year must be made to your Home Council and not to the school direct.

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SUPPLEMENTARY INFORMATION FORM

Name of Child _____

Please complete this form if you want your application to be considered on the grounds of your church affiliation. Fill in and sign **either** Part A **or** Part B then ask the Vicar of St. Paul's of the Minister of your Church to complete the relevant section. Please return the completed form with the main Application Form to the school.

Part A **St. Paul's Church, Hook**

To be completed by parent/guardian

I/We are active members of the worshipping community at St. Paul's Church, Hook as defined by the current Admissions Policy of St. Paul's Church of England Primary School, Hook.

If you have moved into the area in the last year, then please ask the parish priest of the church where you previously worshipped to write to the Vicar of St. Paul's indicating your involvement in that parish.

Name (s) of parent (s)/guardian(s) to whom this applies _____

Signed _____ Date _____

To be completed by the Vicar of St. Paul's

I certify that the information given above is correct

Signed _____ Date _____

Part B **Other Christian Churches**

To be completed by parent/guardian

Name of Church.....

I/we are active members of the worshipping community at this church as defined by the current Admissions Policy of St. Paul's Church of England Primary School, Hook.

Name(s) of parent(s)/guardian(s) to whom this applies _____

St. Paul's Primary School is the nearest church school to our home

Signed _____ Date _____

To be completed by the Church Minister

Please supply a letter in support of this application, indicating the level of involvement of the parents in the life of your Church.

I certify that the information given above is correct

Signed _____ Date _____