


The Royal Borough of Kingston upon Thames
Primary School Admissions Booklet
for the School Year beginning September 2010

Primary School Admissions Booklet 2010

**Starting School?
Transferring to Junior School?
Moving into this area?**



The Royal Borough of Kingston upon Thames
Learning and Children's Services
Guildhall 2, Kingston upon Thames, Surrey KT1 1EU

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Kingston
Children & Young People's Trust
Making a Difference Together



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Contents

	Page
Welcome from the Strategic Director of Learning and Children's Services	3
Online admissions	4
Types of school in Kingston upon Thames	5
Age range of schools	6
School term dates for 2010 to 2011	6
Important dates to remember	7
Map showing location of the schools	8 and 9
List of schools	10 to 15
Starting school	
Step by step guide	16
Step 1: Understanding the admissions process	17 to 19
Step 2: Deciding which schools to apply for	19 to 22
Step 3: Applying for places	23 to 31
Step 4: Being offered a place	31 to 33
Table showing how places have been allocated for the past three years at oversubscribed community schools for reception class entry	21 and 22
Admission criteria for community schools	27
A summary of admission criteria for church (voluntary aided and foundation) schools	34 to 40
Transferring to junior school	
Step 1: Understanding the junior school admissions process	41
Step 2: Deciding which junior schools to apply for	42
Step 3: Applying for junior school places	43 to 47
Step 4: Being offered a junior school place	47 and 48
Admission criteria for community junior schools	45 and 46
Admissions to schools at other times	
(e.g. families moving in to the borough with school-age children)	49
General information	
Transfers between schools	50

Appeals for primary school places	50 to 52
Special educational provision	52
School discipline	52
Anti-bullying policy	53
Home to school transport	53 and 54
Summary of the Sustainable Modes of Travel Strategy	54 and 55
School meals	55
Equalities: Putting people first	56
Your views	56
Local schools in other council areas	57 to 60

If you would like more information about the admissions process or about any other subject covered in this booklet please contact the Council's School Admissions Team.

Tel: 020 8547 4610

school.admissions@rbk.kingston.gov.uk

**School Admissions Office
Learning and Children's Services
The Royal Borough of Kingston upon Thames
Guildhall 2
Kingston upon Thames
KT1 1EU**

The information in this booklet relates only to the school year beginning September 2010 and was correct on 20 July 2009. However, some of the details given here may change during the year.

Welcome from the Strategic Director of Learning and Children's Services

Dear Parent

If your child is born between 1 September 2005 and 31 August 2006, your child will start school in September 2010. Starting school is a big milestone in every child's life, and we know how important it is for you to have the right information to help decide which primary school you would like your child to attend. This booklet explains the process of applying for a reception class place and provides information about the primary schools in the Royal Borough of Kingston upon Thames.

There is a significant increase in demand for Reception Year places at schools across Kingston and Greater London. In order to accommodate the expected demand for places for September 2010 we are currently agreeing additional places with schools. Our aim is to publish by 23 October 2009, where the places will be added in advance of the closing date of 4 December 2009. As this may impact on your application for schools, please check the Council's website at www.kingston.gov.uk/schooladmissions for the most up to date information or contact School Admissions on 020 8547 4610.

All our primary schools are committed to providing a high quality of education and excellent learning opportunities for children. Kingston schools are very popular and each year we see improving standards and very good Ofsted inspection outcomes for our schools. As well as achieving high standards of attainment they aim to develop the whole child in his or her knowledge, skills and understanding, and in his/her physical, social, moral and artistic development.

Each school produces its own booklet for parents, in addition to this borough booklet. We recommend that you ask the schools you are interested in for a copy of their booklet (or prospectus). This will tell you more about the ethos, curriculum and achievements of each individual school.

Your views on the application process are important to us. Please complete the short questionnaire available with this booklet. Your feedback will help us to improve the information we provide.

I hope you find this booklet helpful and I wish your child a successful and happy school experience in Kingston.



**Strategic Director
Learning and Children's Services**

Online admissions

You can apply online for a primary or infant reception class school place or a junior school place (Year 3 from September 2010) from 14 September 2009. The online application system is easy to use and will guide you through each step. The benefits of applying online are:

- It is quick and easy to do
- Your details are safe and secure
- There are clear prompts to ensure you complete all the required sections
- You can view your application at any time
- You can make changes until midnight on the closing date which is **Friday 4 December 2009**
- You will receive email confirmation that you have successfully submitted an application
- You will be able to print a copy of your completed form to keep for your own records
- You will be able to attach scanned/electronic documents to support your application eg your proof of address
- The environment benefits from a reduction in the use of paper forms and envelopes
- You will receive an email advising you of the result of your application on 25 March
- You will be able to see the result of your application online from 7am on 25 March 2010 so you won't have to wait for the post
- You will be able to accept or decline the offer of a school place online

You can find out more information at: www.kingston.gov.uk/school_admissions

If you have any questions about the online admissions process you can contact School Admissions on Tel: 020 8547 4610. If you wish to apply online you must have an email address. The website will have a link for you to register for a free email account. You may find it useful to note down your details here and keep in a safe place.

Email Address	
Username	
Password	
Application Reference	

Types of school in Kingston upon Thames

- **Community schools**

Community schools are owned and maintained by the Council. At community schools, the Council sets the admissions policy, including the criteria used for allocating places at schools that receive more applications than they have places. The criteria are the rules we follow when this happens. See page 27 for a detailed description of the criteria we use.

- **Voluntary aided (Church) schools**

Voluntary aided (Church) schools are maintained by the Council, ie we pay the teachers' salaries and the day to day running costs of the schools, but generally the buildings are owned by a church. Some schools are Roman Catholic (RC) and some are Church of England (C of E). In voluntary aided schools the governing body sets the admissions policy and criteria. See pages 34 to 40 for a guide to each school's individual criteria.

- **Foundation schools**

Foundation schools are also maintained by the Council, but the governing bodies of foundation schools own the school buildings and sites. They are responsible for admissions and set their own policy and criteria. St Luke's C of E Primary School is the only foundation primary school in Kingston upon Thames. See page 38 for details of its admission criteria.

- **Independent schools**

These are schools where you pay fees for your child to attend. A list of independent (private) schools in Kingston upon Thames is available from the Admissions Office at Guildhall 2, Kingston upon Thames KT1 1EU Tel: 020 8547 4610. To apply, contact the independent school direct for further details and an application form. Kingston Council does not pay for primary school places at independent fee paying schools.

Information about independent schools can be obtained from:

Independent Schools Council
St Vincent House
30 Orange Street
London WC2H 7HH

Tel: 020 7766 7070
www.isc.co.uk

Age range of schools

- **Infant schools**

Infant schools provide education for children aged four to seven years. Most infant schools have nursery classes attached to them which cater for children aged three to four, ie in the school year in which they become four, in part-time classes. If you want information about nursery admissions, please telephone the Admissions Office on Tel: 020 8547 4610 for our separate booklet on nursery admissions. The first year of infant school is called the Reception Year, for children who become five during that year. Years 1 and 2 then follow for children who become six and seven during these years.

- **Junior schools**

Junior schools provide education for children aged 7 to 11 years. They cover four school years, Years 3 to 6.

- **Primary schools**

Primary schools provide education across the whole primary age-range of 4 to 11 years. They cover the Reception Year and Years 1 to 6. Most primary schools have nursery classes attached to them for children aged three to four.

Children transfer to secondary school at the end of Year 6.

School term dates for 2010 to 2011

Autumn Term 2010:	Wednesday 1 September Monday 1 November	to	Friday 22 October Friday 17 December
Spring Term 2011:	Tuesday 4 January Monday 28 February	to	Friday 18 February Friday 8 April
Summer Term 2011:	Tuesday 26 April Monday 6 June	to	Friday 27 May (excluding Monday 2 May) Friday 22 July

These term dates include up to five days when the school will be closed for teacher training. These dates may vary and the school will tell you what these dates are.

The term dates of church schools may vary slightly from the above

Important dates to remember

Friday 4 December 2009	<ul style="list-style-type: none"> • Closing date for all completed common application forms or online applications for Reception class entry and Year 3 entry in a junior school • Closing date for any supplementary information forms required by church schools to be received by the school
Wednesday 24 March 2010	<ul style="list-style-type: none"> • Letters sent to parents by first class post showing the outcome of their application • From this date each admission authority will maintain their own waiting list
Thursday 25 March 2010	<ul style="list-style-type: none"> • Results available for applications submitted online
Wednesday 21 April 2010	<ul style="list-style-type: none"> • Final date for parents to accept or refuse their child's school place • After this date the Local Authority will make further community school offers if refusals are received • After this date the governors of each church school will make further offers if refusals are received
Monday 10 May 2010	Final date for parents of children without a school offer to name another school they wish to apply for from the list of schools with possible vacancies
Friday 28 May 2010	Closing date for receipt of appeals (some church schools may use a different date)
June/July 2010	Appeal hearings for Reception class entry to infant and primary school and Year 3 entry to junior school

List of schools

School Details	Number of places available	Number of applications received last year
<p>Alexandra Infant School Alexandra Road, Kingston upon Thames KT2 6SE Tel: 020 8546 7176 email: AXI@rbksch.org www.alexandra.kingston.sch.uk Head Mrs R Hollis (community school with a nursery)</p>	60	265
<p>Burlington Infant and Nursery School Burlington Road, New Malden KT3 4LT Tel: 020 8942 1586 email: BRI@rbksch.org Head Ms M J Cowland (community school with a nursery)</p>	90	210
<p>Burlington Junior School Burlington Road, New Malden KT3 4LT Tel: 020 8942 2687 email: BJS@rbksch.org www.burlingtonj.kingston.sch.uk Head Mr M Blow (Acting) (community school)</p>	90	112
<p>Castle Hill Primary School Buckland Road, Chessington KT9 1JE Tel: 020 8397 3951 email: CHP@rbksch.org www.castlehill.kingston.sch.uk Head Mrs C M Wansborough (community school with a nursery)</p>	60	111
<p>Christ Church New Malden C of E Primary School Lime Grove, New Malden KT3 3TW Tel: 020 8336 7800 email: CCI@rbksch.org www.christchurchi.kingston.sch.uk Head Mrs B Mitchell (voluntary aided school) The junior department of this school is situated in Elm Road, New Malden KT3 3HN</p>	60	188
<p>Christ Church C of E Primary School Pine Gardens, Surbiton KT5 8LJ Tel: 020 8399 8166 email: CCP@rbksch.org www.ccp.kingston.sch.uk Head Miss T Coton (voluntary aided school)</p>	60	211

School Details	Number of places available	Number of applications received last year
<p>Coombe Hill Infant School Coombe Lane West, Kingston upon Thames KT2 7DD Tel: 020 8942 9481 email: CHI@rbksch.org www.coombehilli.kingston.sch.uk Head Mrs S Hobhouse (communit y school)</p>	90	336
<p>Coombe Hill Junior School Coombe Lane West, Kingston upon Thames KT2 7DD Tel: 020 8949 1743 email: CHJ@rbksch.org www.coombehillj.kingston.sch.uk Head Mr C Hodges (communit y school)</p>	90	165
<p>Corpus Christi Catholic Primary School Chestnut Grove, New Malden KT3 3JU Tel: 020 8942 2645 email: CRP@rbksch.org www.corpuschristikingston.co.uk Head Mrs V Vaughan (voluntar y aided school with a nurser y)</p>	60	121
<p>Ellingham Primary School Ellingham Road, Chessington KT9 2JA Tel: 020 8397 3864 email: ELP@rbksch.org www.ellingham.kingston.sch.uk Head Mr I P Jones (communit y school with a nurser y)</p>	30	130
<p>Fern Hill Primary School Richmond Road, Kingston upon Thames KT2 5PE Tel: 020 8247 0300 email: FHP@rbksch.org www.fernhill.kingston.sch.uk Head Miss D Brotherston (communit y school with a nurser y)</p>	60	266
<p>Grand Avenue Primary and Nurser y School Grand Avenue, Surbiton KT5 9HU Tel: 020 8408 8932 email: GVP@rbksch.org www.grandavenue.kingston.sch.uk Head Mrs M Barrington (communit y school with a nurser y)</p>	60	227
<p>Green Lane Primary and Nurser y School Green Lane, Worcester Park KT4 8AS Tel: 020 8337 6976 email: GLP@rbksch.org www.greenlane.kingston.sch.uk Head Mrs E Smith (communit y school with a nurser y)</p>	60	77

School Details	Number of places available	Number of applications received last year
<p>King Athelstan Primary School Villiers Road, Kingston upon Thames KT1 3AR Tel: 020 8546 8210 email: KGP@rbksch.org www.kingathelstan.kingston.sch.uk Head Ms E Newton (community school with a nursery)</p>	60	76
<p>Knollmead Primary School Knollmead, Tolworth, Surbiton KT5 9QP Tel: 020 8337 3778 email: KMP@rbksch.org www.knollmead.kingston.sch.uk Head Mrs E Bone (community school with a nursery)</p>	30	70
<p>Latchmere School Latchmere Road, Kingston upon Thames KT2 5TT Tel: 020 8546 7181 email: LTS@rbksch.org Head Mrs J Ritchie www.latchmerej.kingston.sch.uk (community primary school with a nursery)</p>	90	335
<p>Lovelace Primary School Mansfield Road, Chessington KT9 2RN Tel: 020 8397 3265 email: LVP@rbksch.org www.lovelace.kingston.sch.uk Head Mrs L Howells (community school with a nursery)</p>	60	144
<p>Malden Manor Primary and Nursery School Sheephouse Way, New Malden KT3 5PF Tel: 020 8337 9620 email: MMP@rbksch.org www.maldenmanor.kingston.sch.uk Head Mrs M Matthews (community school with a nursery)</p>	60	121
<p>Malden Parochial C of E Primary School The Manor Drive, Worcester Park KT4 7LW Tel: 020 8337 4804 email: MPP@rbksch.org www.maldenp.kingston.sch.uk Head Mrs C Grigg (voluntary aided school with a nursery)</p>	30	73

School Details	Number of places available	Number of applications received last year
<p>Maple Infant School Maple Road, Surbiton KT6 4AL Tel: 020 8399 3341 email: MPI@rbksch.org www.mapleinfants.co.uk Head Mrs E Robinson (communitiy school with a nursery)</p>	60	261
<p>Our Lady Immaculate Catholic Primary School Ewell Road, Surbiton KT6 7DG Tel: 020 8399 9854 email: OLI@rbksch.org www.oli.kingston.sch.uk Head Mr T Sheehan (voluntary aided school)</p>	60	140
<p>Robin Hood Primary School Bowness Crescent, Kingston Vale SW15 3QL Tel: 020 8546 7388 email: RHP@rbksch.org www.robinhood.kingston.sch.uk Head Mr J Lloyd (communitiy school with a nursery)</p>	30	35
<p>St Agatha's Catholic Primary School St Agatha's Drive, Kingston upon Thames KT2 5TY Tel: 020 8546 3879 email: AGP@rbksch.org www.stagathas.kingston.sch.uk Head Mr P A Monk (voluntary aided school with a nursery)</p>	60	139
<p>St Andrew's and St Mark's C of E Junior School Maple Road, Surbiton KT6 4AL Tel: 020 8390 2976 email: AMJ@rbksch.org www.sasm.kingston.sch.uk Head Mrs C Case (Acting) (voluntary aided school)</p>	60	65
<p>St John's C of E Primary School Portland Road, Kingston upon Thames KT1 2SG Tel: 020 8546 7179 email: JNP@rbksch.org www.stjohns.kingston.sch.uk Head Mrs J Tuck (voluntary aided school with a nursery)</p>	30	102
<p>St Joseph's Catholic Primary School The Fairfield, Kingston upon Thames KT1 2UP Tel: 020 8546 7178 email: JSP@rbksch.org www.stjosephs.kingston.sch.uk Head Mrs M Roberson (voluntary aided school with a nursery)</p>	30	53

School Details	Number of places available	Number of applications received last year
<p>St Luke's C of E Primary School Acre Road, Kingston upon Thames KT2 6EN Tel: 020 8546 0902 email: LKP@rbksch.org www.stlukes.kingston.sch.uk Head Mrs P Allan (foundational school with a nursery)</p>	30	120
<p>St Mary's C of E Primary School Church Lane, Chessington KT9 2DH Tel: 020 8397 9597 email: MYP@rbksch.org www.stmarys.kingston.sch.uk Head Miss L Rainbow (Acting) (voluntary aided school with a nursery)</p>	30	95
<p>St Matthew's C of E Primary School Langley Road, Surbiton KT6 6LW Tel: 020 8399 3909 email: MWP@rbksch.org www.stmatthews.kingston.sch.uk Head Miss P Dryden (voluntary aided school)</p>	45	259
<p>St Paul's C of E Junior School Princes Road, Kingston upon Thames KT2 6AZ Tel: 020 8549 4555 email: PLJ@rbksch.org www.stpaulsj.kingston.sch.uk Head Mr K Edmonds (voluntary aided school)</p>	60	76
<p>St Paul's C of E Primary School Orchard Road, Chessington KT9 1AJ Tel: 020 8397 3553 email: PLP@rbksch.org www.stpaulsp.kingston.sch.uk Head Mrs M Newman (voluntary aided school)</p>	30	97
<p>The Mount Primary School Dickerage Lane, New Malden KT3 3RZ Tel: 020 8942 5154 email: MTP@rbksch.org www.mount.kingston.sch.uk Head Mr C Hodges (Acting) (community school with a nursery)</p>	60	77

School Details	Number of places available	Number of applications received last year
Tolworth Infant and Nursery School School Lane, Surbiton KT6 7SA Tel: 020 8399 4231 email: TLI@rbksch.org www.tolworthi.kingston.sch.uk Head Miss R Nye (community school with a nursery)	90	205
Tolworth Junior School Douglas Road, Surbiton KT6 7SA Tel: 020 8399 4472 email: TLJ@rbksch.org www.tolworthj.kingston.sch.uk Head Ms C Clarke (community school)	90	82

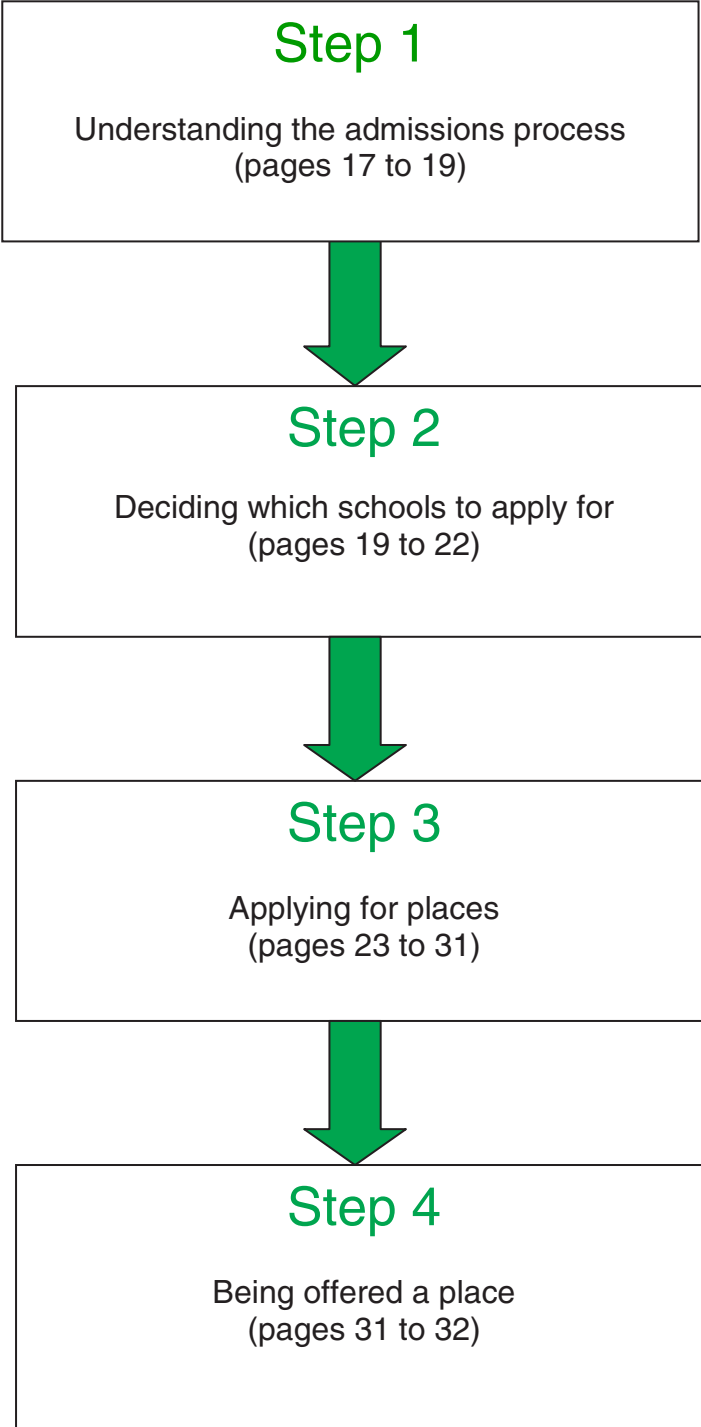
Important Note

There is a significant increase in demand for Reception Year places at schools across Kingston and Greater London. In order to accommodate the expected demand for places for September 2010 we are currently agreeing additional places with schools.

Our aim is to publish by 23 October 2009, where the places will be added in advance of the closing date of 4 December 2009. As this may impact on your application for schools, please check the Council's website at www.kingston.gov.uk/schooladmissions for the most up to date information or contact School Admissions on 020 8547 4610.

Step by step guide to starting school

Your step by step guide to follow when applying for your child to start school in September 2010 ie for those children born between 1 September 2005 and 31 August 2006



Starting school

Step 1

Understanding the admissions process

- **School preferences**

- You will complete one application form for your child, naming your three preferred schools in Kingston upon Thames. This form is known as the common application form. Alternatively, you can apply online. There is more information about this on pages 4 and 24.
- Each school listed on your common application form considers your child's application separately against its admissions criteria only and not according to the order of preference you give the school on your form.
- If your child currently attends a school's nursery and you wish your child to be considered for a school place there, you must name this school as one of your preferences on your application form.
- Schools are not told the preference order in which you have listed them. This guarantees that, for example, an application from a parent who has ranked the school as third preference is treated in the same way as an application on which the school is ranked as first preference.
- If your child meets the criteria for more than one of your preferred schools, whether they are community schools or church schools, we will offer you a place at your highest preferred school.
- It is therefore important that you name the schools in the order that you most prefer them eg if you live quite close to your three preferred schools, you may qualify for all three under the distance criterion. If this happens, we will offer you the school you named as your highest preference. See the examples below:

Example 1

Preference	School applied for	Qualify for a place?	School offered
1	Fern Hill	No	
2	St Agatha's	Yes	St Agatha's
3	Latchmere	Yes	

Example 2

Preference	School applied for	Qualify for a place?	School offered
1	St Paul's	Yes	St Paul's
2	Ellingham	Yes	
3	Lovelace	No	

- **Think carefully about your preferences**

You need to be realistic in making your preferences. This is because you may not receive an offer at any of your preferred schools if your child is unlikely to meet the criteria eg if you live too far away from the schools or if you name a church school but do not attend the church connected to that school.

You are advised to name your nearest community school as one of your preferences, and to use all three preferences. This will maximise your chances of being offered a preferred school.

- **If a preferred school is not offered**

This may happen if there were more applications than places available or if your child did not meet the admissions criteria of any of the schools you named. If this happens, we will invite you to name another school from the list of schools that still have possible places available. If you live in another Council's area, we will also advise you to contact your own Council for advice on local schools with places.

- **When children start school in Kingston upon Thames**

Children start at an infant or primary school in the September of the school year in which they will become five years of age. Applications for children who are outside this age range cannot be considered.

Children reach compulsory school age at the beginning of the term following their fifth birthday. Compulsory school age means the age when a parent is legally required to make sure that their child attends school (or is educated otherwise than at school).

Kingston's policy is that children attend full-time at all infant and primary schools from the start of the term in which they become five. However, some schools may offer the opportunity for full-time attendance earlier. The table below explains what this means. The term dates given are the standard ones used in law for this purpose; they are not necessarily the actual term dates in any year.

Part-time attendance means your child will attend school for half a day, either the morning or the afternoon - the school will let you know which of these apply. Full-time attendance means your child will attend all day.

RECEPTION YEAR PATTERN OF ATTENDANCE			
Date of Birth	Autumn Term	Spring Term	Summer Term
1 Sept – 31 Dec	Full-time	Full-time	Full-time
1 Jan – 31 March	Part-time <u>or</u> Full-time* (see note a)	Full-time	Full-time
1 April – 31 Aug	Part-time	Part-time <u>or</u> Full-time* (see note b)	Full-time

* The Council has given governing bodies of all infant and primary schools two options to offer to parents:

- (a) They can admit spring-born children (ie children born between 1 January and 31 March) full-time from the start of the Autumn Term (instead of at the start of the Spring Term); and/or
- (b) They can admit summer-born children (ie children born between 1 April and 31 August) full-time from the start of the Spring Term (instead of at the start of the Summer Term).

Each governing body makes these decisions for its own school and it must give individual parents the choice of part-time or full-time education.

- **Request to start full-time early**

Your child cannot start full-time any earlier than the individual school's policy unless the Strategic Director of Learning and Children's Services (in the case of community schools) or the School Governors (in the case of voluntary aided and foundation schools) consider that there are special circumstances. Your request should be put in writing and given to the Headteacher of the school concerned, who will ensure your request is passed on for consideration. Reasons such as fitting in with parents' work arrangements or childcare arrangements cannot be considered as special circumstances.

- **Request to delay entry to school (known as deferred entry)**

In Kingston, you can ask to delay your child's entry to school but only until the start of the spring term in January 2011 if you feel this is appropriate. Once your child has been offered a place to start in September 2010, please discuss your request with the Headteacher of the school.

- **Please note the following:**

You must fill in a common application form even if you have an older child currently attending your preferred school or if your child currently attends the nursery at your preferred school.

Step 2

Deciding which schools to apply for

The decision about which school you would like your child to attend is an important one. To help you decide you should gather as much information as possible by:

- **Reading this booklet**

Make sure you read this whole section about starting school. Also, look at the map that shows you where the schools are so you can see which schools are in your area. In order to accommodate the expected demand for places for September 2010 we are currently agreeing additional places with schools. As this may impact on your application for schools, please check the Council's website at www.kingston.gov.uk/schooladmissions for the most up to date information or contact School Admissions on 020 8547 4610.

- **Looking at school prospectuses**

In addition to this booklet, you may collect a free copy of each school's prospectus or information booklet direct from the school, which will include much more detail. The church school prospectuses will also give full details of their admissions criteria. If you live near a church school which you would like to apply for but do not attend the connected church, or your family are of another religious faith, make sure you understand under which criterion your application is likely to be considered. Make enquiries at the school to see if any children have previously been offered places under that criterion.

- **Visiting schools**

You can ask questions not answered in the school's prospectus at the special open mornings or afternoons that the schools hold for parents. Telephone the schools you wish to visit to find out on which days these will be held. If you cannot visit on the arranged date, you may be able to arrange another date with the Headteacher.

- **Looking at performance tables and Ofsted inspection reports**

Performance tables (Key Stage 2 for ages 7 - 11) are produced for all schools nationally by the Department for Children, Schools and Families (DCSF).

These can be viewed on Kingston Council's website:

www.kingston.gov.uk/education/schools and the DCSF website:

[www.dcsf.gov.uk/performance tables](http://www.dcsf.gov.uk/performance%20tables). When comparing test results it is important to remember that these can vary each year in any school, as the overall abilities of pupils in different year groups in a school can vary.

You can ask to look at copies of inspection reports, produced by the Office for Standards in Education (Ofsted) at your library or at **www.ofsted.gov.uk**.

This information is also available on the Council's own website at

www.kingston.gov.uk/education/schools.

Finally remember:

Please note that many schools in this borough are very popular and will receive more applications than the number of places available. The list of schools on pages 10 to 15 shows in the end column the number of applications received by the closing date last year. As another guide, we have included a table on pages 21 and 22 that shows you how the places were allocated for the last three years at the community infant and primary schools which received more applications than places. You should also be able to get similar information from the individual church schools that received more applications than places last year.

If you want further information about primary schools in general or about the admissions process, please contact the **Admissions Team on Tel: 020 8547 4610 or by email: school.admissions@rbk.kingston.gov.uk**.

How places have been allocated at infant and primary community schools that have received more applications than places over the last three years for reception class entry

School Name	Year	SEN*	criteria (i) (Looked after Child)	criteria (ii) (having a brother or sister in the school or the 'paired' school)	criteria (iii) (exceptional family, social or medical need)	criteria (iv) (distance of home address to school)	distance of the last child offered a place under criterion (iv) at offer date	distance of last child offered after an extra class of 30 was added in June 2008	distance of the last child offered
Alexandra Infant (60 places) 30 extra places offered in 2009	2007	-	-	38	-	22	0.524 km	0.838 km	0.713 km
	2008	-	-	31	3	26	0.404 km		1.18 km
	2009	-	-	38	4	48	0.926 km		0.982 km
Burlington Infant and Nursery (90 places) 30 extra places offered in 2009	2007	1	-	37	-	53	1.708 km		2.565 km
	2008	-	-	42	1	47	0.833 km	1.287 km	2.339 km
	2009	-	-	41	-	79	9.386 km		9.386 km***
Coombe Hill Infant (90 places)	2007	-	1	33	-	56	1.771 km		1.827 km
	2008	-	-	41	-	49	1.396 km	1.806 km	1.886 km
	2009	-	-	42	-	48	1.534 km		1.534 km***
Ellingham Primary (30 places)	2007	-	-	12	-	18**	0.869 km		1.043 km
	2008	-	-	21	-	9**	0.685 km	N/A	0.71 km
	2009	-	-	16	-	14**	0.707 km		0.755 km
Fern Hill Primary (60 places) 30 extra places offered in 2009	2007	-	-	33	-	27	0.928 km		1.057 km
	2008	1	-	28	1	30	0.994 km	1.840 km	5.475 km
	2009	-	-	21	1	68	2.198 km		2.307 km

*SEN - Place reserved for a child with a Statement of Special Educational Needs **Includes children living in Malden Rushett (2 in 2007, 2 in 2008, 5 in 2009) ***The cut-off distance remains the same because although these schools have all had withdrawals, further offers have only been made to children under a higher criterion or to new applicants who live closer [Note: 1 km = approximately 0.62 miles, 2 km = approximately 1.24 miles]

School Name	Year	SEN*	criterion (i) (Looked after Child)	criterion (ii) (having a brother or sister in the school or the 'paired' school)	criterion (iii) (exceptional family, social or medical need)	criterion (iv) (distance of home address to school)	distance of the last child offered a place under criterion (iv) at offer date	distance of last child offered after an extra class of 30 was added in June 2008	distance of the last child offered
Grand Avenue Primary and Nursery (60 places)	2007	1	-	21	1	37	1.463 km		2.363 km
	2008	2	-	24	-	34	1.375 km	N/A	1.728 km
	2009	-	-	26	-	34	1.207 km		1.364 km
Knollmead Primary (30 places) 15 extra places offered in 2009	2007	-	-	12	1	17	0.749 km		0.773 km
	2008	-	-	12	5	13	1.056 km	N/A	1.056 km***
	2009	N/A	N/A	N/A	N/A	N/A	Not oversubscribed		N/A
Latchmere School (90 places) 30 extra places offered in 2009	2007	-	1	45	1	43	1.065 km		1.123 km
	2008	-	-	39	2	49	0.818 km	N/A	0.863 km
	2009	1	-	46	3	70	1.057 km		1.218 km
Maple Infant (60 places) 30 extra places offered in 2009	2007	-	-	23	2	35	0.821 km		1.014 km
	2008	-	-	26	1	33	0.824 km	1.261 km	3.045 km
	2009	-	-	36	2	52	0.904 km		0.949 km
Robin Hood Primary (30 places)	2007	-	1	12	-	17	4.291 km		4.456 km
	2008	-	-	14	1	15	3.718 km	N/A	4.031 km
	2009	N/A	N/A	N/A	N/A	N/A	Not oversubscribed		N/A

*SEN - Place reserved for a child with a Statement of Special Educational Needs **Includes children living in Malden Rushett (2 in 2007, 2 in 2008, 5 in 2009) ***The cut-off distance remains the same because although these schools have all had withdrawals, further offers have only been made to children under a higher criterion or to new applicants who live closer [Note: 1 km = approximately 0.62 miles, 2 km = approximately 1.24 miles]

Step 3

Applying for places

- **How to apply**

You can apply either online, or on a paper form. If you do not wish to apply online, you should collect a common application form from any infant or primary school or from the **School Admissions Office Tel: 020 8547 4610**.

- Fill in the form naming your first, second, and third preference of school, but make sure you only name schools in the Royal Borough of Kingston upon Thames. Do not name any schools outside the borough or any private schools.
- If you have a child already attending your preferred school or paired junior school, who will still be there in September 2010, make sure you give that child's details on the form. See page 28 for further details about applying under this criterion.
- If there is an exceptional family, social or medical reason for your child to attend one of your preferred schools and you want this to be considered, make sure you enclose evidence to support your request. See pages 28 and 29 for more guidance on applying under this criterion.
- If you are applying for more than one child e.g. twins, you must complete a separate common application form for each child.
- If you are naming a church school as one of your preferred schools on your common application form, please make sure you check if you need to complete the school's own extra form, known as the supplementary information form. Please see the paragraph on page 25 'Applying for church schools' for further information.
- With your application you will also need to provide proof of your address eg a copy of your most recent Council Tax bill or a utilities bill such as a gas bill or an electricity bill. Please note that we do not accept copies of bank statements or mobile telephone bills as a valid proof of address. See pages 29 and 30 for further advice about proof of your address.
- Please complete the Parents/carers' further details section if the child's parents live at separate addresses and you would like correspondence sent to both parents.
- Please read through the checklist carefully and ensure you read and sign the declaration before returning your form by the closing date of **Friday 4 December 2009**. Please remember to enclose proof of your address.

- **It is very important that you put the correct postage on your application.** If it arrives after the closing date because you did not use the right amount of postage, it will be considered as late and we won't be able to look at it until after all on-time applications have been considered. Please check at your local post office, or look at **www.royal.mail.com**, particularly if you are using a large size envelope to return your application.
- You must only submit one common application form. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

If you have any problems filling in your common application form, please contact the **School Admissions Office on Tel: 020 8547 4610** or alternatively, you are welcome to ask for help at any of the school offices.

- **Applying Online**

You may apply online by going to **www.kingston.gov.uk/school_admissions**.

You should not complete the common application form if you apply online. However, if the schools you are applying to require a supplementary information form you will need to complete this and send it to the address stated on the form. You can either download these forms or ask for one at the school.

If you do not have internet access at home and you would like to apply online, you may visit your local library or ask about facilities at your child's nursery.

You will still need to provide proof of your address. This should be a copy of your most recent Council Tax statement or utilities (gas or electricity) bill, which you may attach electronically to your application. If you are unable to do this, you will need to send proof of your home address clearly marked with your child's name and date of birth to School Admissions, Learning and Children's Services, The Royal Borough of Kingston upon Thames, Guildhall 2, Kingston upon Thames KT1 1EU.

If you are requesting your application is considered under the exceptional family, social or medical need criterion, you will need to send in the evidence to support your request, either electronically or by post.

- **When to apply**

- **Closing date**

You should return your common application form to School Admissions, Learning and Children's Services, Royal Borough of Kingston upon Thames, Guildhall 2, Kingston upon Thames KT1 1EU to be received no later than **the closing date of Friday 4 December 2009**. We do not offer places at schools on a 'first come, first served' basis, so early applications do not receive priority. We consider all applications received by the closing date at the same time.

- **Late applications**
It is important you apply by the closing date because if you forget and apply after, your application will only be considered after all those received by the closing date. This is unless you can provide documentary evidence to prove that there were **exceptional reasons** that prevented you from applying on time. **Proof of any exceptional reasons must be received no later than 15 January 2010.** Any late applications received after this date, whatever the circumstances, will only be considered after all those received by the closing date.
- **Changing your preferences or changing the order**
Before the closing date, if you want to change the names of your preferred schools or the order you have named them and you have already completed and returned your common application form, this is not a problem. You can either come into Guildhall 2 and ask to amend your form or you can complete a new one and make it clear that this replaces the previous form. If you wish to change your preferences after the closing date or you wish to change the preference order, all your preferences would be considered as late applications.
- **Applications from families who move into the area after the closing date**
Applications from parents who move in **after 4 December 2009** will only be considered after those received by the closing date. However, if we are unable to offer your child a place at any of your preferred schools on 24 March 2010, your child's name will be placed on any remaining waiting list in criteria order.
- **Moving into Kingston upon Thames after the allocation process**
If you move into the area after the allocation of places, you will be able to apply on the common application form and name your three preferred schools. You will be offered a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.
- **Moving to another part of Kingston upon Thames after the allocation process**
If you move within the area after the allocation of places, you will be able to complete another common application form and name your three preferred schools. You will be offered a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.
- **Applying for church schools**
To apply for a church school place you must name the school as one of your preferred schools on the Council's common application form. You may also need to complete an extra form, known as a **supplementary information form**, because church schools may need additional information to apply their admissions criteria.

This completed supplementary information form must be sent direct to the school to be received no later than the closing date of Friday 4 December 2009. Make sure you complete a supplementary information form, as well as naming the school on your common application form, as your application for the school may not be given full consideration without it.

Each voluntary aided and foundation school is responsible for its own admissions policy and sets its own criteria for admissions. A brief summary of criteria for each church school is listed on pages 34 to 40. This is only a guide. Please make sure that you read and fully understand the school's admissions criteria published in their own school prospectus **before** naming the school on your common application form.

- **Applying for schools outside this Borough**

You can apply for schools outside this Borough and you may want to do this, particularly if you live close to the boundary of another council area. You will need to contact the other council for their admissions policy and common application form.

Contact details of neighbouring councils can be found on pages 57 to 60. Kingston Council is not able to apply on your behalf to other councils. Do not include any preferences for schools that are in other council areas on the Kingston upon Thames common application form.

All the schools local to the Kingston upon Thames borough boundary are listed on pages 57 to 60 of this booklet. In case you do not get an offer at your preferred out-of-borough school, you are strongly advised to apply to schools in Kingston by completing a Kingston upon Thames common application form.

- **Applications from families living outside this Borough**

If you live in another council area and want to apply for schools in this area, you do this by completing a Kingston upon Thames common application form. However, you should remember that one of the criteria used in cases where a school receives more applications than it has places available is the distance between your home address and the school. Borough boundaries are not taken into account because this is against the law, but you might still live too far from the school to be offered a place. You should follow the same procedure as for Kingston upon Thames parents and submit your common application form by **Friday 4 December 2009**. As there is no guarantee you will be offered a school place in the borough, it is important you complete an application form for schools in your own council area. Contact details of neighbouring council's education offices can be found on pages 57 to 60.

- **Children who have Special Educational Needs**

- **A child undergoing an assessment of special educational needs**

If your child is undergoing an assessment and you do not know what the outcome will be by the closing date of application, Friday 4 December 2009, you should apply in the standard way as outlined on pages 23 to 31. If a particular school is later named in your child's

Statement of Special Educational Needs, a place will be provided automatically for your child at that school.

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

If your child has a Statement, you do not need to complete a common application form. This is because your child's application will be dealt with by the Special Educational Needs (SEN) Department. To contact the SEN team, **call Tel: 020 8547 4615**. Your child will be offered a place at the primary or infant school named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice. Similarly, an assessment placement at a particular school considered most suitable for your child's needs can be reserved pending the outcome of the statutory assessment. Please see page 52 for further information.

- **Admissions criteria for the community infant and primary schools**

If there are more applications received for a community school than there are places, the following criteria will be used to work out which children can be offered places, in this order of priority (after taking account of any children for whom the school is named in a Statement of Special Educational Needs):

- (i) **places will be offered firstly to Looked After Children** ie 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 (eg 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 using the shortest approved walking route. All distances will be measured using the Council's 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.

These criteria will be applied to every application for a community school whether named as a first, second or third preference on the common application form. The same criteria are used to draw up the waiting list for the school. The distance from home to school, criterion (iv), is used as a 'tie-breaker' if there are more applications than places available under criterion (i), (ii) or (iii).

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.

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 which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

- **Looked after children (i)**

If your child is in the care of a Local Authority you must enclose a letter from the social worker confirming this and the name of the Local Authority with whom the child is in care.

- **Brothers and sisters (including adopted, foster, half- or step- brothers or sisters) (ii)**

If you have a child currently attending your preferred primary, infant or paired junior school (including the school's own nursery class) **who will still be attending in September 2010**, make sure you give that child's details on your common application form. As the child must still be attending in September 2010, you must not name a child in Year 6, who will be transferring to secondary school.

Infant schools and their paired junior schools are listed below:

- Burlington Infant and Nursery School **and** Burlington Junior School
- Coombe Hill Infant School **and** Coombe Hill Junior School
- Tolworth Infant and Nursery School **and** Tolworth Junior School
- Alexandra Infant School **and** St Paul's C of E Junior School
- Maple Infant School **and** St Andrew's and St Mark's C of E Junior School

- **Exceptional family, social or medical need (iii)**

- If you think there are exceptional family, social or medical needs which make a school the most suitable for your child, you should make it clear on your common application form by ticking the appropriate box.
- You will need to show that your reasons are exceptional and explain how the school meets your child's needs. We will consider the strength of the evidence and whether it clearly suggests the child's needs can only be met at a particular school. A medical condition such as asthma, which can be dealt with in all schools, will not be considered as a reason for giving priority on medical grounds.
- You must submit evidence from a professional person eg a hospital consultant or specialist, a social worker, or an educational psychologist to support that the school you are applying for is the most suitable for your child. **If you do not supply evidence, we cannot consider your child's application under this criterion.**

- We will only give priority on medical grounds if these are of such an exceptional nature that the preferred school is clearly the most suitable one to meet your child's needs.
- We do not normally consider educational reasons under this criterion as support for a child's educational needs can be met at all of our schools.
- We do not consider reasons such as convenience for your place of work, childcare arrangements or previous family connection to be strong enough to be considered under this criterion.
- Please submit supporting documentary evidence with your common application form. If you apply online and request consideration under this criterion, you must still submit supporting evidence.
- You should submit the documentary evidence in a sealed envelope and mark it for the attention of the Council's Schools Admission Office. All information supplied is treated in strictest confidence.

- **Distance from home to school (iv)**

If your application is likely to be considered under the distance criterion ie 'children who live nearest the school' criterion, try to assess whether you live close enough to the school for your child to qualify for a place.

The final 'cut-off' distance for the past three years for admission to community schools which regularly receive more applications than places is given in the table on pages 21 and 22. However, this is only a guide as the cut-off distances vary from year to year. Even if you live within the cut-off distances for the last three years, there is no guarantee your child will qualify for a place.

- **Measuring home to school distances**

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 your 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.

- **Children currently attending a school nursery**

You must complete an application for entry into the Reception class even if your child attends the nursery class at the same school. Please note, 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.

All parents must complete a common application form for a primary/infant school place in any Kingston upon Thames school, whatever nursery their child attends.

- **Change in circumstances**

If there is a change in your circumstances after you have submitted your application and you think this may affect your child's school application, please contact the **Admissions Team on Tel: 020 8547 4610** for advice. We will be able to take into account any changes that happen before the closing date. However, anything that happens after the closing date, we will only be able to consider after the allocation process eg if another of your children starts at your preferred school after the closing date we cannot initially give priority for admission under criterion (ii), the sibling criterion. However, if after the allocation process, we are unable to offer your child a place, we would give your child priority on the waiting list using the sibling criterion (ii).

- **How your address affects your application**

- The address you give on your application form must be the one at which your child is permanently living on the closing date for applications. We will not accept a business address, the home of a relative, or a childminder's address.
- You must include proof of your home address by providing a copy of your most recent Council Tax statement or a utility (gas or electricity) bill. You must provide this even if you are applying online.
- If your child spends time at two different addresses, you should use the main place of residence. This will need to be verified and we will ask you for proof. Normally we would take the address of the parent who claims the child benefit for the child.
- We will not accept possible future addresses as a basis for allocating school places, nor are you permitted to use a temporarily rented address in order to secure a school place.
- If you change your address between October 2009 and September 2010 you must inform the Council's School Admissions Office immediately after you have moved and provide proof of your new address. We may also request proof that you have vacated your previous property. If we have any doubts about the information you provide we will request further evidence of your family's move.
- Temporary addresses, for example because your permanent home is undergoing building works or because you are having domestic difficulties, will not be accepted. However, an address that is temporary because you have had to move to the Kingston area from abroad or another part of the country, may be accepted. Where this is the case, contact the Council's School Admissions Office for information before

submitting your application. This must still be submitted by the closing date of 4 December 2009.

- We will investigate any applications where there are doubts about the information provided, where information has been received to suggest a fraudulent application has been made or where records show a change of address within the previous 12 months. We may seek evidence from parents, Council records, primary schools or any other source we consider appropriate.
- If you are an HM Forces family or any other UK Crown servant or British Council employee, returning to the area from a posting overseas, or you are being posted to this area from another part of the UK, or if you are a UK family returning to your home in Kingston upon Thames from temporary employment, you can apply for a school place up to four months in advance of your return. This is providing you supply documentary evidence from your employer of your exact date of return and can verify your address here. To be able to apply by the closing date for applications (4 December 2009), you must be returning no later than 4 April 2010.

If you are only arriving at the end of August 2010, the earliest you could apply would be the end of April 2010. If a place is available to offer your child, it will be reserved for them. If a place is not available, your child's name can be added to the waiting list(s) using your local address.

- If you are a Kingston family adopting a child you can apply for a school place up to four months in advance of the child coming to live with you. Formal confirmation of the adoption is required from the Social Services authority concerned.

If there are any doubts about the information you give, it will be checked. If you use an incorrect address this will be considered as an attempt to obtain a school place on the basis of false information. The Council will withdraw any offer of a school place if it is discovered that you have given an incorrect address.

Step 4

Being offered a place

- **Your application outcome**
 - On **Wednesday 24 March 2010** we will send you a letter by first class post showing the outcome of your application. We will also enclose notes that explain how places were allocated at the community schools that received more applications than places, and the schools that have remaining places.

- If we have not been able to offer you your highest preferred school, we will explain why your child has not been offered a place at that school or any other higher preferred schools named on your common application form.
- If you have not been offered any of your preferred schools, we will also explain why this has happened.
- The letter will also advise you about your statutory right of appeal against the decision to refuse your child a place at any of the schools to which you applied. The appeals process is explained on pages 50 to 52.
- If you have received a school offer, a reply slip will also be enclosed on which you must state whether or not you are accepting the place offered. This reply slip should be returned to the school you have been offered by **21 April 2010**. Alternatively, if you have applied online you can accept or refuse the offer online.
- If you have not received a school offer, a reply slip will be enclosed on which you will be asked to name another preferred school from the list of schools with available places and you will be advised to return this slip to us by **10 May 2010**.

- **Waiting lists for community schools**

- From **22 April 2010** we will reoffer any community school places that may have become vacant since 24 March 2010, in accordance with the schools' admissions criteria.
- Your child's name will automatically be put on the waiting list of any school which is a higher preference than the school he/she has been offered.
- You may ask for your child's name to be added to the waiting list of a lower preference school to the one your child has been offered, or one that you did not originally name as a preference. His/her name will be added to the waiting list in criteria order.
- The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
- Waiting list positions are subject to change. You should be aware that if an application is received from a parent or carer whose child has higher priority under the school's admission criteria, it can affect your child's position on a waiting list.
- Waiting lists for community schools are kept open throughout the year.

- **Waiting lists for church schools**

Each church school will manage its own waiting list from 24 March 2010 and make further offers from 22 April 2010 as vacancies arise. As these schools decide their own admissions policies, you may find that they operate their waiting lists in a different way to Kingston community schools. Details are available from each school.

A summary of Voluntary Aided and Foundation Schools' admissions criteria

This is a simple guide outlining each school's admission criteria. Parents wishing to apply to any Church of England (C of E) school or Roman Catholic (R C) school should contact the school direct to obtain a prospectus. This will give you further details of the admissions criteria the school uses if they receive more applications than places. Make sure you read these carefully to see under which criterion your application is likely to be considered and whether you will need to complete the school's own supplementary information form.

Each school's detailed admission arrangements and supplementary forms are also available to download from our website www.kingston.gov.uk and on each school's individual website. Copies are also available from the **School Admissions Office on Tel: 020 8547 4610**.

Notes:

- 'Looked after children' are children in public care
- 'Siblings' are brothers or sisters (including adopted, half, step or fostered)
- 'Special/Medical' means any particular family, social or medical needs supported by evidence
- 'Proximity' means the distance from the home to the school – all schools use distances as measured by the Council's computerised Geographical Information System *except* St Matthew's C of E Primary School which uses straight line distances
- 'Catechumenate' means being prepared for baptism

School name

Criteria details

Christ Church New Malden C of E Primary School

After giving priority to Looked after children, all other applicants will be considered in the following order:

1. Children with known social or medical needs where Christ Church is the most suitable school
2. Sibling at the time of admission
3. Parent(s) or legal guardians or other family members accompanying the child worship at least twice a month at Christ Church or St John's, New Malden and have done so for a period of two years at the time of application
4. Parent(s) or legal guardians or other family members accompanying the child worship at least twice a month at another church belonging to 'Churches Together in New Malden'* and have done so for a period of two years at the time of application. *These churches are: New Malden Baptist Church, New Malden Methodist Church, St James's, St Joseph's and New Malden United Reformed Church. For categories 3 and 4, if the family has been attending for less than two years, but previously attended another church belonging to 'Churches Together in Britain and Ireland' a form from the previous church is also required
5. Any remaining places will be offered in order of proximity to the school from the applicant's home to the main entrance of the Lime Grove site

<p>Christ Church C of E Primary School Surbiton</p>	<ol style="list-style-type: none"> 1. Looked after children 2. Exceptional medical or social need for a place at this school 3. Sibling in school at the time of admission 4. Parents/guardians are committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth ie attend a service or other occasion of worship at least twice a month for at least a year 5. Children living in order of proximity from the school to their home <p>If oversubscribed in categories 1 to 4, order of proximity to the school entrance in Pine Gardens will be used</p>
<p>Corpus Christi Catholic Primary School</p>	<ol style="list-style-type: none"> 1. Baptised Catholic Looked after children or looked after children in the care of Catholic families 2. Baptised Catholic children and children enrolled in the catechumenate 3. Other Looked after children 4. Children who are members of Eastern Christian Churches including Orthodox Churches 5. Children of families who are members of other Christian denominations as verified by a pastor/minister 6. Any other children <p>For categories 1, 2 and 4, proof of baptism must be provided. If oversubscribed in any category the following will be applied in priority order i) sibling at the time of admission ii) for categories 2 and 4 strength of evidence of commitment to the faith by the level of family's Mass attendance on Sundays eg missing Mass more than once a month would not be deemed as regular practice iii) for category 5 the strength of evidence of commitment to the faith by the level of family's attendance at services</p> <p>iv) exceptional social, medical or pastoral need which make this school particularly suitable v) distance from the home to the nearest school gate</p>
<p>Malden Parochial C of E Primary School</p>	<p>Three groups are considered for the new reception class:</p> <p>Group 1 A maximum of 24 places offered in the following priority order:</p> <ol style="list-style-type: none"> a. Looked after children b. Sibling in school at the time of admission c. Committed member of the Parish Church of St John's d. Committed members of another Anglican Church and school is nearest C of E School e. Committed members of another Christian Church and school is nearest C of E School <p style="text-align: right;">continued on the next page</p>

	<p>A 'committed member' must have attended at least twice a month over the last 24 months</p> <p>f. exceptional medical or social need</p> <p>Categories c to f above must live within St John's Parish. If oversubscribed in any category, order of proximity to the school will be used</p> <p>Group 2 A maximum of 6 places together with any remaining unfilled from group 1 will be offered in order of proximity and living within the Parish</p> <p>Group 3 Any remaining places will be offered to children living outside the Parish boundary using the same order of priorities as used for Groups 1 to 2. A fairly similar order of priority is used for admission to other year groups. Contact the school for details.</p>
<p>Our Lady Immaculate Catholic Primary School</p>	<ol style="list-style-type: none"> 1. Baptised Catholic Looked after children 2. Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate, Tolworth or St. Catherine of Siena, Chessington and Hook parishes and attend Sunday Mass every week in one of those parishes or live within the boundaries of Our Lady Immaculate or St Catherine of Siena parishes and attend Sunday Mass every week elsewhere 3. Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate, Tolworth or St. Catherine of Siena, Chessington and Hook parishes and attend Sunday Mass at least once a month in those parishes or live within the boundaries of Our Lady Immaculate or St Catherine of Siena parishes and attend Sunday Mass at least once a month elsewhere 4. Baptised Catholic children, where one or both parents/guardians live outside the above parish boundaries and attend Sunday Mass every week at their own parish church 5. All other baptised Catholic children 6. Non Catholic Looked after children 7. Children who are members of Eastern Orthodox Churches 8. Children of families who are members of other Christian denominations that are part of Churches Together in England 9. Children of other faiths 10. Any other children <p>Applications for categories 1 - 5 and 7 - 9 above must be supported by a statement from the priest or minister of the parish where the family worship and must be submitted by the closing date for applications. If oversubscribed in any category, priority will be given to: a) sibling at the time of admission b) pastoral and medical needs which make the school the most suitable c) those with Special Educational Need but who are not in receipt of a Statement d) distance from home to the school gate</p>

<p>St Agatha's Catholic Primary School</p>	<ol style="list-style-type: none"> 1. Baptised Catholic Looked after children 2. Baptised Catholic children and children enrolled in the catechumenate 3. Other Looked after children 4. Children of families who are members of other Christian churches 5. Children of other faiths 6. Any other children <p>If oversubscribed in any category, the following criteria will be applied in order i) sibling at the time of admission ii) In categories 1 and 2 the strength of evidence of commitment to the faith by the level of family's Mass attendance on Sundays eg missing Mass more than once a month would not be deemed as regular practice iii) exceptional social, medical or pastoral need which makes the school the most suitable iv) the distance from the child's home to the school gate</p>
<p>St Andrew's & St Mark's C of E Junior School</p>	<ol style="list-style-type: none"> 1. Looked after children 2. Children with exceptional social or medical need 3. Children with a sibling at St Andrew's and St Mark's C of E Junior School at the time of admission 4. Children who live within half a mile of the school 5. Children whose parents/carers are faithful and regular worshippers at St Andrew's or St Mark's Church, and live within one mile of the school or children who currently attend Maple Infant School and live within one mile of the school. These will be considered together in order of proximity 6. All other applicants in order of proximity <p>Regular worship is normally understood as attendance for a minimum of 2 services in each month over a period of at least a year</p>
<p>St John's C of E Primary School</p>	<ol style="list-style-type: none"> 1. Looked after children 2. Children who have an exceptional, social or medical need that makes the school the most suitable 3. Sibling at the time of admission 4. Children whose parent(s) are worshipping members at the parish churches of St John's or All Saints in Kingston or at the Fairfield Methodist Church 5. Children whose parent(s) worshipping members at another Christian church and who live within the area designated by the Governors 6. Other children who live nearest the school as measured by the shortest walking route <p>If oversubscribed in any category, order of proximity to the school will be used</p>

<p>St Joseph's Catholic Primary School</p>	<ol style="list-style-type: none"> 1. Baptised Catholic Looked after children 2. Baptised Catholic children, who are practising members of the Catholic Church or are enrolled in the catechumenate, living in the parish of St Raphael's, where parent(s) are committed members of the Catholic Church 3. Baptised Catholic children, who are practising members of the Catholic Church or are enrolled in the catechumenate, living outside the parish of St Raphael's, where parent(s) are committed members of the Catholic Church 4. Baptised Catholic children or children where one of the parents is baptised Catholic but the child is not yet 5. Other Looked after children 6. Children who are members of Eastern Christian Churches. Evidence of baptism or reception is required 7. Children of families who are committed members of other Christian Churches. Evidence of baptism and regular attendance at Sunday worship will be required 8. Children of other faiths. Evidence of religious commitment will be required 9. Any other children <p>If oversubscribed in any category the following will be applied in priority order i) sibling at the time of admission ii) for categories 2 - 4, the strength of evidence of commitment iii) for categories 6 and 7, the strength of evidence of commitment iv) exceptional social, medical or pastoral need v) proximity to the school</p> <p>Strength of commitment is demonstrated by parents/guardians and child's level of attendance</p>
<p>St Luke's C of E Primary School</p>	<ol style="list-style-type: none"> 1. Looked after children 2. Sibling in school at the time of admission 3. Children whose parent(s)/guardians are committed members of St Luke's Church in order of proximity up to a maximum of 2 kms 4. Children whose parent(s)/guardians are committed members in another Church of England parish in order of proximity up to a maximum of 2 kms 5. Children whose parent(s)/guardians are committed members of another Christian denomination in order of proximity up to a maximum of 2 kms. Christian churches must be full members of Churches Together in Great Britain and Ireland 6. Children in cases of exceptional family, social or medical need where the school is the most suitable 7. Other children <p>If oversubscribed in any category, the distance from home to school will be applied in every case</p> <p>Committed members of the church are those parent(s)/guardians who can show 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</p>

<p>St Mary's C of E Primary School</p>	<ol style="list-style-type: none"> 1. Looked after children 2. Children who have a sibling at the school at the time of admission 3. Children with one or both parents who have been regular worshippers at St Mary the Virgin Church in Chessington for a period of at least one year. Families who have moved in and have worshipped for less than one year should obtain a reference from their previous vicar 4. Children whose parents have been regular worshippers for at least one year at another Christian Church which is part of the Churches Together in Chessington and Hook. A supporting letter from the minister will be required 5. Children whose parents seek a place at this church school 6. Exceptional family, social or medical reasons which make this school the most suitable <p>Where there are more applicants than places in any category, places will be allocated on distance from school. Where there are two or more applicants living the exact same distance from the school and a tie-breaker is required, admission will be by the drawing of lots by the Diocesan Board of Education, Guildford</p>
<p>St Matthew's C of E Primary School</p>	<ol style="list-style-type: none"> 1. Looked after children 2. Children whose family are *faithful and regular worshippers at St Matthew's or St George's Church (up to the maximum of 25 places) Children of families in this category that have moved in to the area in the past six months will be accepted if they have been regularly attending their previous church immediately prior to their move 3. Sibling in school at the time of admission 4. Children with an exceptional, medical or social need for a place at this school 5. Children whose families are *faithful and regular worshippers in Christian churches as recognised by 'The Churches Together in Britain and Ireland' or Evangelical Alliance 6. Children who live nearest the school as measured using a straight line distance <p>If oversubscribed in any category, the categories following will be used. If applicants are still tied, the governors will draw lots</p> <p>*faithful and regular is defined as attending church on average once a fortnight for the six months prior to the date the application is received</p>

<p>St Paul's C of E Junior School</p>	<ol style="list-style-type: none"> 1. Children in care 2. Children at Alexandra Infant with a sibling at St Paul's during the term of entry 3. Children at Alexandra Infant whose parents are sustained and regular worshippers at St Paul's Church, Kingston Hill or St Peter's in Norbiton 4. Children whose parents are sustained and regular worshippers at St Paul's Church or children who currently attend Alexandra Infant – these two criteria will be considered together 5. Children with exceptional social, psychological or medical needs 6. Children not at Alexandra Infant whose parents are sustained and regular worshippers at St Peter's, Norbiton or who have a sibling at St Paul's during the term of entry – these two criteria will be considered together 7. Children of sustained and regular worshippers at other Anglican churches or other churches recognised by the Church of England; in order of proximity up to a maximum of one mile 8. All other applicants in order of proximity <p>Categories 2 to 7 will be considered in order of proximity up to a maximum of one mile from the school. Any places remaining will be allocated using categories 2 to 8 but ignoring the one mile limit.</p> <p>Sustained and regular worshippers should be able to provide a letter of support from their church leader confirming they have consistently attended Sunday worship at least more often than not over a period of at least 6 months prior to the application being submitted</p>
<p>St Paul's C of E Primary School</p>	<ol style="list-style-type: none"> 1. Looked after children 2. Children who have an exceptional, medical or social need that makes the school the most suitable 3. Sibling living in the same household at the time of admission 4. Children with a parent who is an active member of the worshipping community at St Paul's Church, Hook 5. Children with a parent who is an active member of the worshipping community of another Christian church and St Paul's is the nearest church school. This application must be supported by their minister 6. Proximity to school using the shortest approved walking route. If oversubscribed in 1 to 5, walking distance from home to the school will be applied using the shortest approved walking route <p>an active member 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 should be a communion service)</p>

Transferring to junior school

Step 1

Understanding the junior school admissions process

Children in separate infant schools (for four to seven year olds) transfer to a junior school in the September following their seventh birthday, at the start of Year 3. Children in all-through primary schools (for 4 to 11 year olds) will progress through the school from the infant to the junior departments. If your child is currently attending an infant school and was born between 1 September 2002 and 31 August 2003, he/she is due to attend a junior school from September 2010.

- **School preferences**

- You will complete one application form for your child naming up to three preferred junior schools in Kingston upon Thames. This form is known as the junior common application form. You can also apply online and how to do this is explained on pages 4 and 24.
- If your child meets the criteria for more than one of your preferred junior schools, we will offer you a place at the highest preferred school. If your child has not met the admissions criteria of any of the schools you have named, we will invite you to name another preferred school from the list of schools that still have possible places available. If you live in another Council's area, we will also advise you to contact your own Council for advice on local schools with places.
- It is important that you name your preferred schools in the order that you prefer them. This is because you will be offered the highest preferred school your child qualifies for, eg if your child currently attends the paired infant school and if you live quite close to your other preferred junior school, you may qualify for both of them. If this happens, we will offer you the school you named as your highest preference.
- The order of preference given on your junior common application form will not be revealed to any of the schools you have applied for. Also, no schools will be told which other schools you have applied for.

Step 2

Deciding which junior schools to apply for

Community infant schools and their paired community junior schools are listed below:

- Burlington Infant and Nursery School **and** Burlington Junior School
- Coombe Hill Infant School **and** Coombe Hill Junior School
- Tolworth Infant and Nursery School **and** Tolworth Junior School

If your child attends one of the above infant schools and you apply for a place at the paired junior school, you are likely to qualify for an offer of a place. This is because attending the infant school is the second highest criterion for allocating places if the school receives more applications than places (see page 45). However, your child's transfer cannot be guaranteed as this will depend on how many applications are received for children under the 'looked after' category (these are children in public care), which is the highest priority for admission. If the school receives none, then it is likely that all the children that currently attend the paired infant school will qualify for an offer providing parents name the school as a preference on the application form.

- **Schools paired with voluntary aided (church) junior schools**

- Alexandra Infant School **and** St Paul's C of E Junior School
- Maple Infant School **and** St Andrew's and St Mark's C of E Junior School

The governors of the voluntary aided junior schools are responsible for the admission of pupils. A guide to their particular admissions criteria is given on pages 37 and 40.

Make sure you contact the individual church junior schools for full details of their admissions policy, published in their own school prospectus, before naming the school on your junior common application form.

Step 3

Applying for junior school places

- **How to apply**

You should collect a junior common application form, available from your current infant school, any of the junior schools or from the School Admissions Office on Tel: 020 8547 4610. If you prefer, you can apply online. Please see pages 4 and 24 for more information.

- Fill in the form, naming up to three preferences of junior school in your preferred order. Make sure you only name junior schools in the Royal Borough of Kingston upon Thames. Do not name any primary schools in Kingston upon Thames or any schools outside of the borough or any private schools.
- If you have a child already attending your preferred junior school or paired infant school, **who will still be there in September 2010**, make sure you give that child's details on the form.
- If there is an exceptional family, social or medical reason for your child to attend one of your preferred junior schools, make sure you enclose evidence to support your request. See pages 28 and 29 for more guidance on applying under this criterion.
- If you are applying for more than one child, eg twins, you must complete a separate junior common application form for each child.
- If you are naming a church junior school as one of your preferred schools on your junior common application form, please make sure you check if you need to complete the school's own extra form, known as the supplementary information form. Please see page 45, 'Applying for Church Junior Schools' for further information.
- With your application you will also need to provide proof of your address eg a copy of your most recent Council Tax bill or a utilities bill such as a gas bill or an electricity bill. Please note that we do not accept copies of bank statements or mobile telephone bills as a valid proof of address. See pages 30 and 31 for further advice about your proof of address.
- Please complete the Parents/carers' further details section if the child's parents live at separate addresses and you would like correspondence sent to both parents.
- Please read through the checklist carefully and ensure you read and sign the declaration before returning your form by the closing date of **Friday 4 December 2009**. Please remember to enclose proof of your address.

- **It is very important that you put the correct postage on your application.** If it arrives after the closing date because you did not use the right amount of postage, it will be considered as late and we won't be able to look at it until after all on-time applications have been considered. Please check at your local post office, or look at **www.royal.mail.com**, particularly if you are using a large size envelope to return your application.

If you have any problems filling in your junior common application form, please contact the School Admissions Office on Tel: 020 8547 4610.

- **When to apply**

- **Closing date**

You should return your junior common application form to School Admissions, Learning and Children's Services, Royal Borough of Kingston upon Thames, Guildhall 2, Kingston upon Thames KT1 1EU to be received no later than **the closing date of Friday 4 December 2009**. We do not offer places at schools on a 'first come, first served' basis, so early applications do not receive priority. We consider all applications received by the closing date together.

- **Late applications**

It is important you apply by the closing date because if you forget and apply after, your application will only be considered after all those received by the closing date. This is unless you can provide documentary evidence to prove that there were **exceptional reasons** that prevented you from applying on time. **Proof of any exceptional reasons must be received no later than 15 January 2010.** Any late applications received after this date, whatever the circumstances, will only be considered after all those received by the closing date.

- **Changing your preferences or changing the order**

Before the closing date, if you want to change the names of your preferred junior schools or the order you have named them and you have already completed and returned your common application form, this is not a problem. You can either come into Guildhall 2 and ask to amend your form or you can complete a new one and make it clear that this replaces the previous form.

If you wish to change your preferences after the closing date or you wish to change the preference order, all your preferences would be considered as late applications.

- **Applications from families who move into the area after the closing date**

Applications from parents who move in **after 4 December 2009** will only be considered after those received by the closing date. However, if we are unable to offer your child a place at any of your preferred junior schools on 24 March 2010, your child's name will be placed on any remaining waiting lists in criteria order.

- **Moving into Kingston upon Thames after the allocation process**
If you move into the area after the allocation of places, you will be able to apply on the junior common application form and name up to three preferred schools. You will be offered a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.
- **Moving to another part of Kingston upon Thames after the allocation process**
If you move within the area after the allocation of junior places, you will be able to complete another junior common application form and name your three preferred schools. You will be offered a place at one of your preferred junior schools if this is possible. If all the places at your preferred junior schools have been allocated, your child's name will be added to waiting lists in criteria order.

- **Applying for Church Junior Schools**

To apply for a church junior school place you must name the school as one of your preferred schools on the Council's junior common application form. You may also need to complete an extra form, known as a **supplementary information form**, because church schools need additional information to apply their admissions criteria.

This completed supplementary information form must be sent direct to the school to be received no later than **the closing date of Friday 4 December 2009**. Make sure you complete a supplementary information form, as well as naming the school on your junior common application form, as your application for the school may not be given full consideration without it.

Each voluntary aided junior school is responsible for its own admissions policy and sets its own criteria for admissions. These are particularly important if the school is oversubscribed, ie if there are more applicants than places available. A brief summary of criteria for the individual church junior schools is listed on pages 37 and 40. However, this is only a guide. Please make sure that you fully understand the school's admissions criteria published in their own school prospectus before naming the school as a preference.

- **Admissions criteria for the community junior schools**

If there are more applications received for a community junior school than there are places, the following criteria will be used to work out which children can be offered places, in this order of priority (after taking account of any children for whom the school is named in a Statement of Special Educational Needs):

- (i) **places will be offered firstly to Looked After Children** ie 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 (eg 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 using the shortest approved walking route. All distances will be measured using the Council’s computerised Geographical Information System.

These criteria will be applied to every application for a community junior school whether named as a first, second or third preference on the junior common application form. The same criteria are used to draw up the waiting list for the school.

The distance from home to school, criterion (v), is used as a ‘tie-breaker’ if there are more applications than places available under criterion (i), (ii), (iii) or (iv).

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.

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 which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

The ‘looked after children’ criterion (i), the ‘brothers and sisters’ criterion (iii) and the ‘exceptional family, social or medical need’ criterion (iv) are explained in more detail on pages 28 and 29. The importance of your home address and how the distance from your home to school is measured is also explained on pages 30 and 31.

- **Change in circumstances**

If there is a change in your circumstances after you have submitted your application and you think this may affect your child’s school application, please contact the **Admissions Team on Tel: 020 8547 4610** for advice. We will be able to take into account any changes that happen before the closing date. However, anything that happens after the closing date, we will only be able to consider after the allocation process eg if your child starts at your preferred junior school’s paired infant school after the closing date we cannot initially give priority for admission under criterion (ii). However, if after the allocation

process, we are unable to offer your child a place, we would give your child priority on the waiting list using criterion (ii).

- **Children who have a Statement of Special Educational Needs**
If your child has a Statement, you do not need to complete a common application form. This is because they will be offered a place at the junior school named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice. Similarly, an assessment placement at a particular school considered most suitable for the child's needs can be reserved pending the outcome of the statutory assessment.
- **To apply for a Year 3 place in a Primary School**
If your child is in Year 2 at an Infant School and you wish to apply for a Year 3 place at a primary school, please contact the school to find out if there are places available. If the school has places available in the year group, your child may transfer when you apply.

If you only want to transfer your child in September 2010 and not before, you should contact the primary school you prefer towards **the end of the summer term** (the summer term ends on Friday 23 July 2010), to see if the school has a place available in September 2010. This is because places available during the school year cannot be reserved for children whose parents only wish them to start in September. As there is no guarantee that your preferred primary school will be able to offer your child a place, **you are still advised to complete and return a Council junior common application form by the closing date of Friday 4 December 2009. You must not name your preferred primary school on this form.**

Step 4

Being offered a junior school place

- **Your application outcome**
 - On **Wednesday 24 March 2010** we will send you a letter by first class post showing the outcome of your application. We will also enclose notes that explain how the places were allocated at the community junior schools that received more applications than places, and the junior schools that have remaining places.
 - If we have not been able to offer you your highest preferred school, we will explain why your child is not being offered a place at that school or any other higher preferred schools named on your common application form.
 - If you have not been offered any of your preferred schools, we will also explain why this has happened.
 - The letter will also advise you about your statutory right of appeal against the decision(s) to refuse your child a place at any of the schools

to which you applied. The appeals process is explained on pages 50 to 52.

- If you have received a school offer, a reply slip will also be enclosed on which you must state whether or not you are accepting the place offered. This reply slip should be returned to the school you have been offered by **21 April 2010**. Alternatively, if you applied online, you will be able to accept or refuse the place offered online.
- If you have not received a school offer, a reply slip will be enclosed on which you will be asked to name another preferred school from the list of schools with available places and you will be advised to return this slip to us by **10 May 2010**.

- **Waiting lists for community junior schools**

- From **22 April 2010** we will reoffer any community junior school places that may have become vacant since 24 March 2010, in accordance with the schools' admissions criteria.
- Your child's name will automatically be put on the waiting list of any school which is a higher preference than the school he/she has been offered.
- You may ask for your child's name to be added to the waiting list of a lower preference school to the one your child has been offered, or one that you did not originally name as a preference. His/her name will be added to the waiting list in criteria order.
- The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
- Waiting list positions are subject to change. You should be aware that if an application is received from a parent or carer whose child has higher priority under the school's admission criteria, it can affect your child's position on a waiting list.
- Waiting lists for community junior schools are kept open throughout the year.

- **Waiting lists for church schools**

Each church school will manage its own waiting list from 24 March 2010 and make further offers from 22 April 2010 as vacancies arise. As these schools have their own admissions policies, you may find that they operate their waiting lists in a different way to Kingston community schools. Details are available from each school.

Admissions to schools at other times

If you want a place at a Kingston upon Thames primary school at a time other than the normal age of admission or transfer to the school, eg if you have just moved into the area with school-age children, you should contact individual schools to see if they have places. Schools in the borough are popular and many are full in most year groups. If you experience any difficulties, **please contact the Admissions Team on Tel: 020 8547 4610**. All state primary schools in the Royal Borough of Kingston upon Thames are listed on pages 10 to 15 of this booklet.

If your preferred school is full in your child's year group, you may apply to have your child's name added to the waiting list. Application forms for community school waiting lists are available from the Admissions Team on Tel: 020 8547 4610, together with details of how the waiting lists are kept. Once you return your application to the Admissions Team, together with proof of your address in the area, you will be advised of your child's waiting list position and of alternative schools with places for your child.

Please note that your child will be expected to start in the correct year group for their age.

All the church schools keep their own waiting lists based on their own admissions criteria so you should apply directly to these schools.

The address you give in your application must be the one where your child normally lives. Please see pages 30 and 31 for further information. If there is any doubt about the information you have given, we will check it. We cannot accept possible future addresses as a basis for allocating a school place or for adding a child's name to a waiting list.

If you are refused a place at your preferred school for your child, you have the right to appeal for a place. The appeal procedure is explained on pages 50 to 52.

- **Circumstances where you are able to apply in advance of your move**
 - If you are an HM Forces family or UK Crown servant or British Council employee, returning to the area from a posting overseas, or you are being posted to this area from another part of the UK, or if you are a UK family returning to your home in Kingston upon Thames from temporary employment, you can apply for a school place up to four months in advance of your return. This is providing you supply documentary evidence from your employer of your exact date of return and can verify your address here. If a place is available to offer your child when you apply, it will be reserved for them. If a place is not available, your child's name can be added to the waiting list(s) using your local address.
 - If you are a Kingston upon Thames family adopting a child, you can apply for a school place up to four months in advance of the child coming to live with you. Formal confirmation of the adoption is required from the Social Services authority concerned.

Transfers between schools

If you want your child to transfer to another school because you have moved house and the journey is proving difficult, let your child's present Headteacher know that you are going to do this before contacting the Headteacher of another school.

If you want to transfer your child for reasons other than moving house, you should first discuss this with your child's present Headteacher. This is because a child's education usually benefits most when he or she has continuity of teaching and learning in the same school. This also ensures that your child's present Headteacher is fully aware of your reasons for wanting to transfer your child and has the opportunity to discuss this with you.

If you still want to move your child, please ring the Admissions Team on Tel: 020 8547 4610 for information on schools with places.

If you are not given a place at the school you prefer, you have the right to appeal, as explained below. The right to appeal applies to all community schools, voluntary aided schools and the foundation school.

Appeals for primary school places

- **General**

You have the legal right to appeal against a decision not to offer your child a place at any or all of the school(s) to which you have applied. You are entitled to appeal for a place at your preferred school even though your child may have a place somewhere else.

The admissions authority for the school you are applying to is required to explain why your child has not been offered a place at that school. They must also explain how you can appeal against this decision.

Your appeal will be heard by an appeal panel, which is independent of the school and the admissions authority whose decision you are appealing against. You have the right to attend the hearing to explain your case to the independent appeal panel. To ensure their impartiality and independence, there are strict rules covering the appointment of the appeal panel members to ensure their impartiality and independence. The appeal panel's decision is binding on the admissions authority and the school, in other words the admissions authority and the school have no option but to accept the appeal panel's decision.

- **Appeal rules followed for all infant classes ie Reception, Years 1 and 2**

The law states that there must not be more than 30 pupils in an infant class. If your child has been refused a place an appeal can only be successful in very limited circumstances which are:

- The child would have been offered a place if the admissions arrangements had been followed properly; or
- The child would have been offered a place if the admission arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998 (in other words, the admission arrangements are found to be unlawful); and/or
- The decision to refuse admission was not one which a 'reasonable' admission authority would have made in the circumstances of the case.

In order for the panel to judge that an admission authority had acted unreasonably, they would have to be satisfied that the decision to admit the child was 'perverse in the light of the admission arrangements' ie the decision taken was so outrageous in its defiance of logic or of accepted moral standards that no sensible person could ever have reached it.

- **Appeal rules followed for all other year groups**

When considering an appeal for any other year group, appeal panels follow a two-stage process in reaching decisions.

- **First: a factual stage:** at which the panel considers whether the school's published admission arrangements were correctly applied in the individual's case, and decides whether prejudice (or harm) would arise to the efficient provision of education and/or the efficient use of resources in the school if the child was admitted.
- **Second: a balancing stage:** at which the panel exercises its discretion, balancing between the degree of prejudice to the school (or harm) and the weight of the parent's case, before arriving at a decision.

- **Appeals for community schools**

You have the right to appeal against a decision by Kingston Council not to offer your child a place at your preferred community school. Full details of how to make an appeal will be given to you if your child is refused a place at your preferred school.

- **Appeals for voluntary aided and foundation schools**

You are entitled to appeal against the decision of the governing body of a voluntary aided or foundation school not to offer your child a place. Full details of how to make an appeal will be given to you by the school if your child is refused a place. An independent appeal panel will hear your appeal. This independent appeal panel will be bound by the same rules as an independent appeal panel for a community school (see above).

This includes appeals for admission to infant classes because the legal limit of 30 on the size of an infant class applies to all types of state school.

The decision of the appeal panel is binding upon the governing body of the voluntary aided or foundation school.

Special educational provision

Both the Council and schools have a duty to provide for all pupils, including those with Special Educational Needs (SEN). Schools place great importance on identifying SEN early so that they can help children as quickly as possible. If you think your child may have a special educational need that has not been identified through medical screening or by your child's nursery class/early education setting, you should talk to your child's class teacher, to the SEN Co-ordinator (SENCO) or to the Headteacher.

All children with SEN should have a broad and well-balanced education and council-maintained schools must do their best to see that special help is provided for all children with SEN. Most children's needs can be met from within the resources normally available to the school through its funding for additional educational needs.

However, if your child has significant special needs that cannot be met from within the school's resources (known as 'School Action' or 'School Action Plus') and the provision necessary is likely to exceed that which is normally available to mainstream schools, the school may ask the Council to carry out a statutory assessment, with your agreement. If the Council decides that a statutory assessment is necessary then advice would be sought from you, the school, an educational psychologist, the health service and social services in line with the Government's SEN Code of Practice.

Further advice may be sought from the Assessment and Support for Learning Service, Guildhall 2, Kingston upon Thames KT1 1EU on Tel: 020 8547 4615/4619.

You can also contact the Kingston Parent Partnership Service. This service offers impartial advice and support about educational matters to parents and carers of children with Special Educational Needs. It is part of the Disabled Children's Information Service provided by Enhanceable. The Parent Partnership Service can be contacted by telephone on Tel: 020 8934 6378/6379.

School discipline

Discipline is the responsibility of the governing body and the Headteacher of each school and details can normally be found in the individual school prospectus or information booklet.

Anti-bullying policy

The Council is opposed to bullying or harassment of any kind. We have issued guidance to schools on preventing and tackling bullying. Each school has developed its own clear anti-bullying policy and guidance. Governors, staff, pupils and parents at each school are expected to respect and be committed to the school's policy.

We encourage schools to take a clear and strong stance against all forms of unacceptable behaviour, especially bullying. Schools have a legal duty to take measures to prevent all forms of bullying amongst pupils.

Home to school transport

All children under 11 years old, who live in a London Borough and are in full-time education travel free of charge on London buses and trams. Children over 11 years old are able to travel free of charge provided they have a valid Oyster Photocard.

Oyster Photocard application forms are available from main post offices. If you require further information on Oyster cards or bus routes please contact Transport for London on 0845 300 7000 or visit their website <http://www.tfl.gov.uk>.

The Local Authority expects free bus and tram travel to be used by all pupils where the journey time is scheduled by Transport for London at 45 minutes or less for primary aged pupils.

The Local Authority may provide a travel card to enable your child to travel by train if they are of primary school age and attend their nearest suitable school which is over two miles and the scheduled bus journey time is over 45 minutes.

Further consideration may be given to those families on low incomes and those children who are attending a school for denominational reasons.

If you require further information about mainstream home to school travel you can visit the Kingston Council website at www.kingston.gov.uk or contact the Commissioning and Procurement Officer on 020 8547 5256.

Travel Arrangements for Children with Special Educational Needs/Disabilities

Where children with Special Educational Needs are attending mainstream schools, or special schools or specialist resourced provision, the Council may assist with transport if the assessment of the child's needs indicates that such assistance is necessary. This may take the form of reimbursement of parental mileage costs, or a place on a pre-arranged vehicle.

Although each case will be considered on its individual merits, the Council will not normally assist with home to school transport where the parents' preferred school is further from home than the nearest suitable school. This does not limit parents' preference for any individual schools but should be a factor to consider when choosing a suitable school.

If your child already accesses Home to School transport assistance and then changes school, or moves from a specialist class to take up a mainstream place at the same school, we will re-assess their transport needs against our policy. This may mean that transport which has been available is no longer provided. Please consider your child's travel needs and journey before you decide which schools to apply for.

Appeals against decisions not to assist with transport will be heard by a Panel of elected Council Members. For more information, you can visit Kingston Council's web site www.kingston.gov.uk or contact the Commissioning Officer on Tel: 020 8547 5304.

Summary of the Sustainable Modes of Travel Strategy

The Sustainable Modes of Travel Strategy ('the Strategy') for Kingston upon Thames has been developed in response to both local and national initiatives. For the last few years many schools in the borough of Kingston upon Thames have been writing school travel plans. These help schools understand the travel arrangements and aspirations of their pupils, and implement measures that will improve safety on the school journey, reduce the number of car trips and encourage walking, cycling and other sustainable modes of transport to school.

According to the Education and Inspections Act 2006, 'sustainable modes of travel are those that improve the physical well-being of the people that use them, and the environmental well-being of the whole or a part of their area'.

The government requires all local authorities to promote the use of sustainable travel to, from and between schools as part of the duty of the Education and Inspections Act 2006. There are four main elements of this duty to promote sustainable travel:

- Assessment of travel and transport needs of pupils
- Audit of sustainable travel and transportation infrastructure
- A strategy to develop the sustainable travel and infrastructure
- Promotion of sustainable travel

RBK's Sustainable Modes of Travel strategy sets how Kingston will meet these four main elements of the duty to promote sustainable travel. The purpose of the Strategy is to foster change in the travel patterns of school communities towards safer, healthier and environmentally friendly methods of travel.

School Travel Plans form the main mechanism for implementing the strategy. School Travel Plans are specific to each school as it is widely recognised that what works in one school in one locality may not work at another school.

School Travel Plans are a package of measures that aim to promote alternatives to single occupancy car trips and improve safety and perception of safety on the school

journey. School Travel Plans include advice for parents about existing travel to school, plans for improvement and are available either through the schools' websites or by contacting schools direct. Each School Travel Plan has been developed through consultation with the whole school community and other relevant bodies.

At present, 95% of schools in Kingston have an approved travel plan and it is planned by the end of the year that all schools in Kingston will have an approved travel plan. All travel plans are reviewed annually taking into account any changes in the locality of the schools such as traffic or changing needs of pupils and staff.

If you would like more information, a copy of the full Strategy is available at http://www.kingston.gov.uk/browse/education/schools/transport_to_school/sustainable_modes_of_travel_strategy.htm or contact the Commissioning and Procurement Officer on 020 8547 5256.

School meals

Pupils may bring a packed lunch to school and space will be provided where it may be eaten in comfort. Some schools also provide hot meals and your child's Headteacher will be able to provide you with details.

Your child may be entitled to Free School Meals if you are in receipt of one of the following:

- Income Support
- Income based Job Seekers Allowance
- Employment & Support Allowance (income based only)
- Child Tax Credit (but not Working Tax Credit) with a total household income of less than £16,040 per year.
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999.

Please see the Council's website at www.kingston.gov.uk or contact the Commissioning and Procurement Officer on Tel: 020 8547 5256 for further information.

A free school meal consists of a nutritionally balanced packed lunch which meets the current food standards as set by the School Food Trust. Where schools serve hot meals, a free hot meal will be provided to children who are eligible. Free school meals may include a milk drink.

Equalities Policy: Putting people first

Our overall aim is to ensure that everyone can fully participate. We aim to:

- Eliminate unlawful discrimination
- Promote equality of opportunity and improve access to our services
- Promote good relations between people of different background, including those with disabilities
- Celebrate and value the diversity of individuals
- Comply with our legal duties

We will ensure that our services are relevant to the diverse needs of our residents and local communities and are accessible to all and delivered in a way that is appropriate and sensitive. We will ensure that information about our services is offered in appropriate formats and languages and appears in media read or heard by local people.

Your views

A short questionnaire is available for you to tell us your views on the application process. Your feedback will be used to make sure the information in our booklets and on our website is clear and easy to understand. This is not part of your application for a school place.

Your views are very important to us.

Last year parents told us that we could improve the process by accepting additional information electronically when applying online, such as proof of address. You can now scan and submit these documents and attach to your online application.

Local schools in other council areas

For admission details and advice on an individual school's admission policies, contact the education office of the local council shown for the school. Alternatively, you may contact the schools direct to ask how to apply for a place and the policy followed if the school receives more applications than places available.

London Borough of Merton

Closing date for applications is Friday, 4 December 2009

London Borough of Merton
Education Department, Merton Civic Centre,
London Road, Morden SM4 5DX
Tel: 020 8274 4906
Email: schoolsadmissions@merton.gov.uk
Web: www.merton.gov.uk/schools

Hollymount Primary School
Cambridge Road, London SW20 0SQ Tel: 020 8946 0454

Sacred Heart RC Primary School
Burlington Road, New Malden KT3 4ND Tel: 020 8942 0215

St John Fisher RC School
Grand Drive, London SW20 9NA Tel: 020 8540 2637

St Matthews CE Primary School
Cottenham Park Road, London SW20 0SX Tel: 020 8947 7227

West Wimbledon Primary School
Bodnant Gardens, West Barnes Lane, Raynes Park, London SW20 OBZ
Tel: 020 8946 1620

London Borough of Richmond upon Thames

Closing date for applications is Friday, 4 December 2009

London Borough of Richmond upon Thames
Education and Children's Services
Admissions Section,
Regal House, London Road,
Twickenham TW1 3QB
Tel: 020 8891 7514
Email: education.admissions@richmond.gov.uk
Web: www.richmond.gov.uk/schools

Collis Primary School

Fairfax Road, Teddington TW11 9BS Tel: 020 8977 1458

Hampton Wick Infant School

Normansfield Avenue, Teddington TW11 9RP Tel: 020 8977 3971

Meadlands Primary School

Broughton Avenue, Ham TW10 7TS Tel: 020 8940 9207

Sacred Heart R.C. Primary School

St Mark's Road, Teddington TW11 9DD Tel: 020 8977 6591

St John the Baptist C.E. Junior School

Lower Teddington Road, Hampton Wick KT1 4HQ Tel: 020 8977 4114

St Richard's with St Andrew's C.E. Primary School

Ashburnham Road, Ham TW10 7NL Tel: 020 8940 7911

The Russell Primary School

Petersham Road, Richmond TW10 7AH Tel: 020 8940 1446

The Vineyard Primary School

Friars Stile Road, Richmond TW10 6NE Tel: 020 8948 0195

The County of Surrey

Closing date for applications is Thursday, 22 October 2009

Surrey County Council
County Hall, Kingston upon Thames,
Surrey KT1 2DJ
Contact Centre Tel: 0300 200 1004
Email: contact.centre@surreycc.gov.uk
Web: www.surreycc.gov.uk/

Claygate Primary School
Foley Road, Claygate KT10 0NB Tel: 01372 465348

Cuddington Community Primary School
Salisbury Road, Worcester Park KT4 7DD Tel: 020 8716 2677

Cuddington Croft Primary School
West Drive, Cheam SM2 7NA Tel: 020 8642 4325

Danetree Junior School
Danetree Road, West Ewell KT19 9SE Tel: 020 8393 6406

Hinchley Wood Primary School
Claygate Lane, Hinchley Wood KT10 0AQ Tel: 020 8398 1310

Long Ditton Infant & Nursery School
Ditton Hill Road, Long Ditton, Surbiton KT6 5JB Tel: 020 8398 4398

Long Ditton St Mary's C of E Junior School
Sugden Road, Long Ditton, Surbiton KT7 0AD Tel: 020 8398 1070

Riverview C of E Primary & Nursery School
Riverview Road, West Ewell KT19 0JP Tel: 020 8337 1245

St Clement's Catholic Primary School
Fennells Mead, West Ewell KT17 1TX Tel: 020 8393 8789

St Paul's Catholic Primary School
Hampton Court Way, Thames Ditton KT7 0LP Tel: 020 8398 6791

Thames Ditton Infant School
Speer Road, Thames Ditton KT7 0NW Tel: 020 8398 5842

Thames Ditton Junior School
Mercer Close, Thames Ditton KT7 0BS Tel: 020 8398 3039

The Mead Infant School
Newbury Gardens, Ewell KT19 0QG Tel: 020 8393 0966

West Ewell Infant and Nursery School
Ruxley Lane, West Ewell KT19 0UY Tel: 020 8393 2417

London Borough of Sutton

Closing date for applications is Friday, 4 December 2009

London Borough of Sutton
Children, Young People and Learning Services,
Civic Offices, St Nicholas Way, Sutton SM1 1EA
Tel: 020 8770 6080
Email: admissions@sutton.gov.uk
Web: www.sutton.gov.uk

Cheam Common Infants' School
Balmoral Road, Worcester Park KT4 8SS Tel: 020 8337 4152

Cheam Common Junior School
Kingsmead Avenue, Worcester Park KT4 8UT Tel: 020 8337 1844

Dorchester Primary School
Dorchester Road, Worcester Park KT4 8PG Tel: 020 8330 1144

London Borough of Wandsworth

Closing date for applications is Friday, 22 January 2010

London Borough of Wandsworth
Pupil Services Section, Town Hall Extension, Wandsworth, London SW18 2PU
Tel: 020 8871 7316 Email: admissions@wandsworth.gov.uk
Web: www.wandsworth.gov.uk/admissions

All Saints (CofE) Primary School
Putney Common, London SW15 1HL Tel: 020 8788 5196

Granard Primary School
Cortis Road, London SW15 6XA Tel: 020 8788 3606

Heathmere Primary School
Alton Road, London SW15 4LJ Tel: 020 8788 9057

Hotham School
Charwood Road, London SW15 1PN Tel: 020 8788 6468

Our Lady of Victories (RC) Primary School
1 Clarendon Drive, London SW15 1AW Tel: 020 8788 7957

Roehampton (CofE) Primary School
245 Roehampton Lane, London SW15 4AA Tel: 020 8788 8650

Sacred Heart (RC) Primary School
Roehampton Lane, London SW15 5NX Tel: 020 8876 7074

The Alton Primary School
Danebury Avenue, London SW15 4PD Tel: 020 8876 8482



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