

# *Primary School*

## *Admissions Booklet 2012*

*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 KT1 1EU

Tel: 020 8547 4610 Fax: 020 8547 5296

Email: [school.admissions@rbk.kingston.gov.uk](mailto:school.admissions@rbk.kingston.gov.uk)

Website: [www.kingston.gov.uk](http://www.kingston.gov.uk)

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



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"If you are unable to read this document because of disability or language, we can assist you. Please call the Kingston Council Helpline on 020 8547 5000 or ask someone to call on your behalf."

چنانچه قادر نیستید این نامہ را بہ دلیل ناتوانی یا مشکل زبان بخوانید ما میتوانیم بہ شما کمک کنیم۔ لطفاً خود یا شخص دیگری با شماره کمک شہرداری کینگسٹون تماس بگیرید۔

تلفن 020 8547 5000 ۰۲۰۸۵۴۷۵۰۰۰

"당신이 신체적인 불편함 혹은 언어 문제로 인해 이 서류를 읽지 못한 경우, 저희들이 돕겠습니다. 킹스톤 의회 상담전화 (Kingston Council helpline) 020 8547 5000 로 직접 전화하시거나 혹은 다른 사람에게 전화를 부탁하십시오."

ئەگەر تۆوانای خویندەئەوی ئەم نوسراوەت نیە ئەبەر بەککەوتەئە/ بێ تۆوانای یاخود ئەبەر زمان تێنە گەشتن ، ئەوا ئێمە ئەتوانین یارمەتیت بەدەین . تکایە پەییوەندی بکە بە هێلی یارمەتی شارەوانی کینگستۆنەو (Kingston Council) بەژمارە تەلەفۆنی 020 8547 5000 یان بەکەسێ یلی کەبەناوی تۆوہ پەییوەندی بکات .

"إن لم تكن قادراً على قراءة هذا النص بسبب اللغة أو أي عائق آخر، اتصل بنا ف نحن نستطيع مساعدتك. الرجاء الاتصال بخط مجلس كنجستون للمساعدة (Kingston Council helpline) على الرقم 020 8547 5000 أو اطلب من أي شخص آخر الاتصال بنا نيابة عنك."

“ਜੇਕਰ ਤੁਸੀਂ ਅਪਹਜਤਾ ਜਾਂ ਭਾਸ਼ਾ ਦੇ ਕਾਰਣ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਵਿੱਚ ਅਸਮਰਥ ਹੋ, ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੇ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ 020 8547 5000 'ਤੇ ਕਿੰਗਸਟਨ ਕੌਂਸਲ ਦੀ ਹੈਲਪਲਾਈਨ 'ਤੇ ਕਾਲ ਕਰੋ ਜਾਂ ਆਪਣੇ ਵੱਲੋਂ ਕਿਸੇ ਨੂੰ ਕਾਲ ਕਰਨ ਲਈ ਕਹੋ।”

Caso você nao consiga ler este documento devido a disabilidade ou idioma, nós podemos ajudar. Por favor, lique para o canal de atendimento Kingston Council no telefone 020 8547 5000, ou solicite a alguém para ligar por você.

உங்களால் இந்த கடிதத்தை படிக்க இயலவில்லை என்றால் தயவு கூர்ந்து கிங்ஸ்டன் உதவி மையத்தை நீங்களோ அல்லது உங்களை சார்ந்த எவராவது தொடர்பு கொள்ளவும்.

தொடர்பு கொள்ள வேண்டிய எண் 020 8547 5000

- کړینګه مدد کو آپ هم تو هین ناقابل سے وجہ کسی پڑھنے کو دستاویز اس آپ اگر فون 020 8547 5000 ۰۲۰۸۵۴۷۵۰۰۰ لائن هیلپ کاونسل کنگسٹن مهربانی برائے کروائے۔ سے کسی یا کیجئے

Haddii aadan awoodin akhrinta dokumentigan sabab naafada ama luqadda ah, waan ku caawin karnaa. Fadlan soo wac Khadka caawimada ee Kawnsalka Kingston 020 8547 5000 ama qof ku matalaya ka codso inuu na soo waco

我们可以协助您，如果您因语言障碍或残疾不能阅读此文件。请拨打金斯敦市议会热线服务电话 020 8547 5000 或请求他人来代表您通话。

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## Your views

A short questionnaire is available with this booklet for you to tell us your views on the application process. Alternatively, if you are applying online it is available via an easy link. 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.** Please spend a few moments completing the questionnaire. Once completed, it can be returned with your application to School Admissions at the address below.

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](mailto: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 2012 and was correct on 31 July 2011. However, some of the details given here may change during the year.

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

Dear Parent

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. If your child is born between 1 September 2007 and 31 August 2008, your child will start school in September 2012 and the deadline for applications is 15<sup>th</sup> January 2012.

All our schools are committed to providing a high quality education and excellent learning opportunities for children. Kingston schools are very popular and each year we see high standards and very good Ofsted inspection outcomes. As well as achieving high standards of attainment, our schools 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 prospectus for parents, in addition to this borough booklet. We recommend that you ask the schools you are interested in for a copy of their prospectus. This will tell you more about the ethos, curriculum and achievements of each individual school.

In response to the significant increase in demand for places in Reception Year, Kingston Council's strategy for providing additional school places has included permanently expanding some schools and providing additional temporary classes. For entry into Reception for September 2012, there will be a new two form entry primary school in Surbiton and up to four additional temporary classes in primary schools across the borough. The location of the additional classes will be made available from 21 October 2011, well in advance of the 15 January 2012 application deadline. As this information may impact on your preference of schools, please check the Council's website at [www.kingston.gov.uk/school\\_admissions](http://www.kingston.gov.uk/school_admissions) for the most up to date information or contact School Admissions on 020 8547 4610.

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.



**Duncan Clark**  
**Director of Learning and Children's Services**

## 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 pages 24 and 36 for a detailed description of the criteria we use.
- **Voluntary aided (Church) schools:** Voluntary aided (Church) schools are maintained by the Council which pays 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 45 to 55 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 52 for details of its admission criteria.
- **Federations:** Federations are partnerships between schools and in Kingston, St John's C of E Primary School (a voluntary aided school) is working in partnership with King Athelstan Primary School (a community school).
- **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](http://www.isc.co.uk)

## Age range of schools

- **Infant schools:** Infant schools provide education for children aged 4 to 7 years. The first year of infant school is called the Reception Year, for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years. Most infant schools have nursery classes attached to them which cater for children aged 3 to 4, ie in the school year in which they become 4, 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.
- **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 3 to 4. Children transfer to secondary school at the end of Year 6.

## Important dates to remember

<b>Sunday 15 January 2012</b>	<ul style="list-style-type: none"> <li>• <b>Closing date</b> for all completed common application forms or online applications for Reception class entry and Year 3 entry in a junior school</li> <li>• <b>Closing date</b> for any supplementary information forms required by church schools to be received by the school</li> </ul>
<b>Friday 17 February 2012</b>	<ul style="list-style-type: none"> <li>• Closing date for applications from people moving into the Borough after 15 January 2012 or for any late applications to be considered as on time because of exceptional circumstances</li> </ul>
<b>Wednesday 18 April 2012</b>	<ul style="list-style-type: none"> <li>• Letters sent to parents by first class post showing the outcome of their application</li> </ul>
<b>Wednesday 18 April 2012</b>	<ul style="list-style-type: none"> <li>• Results available for applications submitted online</li> </ul>
<b>Wednesday 2 May 2012</b>	<ul style="list-style-type: none"> <li>• Final date for parents to accept or refuse their child's school place</li> </ul>
<b>Thursday 17 May 2012</b>	<ul style="list-style-type: none"> <li>• Closing date for receipt of community school appeals (some church schools may use a different date)</li> </ul>
<b>June/July 2012</b>	<ul style="list-style-type: none"> <li>• Appeal hearings</li> </ul>

## School term dates for 2012 to 2013

<b>Autumn Term 2012:</b>	Tuesday 4 September Monday 5 November	to	Friday 26 October Friday 21 December
<b>Spring Term 2013:</b>	Monday 7 January Monday 25 February	to	Friday 15 February Thursday 28 March
<b>Summer Term 2013:</b>	Monday 15 April Monday 3 June	to	Friday 24 May (excluding Bank Holiday Monday 6 May) Wednesday 24 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. Please check with the individual school.



NORTH

The Russell Primary ●

St Richard's with St Andrew's Primary (C of E) ●

Meadlands Primary ●

Richmond Upon Thames

Hampton Wick Infant ●

St John the Baptist Junior (C of E) ●

St Matthew's Primary (C of E) ●

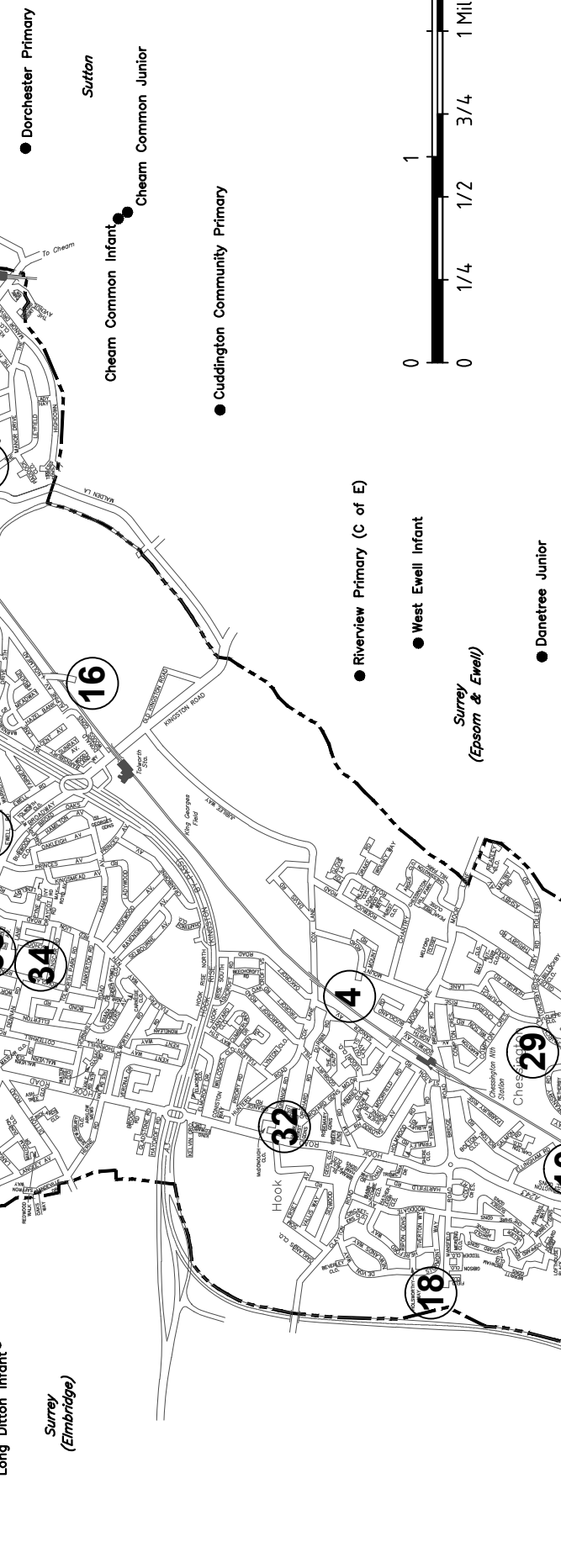
Hollymount Primary ●

West Wimbledon Primary ●

Sacred Heart Primary (RC) ●

Long Ditton St Mary's Junior (C of E) ●





## NURSERY, INFANT, JUNIOR & PRIMARY SCHOOLS IN THE BOROUGH

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Alexandra Infant *</li> <li>2. Burlington Infant &amp; Nursery *</li> <li>3. Burlington Junior</li> <li>4. Castle Hill Primary *</li> <li>5a. Christ Church New Malden Primary (C of E) Infant*</li> <li>5b. Christ Church New Malden Primary (C of E) Junior</li> <li>6. Christ Church Primary (C of E)</li> <li>7. Coombe Hill Infant</li> <li>8. Coombe Hill Junior</li> <li>9. Corpus Christi (RC) Primary*</li> <li>10. Ellingham Primary *</li> <li>11. Fern Hill Primary *</li> <li>12. Grand Avenue Primary &amp; Nursery *</li> <li>13. Green Lane Primary &amp; Nursery *</li> <li>14. King Athelstan Primary *</li> <li>15. King's Oak Primary*</li> <li>16. Knollmead Primary *</li> <li>17. Latchmere School *</li> <li>18. Lovelace Primary *</li> </ol> | <ol style="list-style-type: none"> <li>19. Malden Manor Primary &amp; Nursery *</li> <li>20. Malden Parochial (C of E) Primary*</li> <li>21. Maple Infant *</li> <li>22. Our Lady Immaculate Primary (RC)</li> <li>23. Robin Hood Primary *</li> <li>24. St Agatha's Primary (RC) *</li> <li>25. St Andrew's &amp; St Marks Junior (C of E)</li> <li>26. St John's Primary (C of E) *</li> <li>27. St Joseph's Primary (RC) *</li> <li>28. St Luke's Primary (C of E) *</li> <li>29. St Mary's Primary (C of E) *</li> <li>30. St Matthew's Primary (C of E)</li> <li>31. St Paul's Junior (C of E)</li> <li>32. St Paul's Primary (C of E)</li> <li>33. Surbiton Children's Centre Nursery *</li> <li>34. Tolworth Infant &amp; Nursery*</li> <li>35. Tolworth Junior</li> <li>36. New Surbiton Primary School</li> </ol> |
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\* Includes a nursery

## Online admissions

You can apply online for a primary or infant reception class school place or a junior school place (Year 3 from September 2012). 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 **15 January 2012**.
- 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.
- During the evening of Wednesday 18 April 2012 you will be sent an email giving the outcome of your application. After this time you will be able to log in and view your application result online.
- You will also receive a letter with detailed information about your application and what to do next.

You can find out more information at: [www.kingston.gov.uk/school\\_admissions](http://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 this booklet in a safe place.

<b>Email Address</b>	
<b>Username</b>	
<b>Password</b>	
<b>Application Reference</b>	

## List of schools

School Details	Number of places available	Number of applications received last year
<p><b>Alexandra Infant School</b>  <b>DfE Number 314 2031</b>                      Alexandra Road, Kingston upon Thames KT2 6SE                      Tel: 020 8546 7176 email: office@axi.rbksch.org                      www.alexandra.kingston.sch.uk                      Head Mrs R Hollis                      (community school with a nursery)</p>	90	356
<p><b>Burlington Infant and Nursery School</b>  <b>DfE Number 314 2002</b>                      Burlington Road, New Malden KT3 4LT                      Tel: 020 8942 1586 email: admin@bri.rbksch.org                      Head Ms M J Cowland                      (community school with a nursery)</p>	120	283
<p><b>Burlington Junior School</b>  <b>DfE Number 314 2001</b>                      Burlington Road, New Malden KT3 4LT                      Tel: 020 8942 2687 email: admin@bjs.rbksch.org                      www.burlingtonj.kingston.sch.uk                      Head Mrs P Utting                      (community school)</p>	120	146
<p><b>Castle Hill Primary School</b>  <b>DfE Number 314 2000</b>                      Buckland Road, Chessington KT9 1JE                      Tel: 020 8408 8925/8926                      email: admin@castlehill.rbksch.org                      www.castlehill.kingston.sch.uk                      Head Ms L Stapleton                      (community school with a nursery)</p>	60	144
<p><b>Christ Church New Malden C of E Primary School</b>  <b>DfE Number 314 3301</b>                      Lime Grove, New Malden KT3 3TW                      Tel: 020 8336 7800 email: admini@ccnm.rbksch.org                      www.christchurchnm.kingston.sch.uk                      Head Miss T White (Ms M Taylor Acting until Jan 2012)                      (voluntary aided school with a nursery) The junior department of this school is situated in Elm Road, New Malden KT3 3HN</p>	60	186
<p><b>Christ Church C of E Primary School</b>  <b>DfE Number 314 3302</b>                      Pine Gardens, Surbiton KT5 8LJ                      Tel: 020 8399 8166 email: office@ccp.rbksch.org                      www.ccp.kingston.sch.uk                      Head Miss T Coton                      (voluntary aided school)</p>	60	242

School Details	Number of places available	Number of applications received last year
<p><b>Coombe Hill Infant School</b>  <b>DfE Number 314 2004</b>  Coombe Lane West, Kingston upon Thames KT2 7DD  Tel: 020 8942 9481 email: admin@chi.rbksch.org  www.coombehilli.kingston.sch.uk  Head Mrs S Hobhouse  (communitiy school)</p>	90	442
<p><b>Coombe Hill Junior School</b>  <b>DfE Number 314 2028</b>  Coombe Lane West, Kingston upon Thames KT2 7DD  Tel: 020 8949 1743 email: admin@chj.rbksch.org  www.coombehillj.kingston.sch.uk  Head Mr C Hodges  (communitiy school)</p>	90	205
<p><b>Corpus Christi Catholic Primary School</b>  <b>DfE Number 314 3500</b>  Chestnut Grove, New Malden KT3 3JU  Tel: 020 8942 2645 email: CRP@rbksch.org  www.corpuschristikingston.co.uk  Head Mrs V Vaughan  (voluntary aided school with a nursery)</p>	60	157
<p><b>Ellingham Primary School</b>  <b>DfE Number 314 2005</b>  Ellingham Road, Chessington KT9 2JA  Tel: 020 8397 3864 email: ELP@rbksch.org  www.ellingham.kingston.sch.uk  Head Mrs S Creegan  (communitiy school with a nursery)</p>	60	167
<p><b>Fern Hill Primary School</b>  <b>DfE Number 314 2037</b>  Richmond Road, Kingston upon Thames KT2 5PE  Tel: 020 8247 0300 email: info@fernhill.rbksch.org  www.fernhill.kingston.sch.uk  Head Miss D Brotherston  (communitiy school with a nursery)</p>	90	369
<p><b>Grand Avenue Primary and Nursery School</b>  <b>DfE Number 314 2033</b>  Grand Avenue, Surbiton KT5 9HU  Tel: 020 8408 8932 email: GVP@rbksch.org  www.grandavenue.kingston.sch.uk  Head Mrs M Barrington  (communitiy school with a nursery)</p>	90	303

School Details	Number of places available	Number of applications received last year
<p><b>Green Lane Primary and Nursery School</b>  <b>DfE Number 314 2008</b>  Green Lane, Worcester Park KT4 8AS  Tel: 020 8337 6976 email: GLP@rbksch.org  www.greenlane.kingston.sch.uk  Head Mrs E Smith  (communitiy school with a nursery)</p>	60	111
<p><b>King Athelstan Primary School in partnership with St John's C of E Primary School</b>  <b>DfE Number 314 2032</b>  Villiers Road, Kingston upon Thames KT1 3AR  Tel: 020 8546 8210  email: admin@kingathelstan.rbksch.org  www.kingathelstan.kingston.sch.uk  Executive Head Mrs J Tuck  Head Ms E Newton  (communitiy school with a nursery)</p>	60	101
<p><b>King's Oak Primary School</b>  <b>DfE Number 314 2035</b>  Dickerage Lane, New Malden KT3 3RZ  Tel: 020 8942 5154 email: admin@kop.rbksch.org  www.kingsoak.kingston.sch.uk  Head Ms C Clarke  (communitiy school with a nursery)</p>	60	88
<p><b>Knollmead Primary School</b>  <b>DfE Number 314 2012</b>  Knollmead, Tolworth, Surbiton KT5 9QP  Tel: 020 8337 3778 email: admin@knollmead.rbksch.org  www.knollmead.kingston.sch.uk  Head Mrs E Bone  (communitiy school with a nursery)</p>	30	88
<p><b>Latchmere School</b>  <b>DfE Number 314 2014</b>  Latchmere Road, Kingston upon Thames KT2 5TT  Tel: 020 8546 7181 email: lts@latchmereschool.org  www.latchmerej.kingston.sch.uk  Head Mrs J Ritchie  (communitiy primary school with a nursery)</p>	120	451
<p><b>Lovelace Primary School</b>  <b>DfE Number 314 2036</b>  Mansfield Road, Chessington KT9 2RN  Tel: 020 8397 3265 email: office@lovelace.rbksch.org  www.lovelace.kingston.sch.uk  Head Mrs L Howells  (communitiy school with a nursery)</p>	60	165

School Details	Number of places available	Number of applications received last year
<p><b>Malden Manor Primary and Nursery School</b>  <b>DfE Number 314 2034</b>  Sheephouse Way, New Malden KT3 5PF  Tel: 020 8337 9620  email: schooloffice@maldenmanor.rbksch.org  www.maldenmanor.kingston.sch.uk  Head Mrs M Matthews  (communitiy school with a nursery)</p>	60	124
<p><b>Malden Parochial C of E Primary School</b>  <b>DfE Number 314 3303</b>  The Manor Drive, Worcester Park KT4 7LW  Tel: 020 8337 4804 email: office@mps.rbksch.org  www.maldenp.kingston.sch.uk  Head Mrs S Bailey (Acting)  (voluntary aided school with a nursery)</p>	30	93
<p><b>Maple Infant School</b>  <b>DfE Number 314 2030</b>  Maple Road, Surbiton KT6 4AL  Tel: 020 8399 3341 email: office@maple.rbksch.org  www.mapleinfants.co.uk  Head Mrs E Robinson  (communitiy school with a nursery)</p>	60	341
<p><b>Our Lady Immaculate Catholic Primary School</b>  <b>DfE Number 314 3501</b>  Ewell Road, Surbiton KT6 7DG  Tel: 020 8399 9854 email: admin@oli.rbksch.org  www.oli.kingston.sch.uk  Head Mr T Sheehan  (voluntary aided school)</p>	60	199
<p><b>Robin Hood Primary School</b>  <b>DfE Number 314 2020</b>  Bowness Crescent, Kingston Vale SW15 3QL  Tel: 020 8546 7388 email: rhp@robinhood.rbksch.org  www.robinhood.kingston.sch.uk  Head Mr J Lloyd  (communitiy school with a nursery)</p>	30	53
<p><b>St Agatha's Catholic Primary School</b>  <b>DfE Number 314 3503</b>  St Agatha's Drive, Kingston upon Thames KT2 5TY  Tel: 020 8546 3879 email: agp@stagathas.rbksch.org  www.stagathas.kingston.sch.uk  Head Mr P A Monk  (voluntary aided school with a nursery)</p>	60	218

School Details	Number of places available	Number of applications received last year
<p><b>St Andrew's and St Mark's C of E Junior School</b>  <b>DfE Number 314 3304</b>  Maple Road, Surbiton KT6 4AL  Tel: 020 8390 2976 email: amj@rbksch.org  www.sasm.kingston.sch.uk  Head Mrs A Vigurs  (voluntary aided school)</p>	<p>60  Plus 30 extra places for September 2012</p>	<p>119</p>
<p><b>St John's C of E Primary School in partnership with King Athelstan Primary School</b>  <b>DfE Number 314 3305</b>  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>	<p>30</p>	<p>134</p>
<p><b>St Joseph's Catholic Primary School</b>  <b>DfE Number 314 3502</b>  The Fairfield, Kingston upon Thames KT1 2UP  Tel: 020 8546 7178 email: jsp@rbksch.org  www.stjosephsprimary.net  Head Mrs M Roberson  (voluntary aided school with a nursery)</p>	<p>30</p>	<p>133</p>
<p><b>St Luke's C of E Primary School</b>  <b>DfE Number 314 5200</b>  Acre Road, Kingston upon Thames KT2 6EN  Tel: 020 8546 0902 email: LKP@rbksch.org  www.stlukes.kingston.sch.uk  Head Mrs P Allan  (foundation school with a nursery)</p>	<p>30</p>	<p>214</p>
<p><b>St Mary's C of E Primary School</b>  <b>DfE Number 314 3311</b>  Church Lane, Chessington KT9 2DH  Tel: 020 8397 9597 email: office@stmarys.rbksch.org  www.stmarys.kingston.sch.uk  Head Miss L Rainbow  (voluntary aided school with a nursery)</p>	<p>30</p>	<p>92</p>
<p><b>St Matthew's C of E Primary School</b>  <b>DfE Number 314 3310</b>  Langley Road, Surbiton KT6 6LW  Tel: 020 8399 3909  email: admin@stmatthews.rbksch.org  www.stmatthews.kingston.sch.uk  Head Miss P Dryden  (voluntary aided school)</p>	<p>60</p>	<p>300</p>

School Details	Number of places available	Number of applications received last year
<p><b>St Paul's C of E Junior School</b>  <b>DfE Number 314 3309</b>  Princes Road, Kingston upon Thames KT2 6AZ  Tel: 020 8549 4555 email: admin@plj.rbksch.org  www.stpaulsj.kingston.sch.uk  Head Mr K Edmonds  (voluntary aided school)</p>	90	104
<p><b>St Paul's C of E Primary School</b>  <b>DfE Number 314 3308</b>  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	113
<p><b>Tolworth Infant and Nursery School</b>  <b>DfE Number 314 2025</b>  School Lane, Surbiton KT6 7SA  Tel: 020 8399 4231 email: admin@tins.rbksch.org  www.tolworthi.kingston.sch.uk  Head Miss R Nye  (communitiy school with a nursery)</p>	90	268
<p><b>Tolworth Junior School</b>  <b>DfE Number 314 2024</b>  Douglas Road, Surbiton KT6 7SA  Tel: 020 8399 4472 email: admin@tsj.rbksch.org  www.tolworthj.kingston.sch.uk  Head Mrs S Dunning  (communitiy school)</p>	90 Plus 30 extra places for September 2012	97
<p><b>New Surbiton Primary School</b>  <b>DfE Number 314 9901</b>  Surbiton Hospital Site  Ewell Road</p> <p>This new school will offer 60 new reception places to start in September 2012  Further details will be published on our website  (see below)</p>	60	

**Important Note**

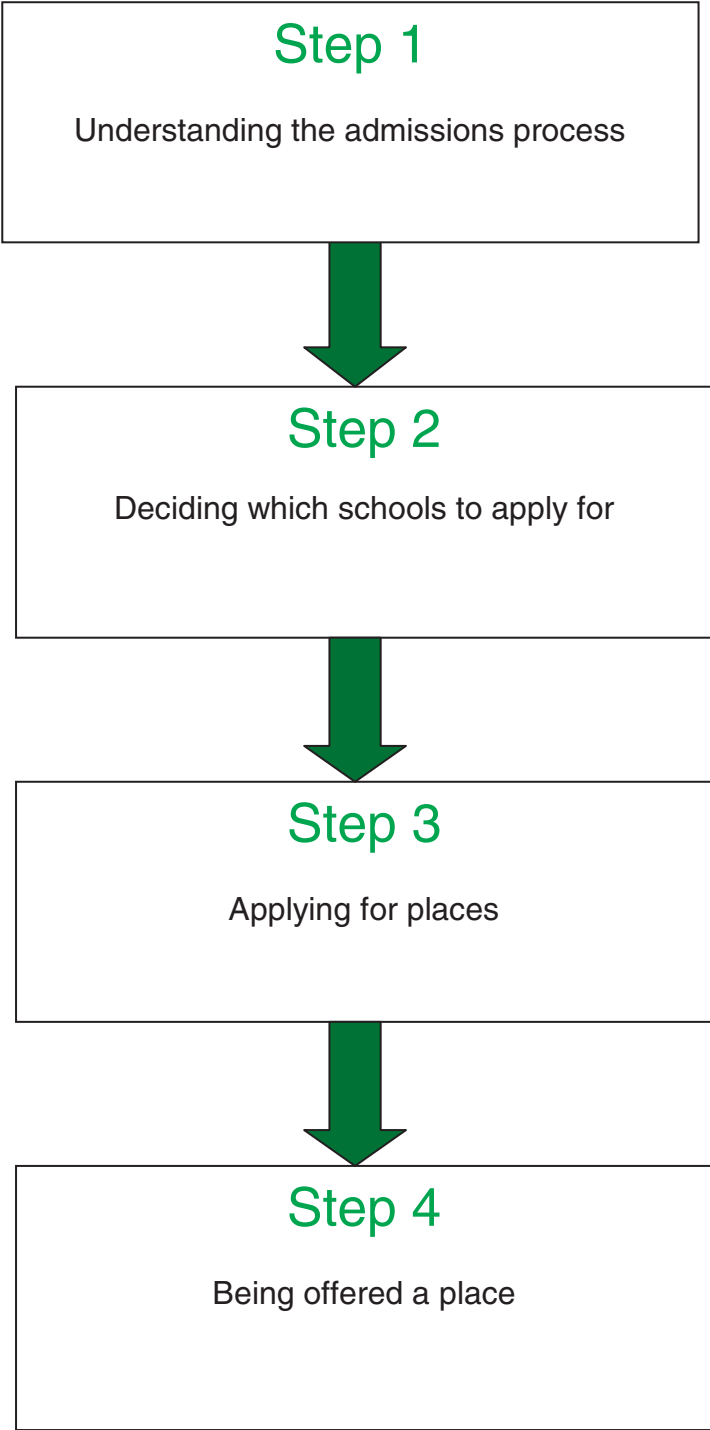
**Up to four additional temporary classes will be added across the borough to meet demand. The location of the classes will be announced from 21 October 2011, well in advance of the 15 January 2012 application deadline. Please refer to our website at [www.kingston.gov.uk/school\\_admissions](http://www.kingston.gov.uk/school_admissions) for the most up to date information or contact School Admissions on Tel: 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 2012 ie for those children born between 1 September 2007 and 31 August 2008

Remember, if you live in another Council's area, you will need to contact them to apply for primary schools

The closing date for applications is 15 January 2012



# Starting school

## Step 1

### Understanding the admissions process

- **School preferences**

- You apply for schools through your own home Council, so if you live within the Royal Borough of Kingston upon Thames, you will complete one of our common application forms. If you live in another Council area, you will apply on their common application form. You should only complete one application form for your child naming up to six preferred schools, including your preferred schools in Kingston upon Thames and any that you wish to apply for in any other Council's area, in the order that you prefer them. Alternatively, you can apply online through your own home Council. There is more information about this on pages 8 and 21. It is important you either apply online or on a paper application form - you must **not** do both.
- If your child currently attends a school's nursery and you wish your child to be considered for a Reception place there, you must make a new application and name this school as one of your preferences on your form.
- 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. This guarantees that, for example, an application from a parent who has ranked the school as a fourth preference is treated in the same way as an application on which the school is ranked as first preference.
- If you name schools in other Council areas, your local Council will pass details of your application to the admissions authority of each school you wish to apply to.
- The admissions authority will then determine whether a place can be offered using their published admissions criteria. This information will be passed back to your local Council eg if you live in Kingston upon Thames and name a Richmond Borough School as a preference, Richmond Council will let us know whether your child has qualified for an offer.
- If your child meets the admissions criteria for more than one of your preferred schools, whether they are community schools or church schools, or schools in another local area, you will be offered a place at your highest preferred school by your own home Council.

- It is therefore important that you name the schools in the order that you most prefer them because if you live quite close to several of your preferred schools, you may qualify for them all 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	
4	Meadlands	Yes	
5	The Russell School	No	
6	Not one named		

#### Example 2

Preference	School applied for	Qualify for a place?	School offered
1	St Paul's Primary	No	
2	Riverview	No	
3	The Mead	Yes	The Mead
4	Ellingham	Yes	
5	Not one named		
6	Not one named		

- **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. This could happen 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 at least four of your six preferences. This will maximise your chances of being offered a preferred school.

- **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 unless there are exceptional reasons for the change.

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

If there are more applications than places available, or if your child does not meet the admissions criteria of any of the schools you named, your local Council will offer you a place at the nearest school with places available, if possible.

- **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, which means most children are four years old when they start school. To start school in September 2012, your child must be born between 1 September 2007 and 31 August 2008. 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).

In Kingston, children start school full-time from September. If you prefer, your child can attend part-time until later in the school year but only until the child reaches compulsory school age. Once your child has been offered a place to start in September 2012, please discuss your particular request with the Headteacher of the school.

- **Request to delay entry to school (known as deferred entry)**  
You can request to delay your child's entry to school until later in the school year, but only until the child reaches compulsory school age in that school year ie the latest your child can start school is at the beginning of the summer term 2013. Once your child has been offered a place to start in September 2012, please discuss your request with the Headteacher of the school.
- **Please note the following:**  
You must make an application even if your child currently attends the nursery at your preferred school and/or if you have an older child currently attending this 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 on pages 6 and 7 that shows you where the schools are located. In response to the significant increase in demand for places in Reception Year, Kingston Council's strategy for providing additional school places has included permanently expanding some schools and providing additional temporary classes. For entry into Reception for September 2012, there will be a new two form entry primary school in Surbiton and up to four additional temporary classes in primary schools across the borough. The location of the additional classes will be made available from 21 October 2011, well in advance of the 15 January 2012 application deadline. As this information may impact on your preference of schools, please check the Council's website at [www.kingston.gov.uk/school\\_admissions](http://www.kingston.gov.uk/school_admissions) for the most up to date information or contact School Admissions on Tel: 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.

- **Achievement and Attainment tables and Ofsted inspection reports**

The Department for Education (DfE) produces performance tables for all schools nationally. These can be viewed on Kingston Council's website: [www.kingston.gov.uk/education/schools](http://www.kingston.gov.uk/education/schools) and the DfE website: [www.DfE.gov.uk/performance](http://www.DfE.gov.uk/performance). 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](http://www.ofsted.gov.uk). This information is also available on the Council's own website at [www.kingston.gov.uk/education/schools](http://www.kingston.gov.uk/education/schools) or you can obtain reports on individual schools direct from the school itself.

**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 9 to 14 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 41 to 43 that shows you how the places have been allocated for the last three years at all the community infant and primary schools. On pages 45 to 55 we have also summarised each church school's admissions criteria in a very simple format together with a table showing how places were allocated last year at these schools.

## Step 3

### Applying for places

- **How to apply**

You can apply either online (see pages 8 and 21 for full details), or on a paper form known as the common application form. However, you must **not** do both. If you are a Kingston resident, you should complete Kingston Council's common application form which you can collect from any Kingston Borough school. If you live in another Council area, you must apply on their common application form which will be available from your local Council office or online via your own Council's website.

- Fill in the form naming all your preferred schools, whether they are schools in The Royal Borough of Kingston upon Thames or schools outside the borough. Do not name any independent (private) schools.
- You must make an application even if your child currently attends the nursery at your preferred school and/or if you have an older child currently attending this school.
- If you have a child already attending your preferred school or paired junior school, who will still be there in September 2012, make sure you give that child's details on the form under sibling details. See page 25 for further details about applying under the sibling (brothers and sisters) criterion.
- 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 and attaching supporting evidence. See pages 25 and 26 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 check if you need to complete the school's own extra form, known as the supplementary information form. Please also read the paragraph on pages 22 and 23 'Applying for church schools' for further information.
- With your application, you will need to provide **three** copies of documents to confirm your address. For further guidance on providing proof of address, please see details on pages 28 and 29.
- Please read through the checklist carefully and ensure you read and sign the declaration before returning your form by the closing date of **15 January 2012**.

- **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 completing your Kingston 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. If you live in another Council's area, contact them for advice.

- **Applying Online**

If you are a Kingston resident, you may apply online by going to **www.kingston.gov.uk/school\_admissions**. If you live in another Council's area, you can apply online via your own Council's website.

If you are applying to a school which requires a supplementary information form you will need to complete this and send it to the school's address stated on the form. You can either download these forms from Kingston Council's website 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 need to provide **three** copies of documents to confirm your address, which you may attach electronically to your application. If you are unable to do this, you will need to send these by post, 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. For further guidance on proof of address, please see details on pages 28 and 29.

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. Please see pages 25 and 26 for further details.

- **When to apply**

- **Closing date**  
**The closing date for all applications is 15 January 2012.** If you are a Kingston resident, you should return your common application form to School Admissions, Learning and Children's Services, The Royal Borough of Kingston upon Thames, Guildhall 2, Kingston upon Thames KT1 1EU to be received by this date.

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 that 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 17 February 2012.** Any late applications received after this date, whatever the circumstances, will only be considered after all those received by the closing date.

- **Moving house during the application process**

If you move into the area after the closing date, **but before Friday 17 February 2012**, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2012.

**If you move into the area after 17 February 2012** your application will only be considered after those received by the closing date. However, if we are unable to offer your child a place at one of your preferred schools on 18 April 2012, his/her name will be placed on any remaining waiting list in criteria order.

**If you apply for a school place or move into the area after the allocation of places**, you will be able to apply on the common application form and name up to six preferences. We will offer you 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.

**If you move within the area after the allocation of places** and you want to change the schools you applied for, you will be able to complete another common application form and name your new preferred schools.

- **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 should also check if you need to complete an extra form, known as the school's **supplementary information form**, because church schools may need additional information to apply their admissions criteria. For example, they may require a reference from a parish priest or other minister of religion.

Each voluntary aided and foundation church school is responsible for its own admissions policy and sets its own criteria for admissions. A brief summary of the criteria for each church school in our borough is listed on pages 45 to 55 together with details of how places were allocated last year. 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. If the school require you to complete a supplementary information form and you do not return this, your application for the school may not be given full consideration.

**Completed supplementary information forms must be sent direct to the school to be received no later than the closing date of 15 January 2012.**

Any questions you have about admission to these schools should be addressed directly to the school.

- **If you wish to apply for schools outside this Borough**

You can apply for schools outside this Borough by naming the school as one of your preferences on your Kingston common application form or when you apply online. You may want to do this, particularly if you live close to the boundary of another council area. However, it is important to contact the other council to ask about their schools' admissions policy so that you can see under what criteria your application will be considered. Contact details of neighbouring councils can be found on pages 61 to 64. All the schools local to the Kingston upon Thames borough boundary are also listed on pages 61 to 64 of this booklet.

- **If you wish to apply for Kingston Borough Schools and you live outside this Borough**

If you live in another council area and want to apply for schools in this area, you do this by naming your preferred Kingston upon Thames schools on your own Council's 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 to your own home Council by **15 January 2012**. As there is no guarantee you will be offered a Kingston school, it is important you also name schools in your own area. Contact details of neighbouring council's education offices can be found on pages 61 to 64.

- **Children who have Special Educational Needs**

- If your child is undergoing an assessment of special educational needs and you do not know what the outcome will be by the closing date of application, 15 January 2012, you should apply as outlined on pages 20 to 29. 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.
- If your child has a Statement of Special Educational Needs, 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 4615/4619**. 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 pages 57 and 58 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 School Admissions 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 named as a 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) living with you at your home address **who will still be attending in September 2012**, make sure you give that child's details on your common application form under sibling details. As the child must still be attending in September 2012, you must not name a child in Year 6, who will be transferring to secondary school.
  
- **Exceptional family, social or medical need (iii)**
  - All Kingston schools have experience of dealing with children with different social and medical needs. There will only be a few cases when a child has to go to a specific school for exceptional family, social or medical reasons.
  
  - Family, social or medical priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional reasons, which means that one school is more suitable than another. For the purposes of this criterion, the meaning of disability is pursuant to Section 6 and Schedule 1, Part 1 of the Equality Act 2010.
  
  - 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 and attaching supporting evidence.
  
  - Evidence should make clear why only one school is appropriate.
  
  - All applications are considered individually and **must** include the following:
    - ❖ Specific medical evidence that gives reasons and provides supporting information why only one school can meet a child's individual needs. This can be from a professional such as a GP, Hospital Consultant or Specialist or any other medical professional, Social Worker, Educational Psychologist; and/or
  
    - ❖ Evidence and reasons which explain the family's exceptional circumstances, including social reasons, why only one school can meet the child's needs and why those needs cannot be met at any other school.
  
    - ❖ If the requested school is not the nearest school to the child's home address, provide clear reasons with supporting evidence to show why the nearest school is not appropriate.

- Applications **may** include any other evidence not outlined above to support either a family, medical or social reason why a particular school is the only one which can meet the child's individual needs.
- We do not consider reasons such as your place of work, child care arrangements or previous family connection to be strong enough to be considered under this criterion. In addition, we do not normally consider educational reasons under this criterion as support for a child's educational needs can be met at any of our schools.
- All applicants applying under this criterion are advised that the evidence that is provided to support their application must be as detailed and objective as possible.
- Your request and supporting documents will be carefully considered by a Panel of Senior Officers. The Panel will ensure that the evidence is assessed objectively taking into account current admissions legislation, guidance and policy documents including any equalities legislation which may be in force at the time.
- Please submit supporting documentary evidence with your common application form. This should be in a sealed envelope and marked for the attention of the Council's Schools Admission Office. If you apply online and request consideration under this criterion, you must still submit supporting evidence. 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 last three years for admission to community schools which received more applications than places is given in the table on pages 41 to 43. 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 obtain a place there for next September.

- **Measuring home to school distances**

Kingston Council measures the distance from home to school using the shortest approved walking route using data supplied by Ordnance Survey (OS).

**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 approved routes used for measuring home to school distance will be paved, lit and designated as public rights of way. However, some routes, although meeting these criteria, are not recognised as approved walking routes. We specifically use the term 'approved' for school admissions purposes because we recognise that not all routes that are used by pedestrians are suitable and not all designated rights of way can be verified. Therefore, these routes are not used for measuring home to school distance. For example, there may be footpaths that are part of a new housing development, or footpaths/roads outside of Kingston Council's area for admissions that are not recognised by Ordnance Survey (OS).

Urban pathways that are not featured in the OS dataset, even those which are well used by pedestrians, do not fulfil the published criteria for approval and therefore are not used for measuring home to school distance. The approved walking route measured by the School Admissions computerised Geographical information system may therefore be different to an actual walking route. If the approved route is longer because it excludes paths which are not designated rights of way or part of a new housing development this may affect the child's chances of being offered a place.

We can only approve and use designated rights of way that have been verified within the OS data by the closing date for applications.

- **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 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 **School Admissions Team on Tel: 020 8547 4610** for advice. We will be able to make any changes to your application before the closing date. However, any changes after the closing date will only be able to be considered 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).
- **Child's Home Address**  
To ensure that offers of school places are made fairly, the Council is committed to following strict address verification procedures. To do this we must ask all applicants to provide proof of address.

**For proof of address you are required to provide copies of THREE documents – one document from each section below:**

1. Your child benefit statement
  2. **In addition you must also provide a copy of ONE of the following documents:**
    - Tenancy agreement or rent statement
    - Mortgage statement
    - Council Tax Demand Notice or Council Tax Benefit confirmation
  3. **And a copy of ONE the following:**
    - Bank or building society statement\*
    - Credit card statement\*
    - Household insurance document (covering the period within three months of the date of your application)
    - UK driving licence
- \* Must be dated within three months of the date of your application.

**You must provide these documents even if you are applying online.**

- 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.
- Where parents live separately, the application must be based on the address at which the child usually lives. Where parents live separately but the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer receiving Child Benefit.
- An application can only be made from a single address, and only a single application can be made for each child.
- We will not accept possible future addresses as a basis for allocating school places, nor are you permitted to use a temporary address in order to secure a school place.
- If you change your address between January 2012 and September 2012 you **must** inform the Council's School Admissions Office immediately after you have moved and provide proof of your new address. If we have any doubts about the information you provide we will request further evidence of your family's move.
- We may also request proof that you have vacated your previous property, including proof of sale/purchase/tenancy and closing and opening accounts for Council tax and utility services.
- 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 15 January 2012.

- 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 another part of the UK, you can apply for a school place by the closing date of 15 January 2012. This is providing you supply documentary evidence from your employer that your return date is before the beginning of term in September 2012 and you can verify your address here.
- 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.

### **Counter Fraud**

- If you suspect that a parent has applied using an address that the child does not live at please do not hesitate to let us know by telephoning **020 8547 4610**. Any information received will be treated in strictest confidence.
- The Council will investigate any applications where there are doubts about the information provided or where information has been received to suggest a fraudulent application has been made. We may seek evidence from Council records, schools or any other source we consider appropriate.
- The Council may make a home visit and refer cases to the Council's Counter Fraud and Corruption Unit for further investigation. This could lead to legal action if necessary.

**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**
  - The result of your application will be sent by first class post on **Wednesday 18 April 2012** from your own Home Council. So if you are a Kingston upon Thames resident, we will send your application outcome letter to you by post. You will also receive notes that explain how places were allocated at the community schools that received more applications than places, and the schools that have remaining places. You will receive a letter whether you applied online or on a paper application form.

- If it has not been possible 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 56 and 57.
  - 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 your own Home Council by **Wednesday 2 May 2012**. Alternatively, if you applied online you can accept or decline your offer online.
  - If you have not received a school offer and you are a Kingston upon Thames resident, we will offer your child a place at the nearest available school with a place at that time, if this is possible.
- **Waiting lists for Royal Borough of Kingston schools**
    - 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. If these schools are in another Council's area, we will pass your child's information on to them to be added to the school's waiting list.
    - 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 for a child who 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.
    - Each church school will manage its own waiting list. 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.

- From **21 May 2012**, we will reoffer any Kingston school places that may have become vacant since 18 April 2012, in accordance with the individual schools' admissions criteria.
- **Waiting lists for schools in other Council areas**

Schools in other areas may operate their waiting lists in a different way to this Council eg some schools may not keep waiting lists. Please check if you are applying for a school in another area as to what arrangements they will follow.

## 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. If your child is currently attending an infant school and was born between 1 September 2004 and 31 August 2005, he/she is due to attend a junior school from September 2012. You will therefore need to complete a junior application form.

- **School preferences**
  - You apply for any junior schools through your own home Council, so if you live within the Royal Borough of Kingston upon Thames, you will complete one of our junior common application forms. If you live in another Council area, you will apply on their junior common application form. You should only complete one application form for your child naming your preferred junior schools in Kingston upon Thames and any that you wish to apply for in any other Council's area, in the order that you prefer them.
  - You can apply online through your own home Council. There is more information about this on pages 8 and 21. It is important you either apply online or on a paper application form - you must **not** do both.
  - 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. This guarantees that, for example, an application from a parent who has ranked the school as a second preference is treated in the same way as an application on which the school is ranked as first preference.
  - If you name junior schools in other Council areas, your local Council will pass details of your application to the admissions authority of each school you wish to apply to.

- The admissions authority will then determine whether a place can be offered using their published admissions criteria. This information will be passed back to your local Council eg if you live in Kingston upon Thames and name a Richmond Borough School as a preference, Richmond Council will let us know whether your child has qualified for an offer.
- If your child meets the admissions criteria for more than one of your preferred schools, you will be offered a place at your highest preferred junior school by your own home Council.

### **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 unless there are exceptional reasons for the change.

## 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 the table on page 44). 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 admissions criteria is given on pages 54 and 50 together with details how places were offered last year.

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. Make sure you check if you need to complete the school's own extra form, known as the supplementary information form. Please see page 35, 'Applying for Church Junior Schools' for further information

## Step 3

### Applying for junior school places

- **How to apply**

You can apply either online (see pages 8 and 21 for full details), or on a paper form known as the common application form. If you are a Kingston resident, you should complete Kingston Council's junior common application form which you can collect from any Kingston Borough junior school. If you live in another Council area, you must apply on their junior common application form which will be available from your local Council office or online via your own Council's website.

- Fill in the form naming your preferred junior schools, whether they are junior schools in the Royal Borough of Kingston upon Thames or junior schools outside the borough. **Do not name any primary schools or private schools.**
- If you have a child already attending your preferred junior school or paired infant school, **who will still be there in September 2012**, make sure you give that child's details on the form under the sibling details. See page 25 for further details about applying under the sibling (brothers and sisters) criterion.
- 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 and attaching supporting evidence. See pages 25 and 26 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.
- With your application, you will need to provide three copies of documents to confirm your address. For further guidance on providing proof of address, please see details on pages 27 to 29.
- Please read through the checklist carefully and ensure you read and sign the declaration before returning your form by the closing date of **15 January 2012**.

- **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 junior 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 Kingston junior 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. If you live in another Council's area, contact them for advice.

- **When to apply**

- **Closing date**  
**The closing date for applications is 15 January 2012.** If you are a Kingston resident, 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 by this date. 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. If you live in another Council's area, you must send your junior application back to your own Council's School Admissions office by the same date.
- **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 17 February 2012.** Any late applications received after this date, whatever the circumstances, will only be considered after all those received by the closing date.
- **Moving house during the application process**  
 If you move into the area after the closing date, **but before Friday 17 February 2012**, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2012.

**If you move into the area after 17 February 2012** your application will only be considered after those received by the closing date. However, if we are unable to offer your child a place at one of your preferred schools on 18 April 2012, his/her name will be placed on any remaining waiting list in criteria order.

**If you apply for a school place or 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 six preferences. We will offer you 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.

**If you move within the area after the allocation of places** and you want to change the junior schools you applied for, you will be able to complete another common application form and name your new preferred schools.

- **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 may need additional information to apply their admissions criteria. For example, they may require a reference from a parish priest or other minister of religion.

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. If the school require you to complete a supplementary information form and you do not return this, your application for the school may not be given full consideration.

**Completed supplementary information forms must be sent direct to the school to be received no later than the closing date of 15 January 2012.**

Any questions you have about admission to these schools should be addressed directly to the school.

A brief summary of criteria for each of the church junior schools in our borough is listed on pages 50 and 54 together with details of how places were allocated last year. 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.

- **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 School Admissions computerised Geographical Information System.

These criteria will be applied to every application for a community junior school named as a 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) or (iii) as applicable.

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 25 and 26. The importance of your home address and how the distance from your home to school is measured is also explained on pages 27 to 29.

- **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 **School Admissions Team on Tel: 020 8547 4610** for advice. We will be able to make any changes to your application before the closing date.

However, anything that happens after the closing date will only be able to be considered 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 the paired infant 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 us 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. All applications must be made through your own Home Council on an In-Year application form.

If you only want to transfer your child in September 2012 and not before, you should contact us towards **the end of the summer term** (the summer term ends on Friday 20 July 2012), to see if the school has a place available in September 2012. 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 15 January 2012. You must not name your preferred primary school on this form.**

## Step 4

### Being offered a junior school place

- **Your application outcome**

- The result of your junior application will be sent by first class post on **Monday 18 April 2012** from your own Home Council. So if you are a Kingston upon Thames resident, we will send your application outcome letter to you by post. You will also receive notes that explain how places were allocated at the community schools that received more applications than places, and the schools that have remaining places. You will receive a letter whether you applied online or on a paper application form.

- If it has not been possible to offer you your highest preferred junior school, we will explain why your child has not been offered a place at that school or any other higher preferred junior schools named on your common application form.
- If you have not been offered any of your preferred junior 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 56 and 57.
- If you have received a junior 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 your own Home Council by **Wednesday 2 May 2012**. Alternatively, if you applied online you can accept or decline your offer online.
- If you have not received a junior school offer and you are a Kingston upon Thames resident, we will offer your child a place at the nearest available junior school with a place at that time, if this is possible.

- **Waiting lists for Royal Borough of Kingston junior schools**

- Your child's name will automatically be put on the waiting list of any junior 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 junior 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. If these junior schools are in another Council's area, we will pass your child's information on to them to be added on the school's waiting list.
- 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.
- Each church junior school will manage its own waiting list. 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.

- From **21 May 2012**, we will reoffer any Kingston junior school places that may have become vacant since 18 April 2012, in accordance with the individual schools' admissions criteria.
- **Waiting lists for junior schools in other Council areas**

Schools in other areas may operate their waiting lists in a different way to this Council eg some schools may not keep waiting lists. Please check if you are applying for a school in another area as to what arrangements they will follow.

## In-Year Admissions (Applications to schools at other times)

All applications for a school place must be made via your Home Council, ie the Council area where you live and pay Council Tax. If you move into the Kingston area and want a local primary school place for a child who is already of school age you will need to complete an In-Year Application Form. Please telephone the Council's School Admissions Office on Tel: 020 8547 4610 to ask for a copy or you can download it from our website at [www.kingston.gov.uk/school\\_admissions](http://www.kingston.gov.uk/school_admissions). You may list up to four state schools, situated in this borough or in other Council areas, in the order that you prefer them.

Kingston Council coordinates all in-year applications for school for residents of the borough. We will pass on your child's details to the admissions authorities for the schools you have named, whether in Kingston or other boroughs, and they will let us know if your child has qualified for a place. We will offer you a place at the highest preference school that your child qualifies for. If we are unable to offer your child a place at one of your preferred schools we will advise you of the nearest school with a vacancy and you will be able to make a further application.

If you are resident in another Council area and wish to apply to a school in Kingston you will need to complete your home Council's In-Year Application Form. You will be able to name a Kingston school as one of your preferences and your home Council will pass your child's details to us.

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

**Your application must be accompanied by three proofs of address.** (Please see pages 27 to 29 for guidance on providing proof of address). **You must also provide proof of your child's date of birth.**

Your family must be living in the property before you can apply for a school place except in the following circumstances:

- 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 another part of the UK, 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 return date and you can verify your address here.

- 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.

## 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 School Admissions Team on Tel: 020 8547 4610 for information on schools with places and we will send you an application form to complete.

If you are not given a place at the school you prefer, you have the right to appeal, as explained on pages 56 and 57. The right to appeal applies to all community schools, voluntary aided schools and the foundation school.

## How places have been allocated at community infant and primary schools over the last three years

\*SEN - Place reserved for a child with a Statement of Special Educational Needs \*\*Includes children living in Malden Rushett (5 in 2009 and 1 in 2010)

\*\*\*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 (available places)	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	Furthest distance offered from the waiting list	Appeals heard (Number successful)
<b>Alexandra Infant</b>	2009 (90)	-	-	38	4	48	0.926 km	0.982 km	0
	2010 (60)	-	-	23	-	37	0.552 km	0.552 km***	2 (0)
	2011 (90)	4	-	41	1	44	0.948 km	0.992 km	1 (0)
<b>Burlington Infant and Nursery</b>	2009 (120)	-	-	41	-	79	9.386 km	9.386 km***	0
	2010 (90)	-	-	42	-	48	1.016 km	1.272 km	0
	2011 (120)	-	-	45	2	73	1.761 km	1.761 km***	0
<b>Castle Hill Primary</b>	2009 (60)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (90)	-	-	-	-	-	Not oversubscribed	-	0
	2011 (90)	-	-	-	-	-	Not oversubscribed	-	0
<b>Coombe Hill Infant</b>	2009 (90)	-	-	42	-	48	1.534 km	1.534 km***	2 (0)
	2010 (90)	-	-	40	-	50	1.682 km	1.682 km***	3 (0)
	2011 (120)	-	-	56	-	64	1.689 km	1.8 km	0
<b>Ellingham Primary</b>	2009 (30)	-	-	16	-	14**	0.707 km	0.755 km	0
	2010 (30)	-	-	7	-	23**	1.157 km	1.157 km***	1 (0)
	2011 (60)	-	-	-	-	-	Not oversubscribed	-	0
<b>Fern Hill Primary</b>	2009 (90)	-	-	21	1	68	2.198 km	2.307 km	0
	2010 (60)	1	-	37	2	20	0.732 km	0.732 km***	1 (0)
	2011 (90)	1	-	30	1	58	1.329 km	1.801 km	0

\*SEN - Place reserved for a child with a Statement of Special Educational Needs \*\*Includes children living in Malden Rushett (5 in 2009 and 1 in 2010)  
 \*\*\*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 (available places)	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	Furthest distance offered from the waiting list	Appeals heard (Number successful)
Grand Avenue Primary and Nursery	2009 (60)	-	-	26	-	34	1.207 km	1.364 km	0
	2010 (90)	-	-	33	1	56	6.232 km	6.232 km***	0
	2011 (90)	-	-	22	-	68	1.794 km	1.794 km***	0
Green Lane Primary and Nursery	2009 (60)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (60)	-	-	-	-	-	Not oversubscribed	-	0
	2011 (60)	-	-	23	-	37	4.001 km	4.001 km***	0
King Athelstan Primary	2009 (60)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (60)	-	-	-	-	-	Not oversubscribed	-	0
	2011 (60)	-	-	-	-	-	Not oversubscribed	-	0
King's Oak Primary	2009 (60)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (60)	-	-	-	-	-	Not oversubscribed	-	0
	2011 (60)	-	-	-	-	-	Not oversubscribed	-	0
Knollmead Primary	2009 (45)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (45)	-	-	-	-	-	Not oversubscribed	-	0
	2011 (30)	-	-	7	1	22	1.449 km	1.449 km***	0
Latchmere School	2009 (120)	1	-	46	3	70	1.057 km	1.218 km	0
	2010 (90)	-	-	33	1	56	0.906 km	0.954 km	0
	2011 (120)	-	-	51	3	66	0.926 km	0.933 km	0

\*SEN - Place reserved for a child with a Statement of Special Educational Needs \*\*Includes children living in Malden Rushett (5 in 2009 and 1 in 2010)

\*\*\*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 (available places)	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	Furthest distance offered from the waiting list	Appeals heard (number successful)
Lovelace Primary	2009 (90)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (90)	-	-	-	-	-	Not oversubscribed	-	0
	2011 (60)	-	-	33	2	25	1.957 km	1.957 km***	1 (1)
Malden Manor Primary and Nursery	2009 (60)	-	1	25	-	34	2.439 km	6.621 km	0
	2010 (90)	-	-	-	-	-	Not oversubscribed	-	0
	2011 (60)	-	-	-	-	-	Not oversubscribed	-	0
Maple Infant	2009 (90)	-	-	36	2	52	0.904 km	0.949 km	0
	2010 (60)	1	-	25	2	32	0.717 km	0.746 km	1 (0)
	2011 (90)	-	-	40	2	48	0.749 km	0.749 km***	0
Robin Hood Primary	2009 (30)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (30)	-	-	15	-	15	4.407 km	4.407 km***	0
	2011 (30)	-	-	6	-	24	4.425 km	4.429 km	0
Tolworth Infant and Nursery	2009 (120)	-	-	-	-	-	Not oversubscribed	-	0
	2010 (90)	4	-	35	-	51	18.823 km	18.823 km***	0
	2011 (120)	2	1	39	1	77	2.863 km	2.863 km***	0

## How places have been allocated at community junior schools over the last three years

\*SEN - Place reserved for a child with a Statement of Special Educational Needs \*\*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 (available places)	SEN*	criterion (i) Looked after Child	criterion (ii) children attending the paired infant school	criterion (iii) having a brother or sister in the school or the 'paired' school	criterion (iv) exceptional family, social or medical need	criterion (v) distance of home address to school	distance of the last child offered a place under criterion (v) at offer date	Furthest distance offered from the waiting list	Appeals heard  (Any successful)
<b>Burlington Junior</b>	2009 (90)	1	-	88	1	-	-	-	-	4 (0)
	2010 (90)	1	-	88	-	-	1	0.074 km Not oversubscribed	0.074 km***	0
	2011 (120)	-	-	-	-	-	-	oversubscribed	-	0
<b>Coombe Hill Junior</b>	2009 (90)	-	-	90	-	-	-	-	-	2 (0)
	2010 (90)	1	-	88	1	-	-	-	1.08 km	0
	2011 (120)	-	-	118	-	1	1	0.971 km	2.061 km	0
<b>Tolworth Junior</b>	2009 (90)	-	-	-	-	-	-	Not oversubscribed	-	0
	2010 (90)	4	1	80	-	-	5	4.133 km Not oversubscribed	-	0
	2011 (90)	-	-	-	-	-	-	oversubscribed	-	0

## A summary of each Voluntary Aided and Foundation Schools' admissions criteria and details of how places were offered last year

In this section we give a simple guide outlining each school's admission criteria. Please contact the school direct for further details of the admissions criteria the school uses if they receive more applications than available 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. As a guide we have also shown you how places were offered last year at each school. For any further historical information, please contact the schools direct.

Each school's detailed admission arrangements and supplementary forms are also available to download from our website [www.kingston.gov.uk](http://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) living at the same address
- **'Special/Medical'** means any exceptional 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 School Admissions computerised Geographical Information System
- **'Catechumenate'** means being prepared for baptism

### Christ Church New Malden C of E Primary School's Admissions Criteria

1. Looked after children
2. Children with known social or medical needs where Christ Church is the most suitable school
3. Sibling at the time of admission
4. 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
5. 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 4 and 5, 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
6. 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  
In the event of a 'tie' within any category, preference will be given to the child living closer to the school

### How places were offered last year at Christ Church New Malden C of E Primary School (60 places)

Number of applications		186
Places allocated to:	Children with siblings	28
	Church attendance at Christ Church/St. Johns	5
	Proximity to school	27
	Home to school distance of last child offered under 'Other'	1.2 km
	Children with a Statement	0
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		26

### Christ Church C of E Primary School's Admissions Criteria

1. Looked after children in order of proximity
2. Exceptional medical or social need for a place at this school in order of proximity
3. Sibling in school at the time of admission in order of proximity
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 in order of proximity
5. Children in order of proximity from the school to their home  
All home to school distances will be measured using the shortest walking route to the school entrance in Pine Gardens, or the rear boundary gate accessed via Manor Drive

### How places were offered last year at Christ Church C of E Primary School (60 places)

Number of applications		242
Places allocated to:	1. Looked after children	0
	2. Children with supported exceptional circumstances	1
	3. Siblings at the time of admission	49
	4. Committed members of Christ Church, Surbiton and Emmanuel Church, Tolworth	9
	5. Distance	1
	Home to school distance of last child offered under Distance	0.285 km
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		50

## Corpus Christi Catholic Primary School's Admissions Criteria

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

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 ranked firstly by attendance at Mass weekly, secondly at least once a month followed by those who attend less than once a month, for category 5 the strength of evidence of commitment to the faith by the level of family's attendance at services iii) exceptional social, medical or pastoral need which make this school particularly suitable iv) distance from the home to the nearest school gate

### How places were offered last year at Corpus Christi Catholic Primary School (60 places)

Number of applications		157
Places allocated to:	Baptised Catholics/Christian Orthodox	46
	Other Christian	8
	Other	6
	Home to school distance of last child offered under 'Other'	0.906 km
	Children with a Statement	0
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		11

## Malden Parochial C of E Primary School's Admissions Criteria

Three groups are considered for the new reception class:

**Group 1** A maximum of 24 places offered in the following priority order:

- 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
- A 'committed member' must have attended at least twice a month over the last 24 months
- f. exceptional medical or social need of the child

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.

If group 1 is oversubscribed, the remaining children will be considered on proximity together with the children in group 2

**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

**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

**How places were offered last year at Malden Parochial C of E Primary School (30 places)**

Number of applications		93
Places allocated to:	1. Looked after children	0
	2. Sibling in school at the time of admission	20
	3. Committed church members	4
	4. Distance	6
	Home to school distance of last child offered under Distance	0.254 km
Number of appeals heard		2
Number of successful appeals		0
Waiting list remaining		28

**Our Lady Immaculate Catholic Primary School's Admissions Criteria**

1. Baptised Catholic Looked after children
2. Baptised Catholic children, where one or both parents/guardians live within the boundaries of either Our Lady Immaculate parish Tolworth or St. Catherine of Siena parish Chessington and Hook and attend Sunday Mass every week **and** Baptised Catholic children, where one or both parents/guardians live outside the boundaries of Our Lady Immaculate parish Tolworth or St. Catherine of Siena parish Chessington and Hook, attend Sunday Mass every week in one of those parishes and, at the time of entry, will have a sibling at Our Lady Immaculate School
3. Baptised Catholic children, where one or both parents/guardians live outside the boundaries of Our Lady Immaculate parish Tolworth or St. Catherine of Siena parish Chessington and Hook and attend Sunday Mass every week in one of those parishes
4. Baptised Catholic children, where one or both parents/guardians live within the boundaries of either Our Lady Immaculate parish Tolworth or St. Catherine of Siena parish Chessington and Hook attend Sunday Mass at least twice a month
5. As above but living outside the parish boundaries
6. Baptised Catholic children, where one or both parents/guardians live within the boundaries of either Our Lady Immaculate parish Tolworth or St. Catherine of Siena parish Chessington and Hook attend Sunday Mass at least once a month
7. As above but living outside the parish boundaries
8. 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
9. All other baptised Catholic children
10. Non Catholic Looked after children
11. Children who are members of Eastern Orthodox Churches
12. Children of families who are members of other Christian denominations that are part of Churches Together in England
13. Children of other faiths
14. Any other children

Applications for categories 1 - 9 and 11 - 13 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

### How places were offered last year at Our Lady Immaculate Catholic Primary School (60 places)

Number of applications		199
Places allocated to:	Baptised Catholics	60
	Other Christian	0
	Other faiths	0
	Other	0
	Home to school distance of last child offered under 'Other'	n/a
	Children with a Statement	1
Number of appeals heard		3
Number of successful appeals		0
Waiting list remaining		34

### St Agatha's Catholic Primary School's Admissions Criteria

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

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 iii) In category 4 the strength of evidence of commitment to the faith by the level of family's Church attendance on Sundays iv) exceptional social, medical or pastoral need which makes the school the most suitable v) the distance from the child's home to the school gate

### How places were offered last year at St Agatha's Catholic Primary School (60 places)

Number of applications		218
Places allocated to:	Baptised Catholics	58
	Other Christian	0
	Other faiths	0
	Exceptional, social medical needs	2
	Home to school distance of last child offered under 'Other'	n/a
	Children with a Statement	0
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		25

## St Andrew's and St Mark's C of E Junior School's Admissions Criteria

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 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
5. All other applicants in order of proximity

Regular worship is normally understood as attendance for a minimum of 2 services in each month over a period of at least a year

### How places were offered last year at St Andrew's and St Mark's C of E Junior School (90 places)

Number of applications		119
Places allocated to:	Stated children	1
	Exceptional social or medical need	1
	Sibling at SASM at time of admission	15
	Live within a mile and attend Maple Infant or live within a mile and worship regularly at St Andrew's & St Mark's churches	57
	All other applicants in order of proximity	16
	Home to school distance of last child offered under proximity	1.896 km
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		0

## St John's C of E Primary School's Admissions Criteria

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) are 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

For categories 4 and 5, worshipping members must be confirmed by the relevant minister by filling out the school's supplementary form for confirming church membership. If oversubscribed in any category, order of proximity to the school will be used

**Note:** From September 2011, St John's C of E Primary School is in partnership with King Athelstan Primary School and the Headteacher of St John's is the Executive Head of King Athelstan.

### How places were offered last year at St John's C of E Primary School (30 places)

Number of applications		134
Places allocated to:	Stated children	1
	Sibling at time of admission	6
	Worshipping members at St John's or All Saints	23
	Distance	0
	Home to school distance of last child offered under proximity	n/a
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		38

### St Joseph's Catholic Primary School's Admissions Criteria

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 one or both parents 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 one or both parents are committed members of the Catholic Church
4. Baptised Catholic children or children where one of the parents is baptised Catholic but the child has not yet been baptised
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 denominations. Evidence of baptism and family commitment by regular attendance at Sunday worship will be required
8. Children of other faiths. Evidence of religious commitment will be required
9. Any other children

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. Strength of commitment is demonstrated by parents/guardians and child's level of attendance, highest priority to those who attend Mass weekly, then fortnightly, monthly, festivals, never

### How places were offered last year at St Joseph's Catholic Primary (45 places)

Number of applications		133
Places allocated to:	Stated children	0
	Baptised Catholics	32
	Christian Denominations	7
	Other faiths	6
	Distance	n/a
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		22

### St Luke's C of E Primary School's Admissions Criteria

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 km
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 km
5. Children whose parent(s)/guardians are committed members of another Christian denomination in order of proximity up to a maximum of 2 km. 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

If oversubscribed in any category, the distance from home to school will be applied in every case. 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

#### How places were offered last year at St Luke's C of E Primary School (30 places)

Number of applications		214
Places allocated to:	Children in care	0
	Sibling at school at time of admission	17
	Committed members of St. Luke's Church, within 2 km	6
	Committed members of other CofE churches, within 2 km	7
	Committed members of other Christian denomination, within 2 km	0
	Exceptional family, social or medical need	0
	Other children by distance	0
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		46

### St Mary's C of E Primary School's Admissions Criteria

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 who attend church at least twice a month and have done so over a period of at least one year, immediately prior to application
4. Children whose parents have been regular worshippers, attending church at least twice a month and have done so over a period of at least one year, immediately prior to application 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. Parents who want their children to have a Church School Education and state their reasons clearly in a letter to the Governors
6. Exceptional family, social or medical reasons which make this school the most suitable
7. Other children

Where there are more applicants than places in any category, places will be allocated on distance from school. Families who have moved in and attend church at least twice a month for less than one year should obtain a reference from their previous vicar. 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

### How places were offered last year at St Mary's C of E Primary School (30 places)

Number of applications		92
Places allocated to:	Looked after child	0
	Sibling	15
	Worships at St Mary's Church	4
	Worship at other Christian Church in Churches acting Together in Chessington & Hook	1
	Exceptional Family, social or medical reasons	0
	Children living within the parish requesting Church School education	0
	Distance from school	10
	Distance from school of last place offered	0.57 km
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		7

### St Matthew's C of E Primary School's Admissions Criteria

1. Looked after children
2. Sibling in school at the time of admission
3. Children whose family are \*faithful and regular worshippers at St Matthew's or St George's Church (up to the maximum of 30 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
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 using the shortest approved walking route

If oversubscribed in any category, the categories following will be used. If applicants are still tied, the governors will draw lots \*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

### How places were offered last year at St Matthew's C of E Primary School (60 places)

Number of applications		300
Places allocated to:	Looked after	0
	St Matthews church	14
	Siblings	18
	Medical/Social	1
	Other churches	10
	Distance	17
	Distance of last child offered (straight line)	0.514 km
Number of appeals heard		1
Number of successful appeals		0
Waiting list remaining		46

## St Paul's C of E Junior School's Admissions Criteria

1. Children in care
2. Children with exceptional medical or social needs for a place at this school
3. Children at Alexandra Infant with a sibling at St Paul's during the term of entry
4. Children at Alexandra Infant whose parents are members at St Paul's Church, Kingston Hill or St Peter's in Norbiton (see below for definition of members)
5. Children whose parents are members at St Paul's Church, Kingston Hill, or St Peter's Church in Norbiton **and** children who currently attend Alexandra Infant – these two criteria will be considered together
6. Children who have a sibling at St Paul's during the term of entry
7. Children of members of other Anglican churches or other churches recognised by the Church of England; in order of proximity
8. All other applicants in order of proximity

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 7 but ignoring the one mile limit.

Church members are those parents (one or both) who 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

### How places were offered last year at St Paul's C of E Junior School (90 places)

Number of applications		104
Places allocated to:	Looked after	0
	Special/Medical	2
	Currently at Alexandra with sibling at St Paul's (up to 1 mile)	17
	Currently at Alexandra/parent regular worshippers at St Paul's or St Peter's (up to 1 mile)	4
	Parent regular worshippers at St Paul's or St Peter's <i>and</i> children currently at Alexandra (up to 1 mile)	0 51
	Children not at Alexandra whose parent regular worshippers at St Paul's or St Peter's (up to 1 mile)	0
	Children who have a sibling at St Paul's (up to 1 mile)	0
	Children of regular worshippers at other Churches (see 7 above) (up to 1 mile)	0
	All other applicants (up to 1 mile)	5
	Currently at Alexandra with sibling at St Paul's (over 1 mile)	2
	Currently at Alexandra/parent regular worshippers at St Paul's or St Peter's (over 1 mile)	1
	Currently at Alexandra (over 1 mile)	1
	Children who have a sibling at St Paul's (over 1 mile)	2
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		0

## St Paul's C of E Primary School's Admissions Criteria

Ten 'Foundation' places will be offered to pupils whose parent/carer is an active member of the worshipping community in an Anglican or other Christian church – if more applicants than places the following criteria will be applied

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 situated within the parish boundaries of Hook with Southborough or of Chessington, or who is an active member of the Community Church in Surbiton for whom St 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

Any unsuccessful foundation place applicants will automatically be considered for one of the 20 'Open' places. If more applicants than places, criteria 1 to 3 and 6 above will be applied

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

### How places were offered last year at St Paul's C of E Primary School (30 places)

Number of applications		113
Places allocated to:	Looked after	0
	Exceptional and Medically supported reasons	0
	Siblings	8
	St Paul's Church Hook	4
	Hook with Southborough or of Chessington, or who is an active member of the Community Church in Surbiton for whom St Paul's is the nearest church school	2
	Distance	16
	Distance of last child offered	1.104 km
Number of appeals heard		0
Number of successful appeals		0
Waiting list remaining		1

## 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 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 8547 6203.

## 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](http://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 taken into consideration by parents 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](http://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 98% of schools in Kingston have an approved travel plan which they are requested to review 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](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.

## Free school meals

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 £16,190 per year.
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999.

Nursery aged children eligible for free school meals can be provided with a free school meal if they are receiving education before and after lunch.

Please see the Council's website at [www.kingston.gov.uk/education/schools/school\\_meals](http://www.kingston.gov.uk/education/schools/school_meals) for further information and where you can apply on line, or contact the Information and Advice Centre on 020 8547 5004 for support in applying or to confirm your eligibility.

A free school meal consists of a nutritionally balanced lunch which meets the current government nutritional standards for primary schools. Where schools serve hot meals, a free hot meal will be provided to children who are eligible.

## 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.

## 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 about the policy followed if the school receives more applications than places available. Please note the national closing date for all primary and junior applications is **15 January 2012**.

### London Borough of Merton

**London Borough of Merton**  
**Education Department, Merton Civic Centre,**  
**London Road, Morden SM4 5DX**  
**Tel: 020 8274 4906**  
**Email: [admissions@merton.gov.uk](mailto:admissions@merton.gov.uk)**  
**Web: [www.merton.gov.uk/schools](http://www.merton.gov.uk/schools)**

**Hollymount Primary School DfE Number 315 2061**  
Cambridge Road, London SW20 0SQ Tel: 020 8946 0454

**Sacred Heart RC Primary School DfE Number 315 3501**  
Burlington Road, New Malden KT3 4ND Tel: 020 8942 0215

**St John Fisher RC School DfE Number 315 3505**  
Grand Drive, London SW20 9NA Tel: 020 8540 2637

**St Matthews CE Primary School DfE Number 315 3302**  
Cottenham Park Road, London SW20 0SX Tel: 020 8947 7227

**West Wimbledon Primary School DfE Number 315 2081**  
Bodnant Gardens, West Barnes Lane, Raynes Park, London SW20 0BZ  
Tel: 020 8946 1620

## London Borough of Richmond upon Thames

**London Borough of Richmond upon Thames**  
**Education, Children's and Cultural Services**  
**Admissions Section,**  
**Civic Centre, 44 York Street,**  
**Twickenham TW1 3BZ**  
**Tel: 020 8891 7514**  
**Email: [education.admissions@richmond.gov.uk](mailto:education.admissions@richmond.gov.uk)**  
**Web: [www.richmond.gov.uk/schools](http://www.richmond.gov.uk/schools)**

**Collis Primary School DfE Number 318 2032**  
Fairfax Road, Teddington TW11 9BS Tel: 020 8977 1458

**Hampton Wick Infant School DfE Number 318 2010**  
Normansfield Avenue, Teddington TW11 9RP Tel: 020 8977 3971

**Meadlands Primary School DfE Number 318 2015**  
Broughton Avenue, Ham TW10 7TS Tel: 020 8940 9207

**Sacred Heart R.C. Primary School DfE Number 318 3320**  
St Mark's Road, Teddington TW11 9DD Tel: 020 8977 6591

**St John the Baptist C.E. Junior School DfE Number 318 3312**  
Lower Teddington Road, Hampton Wick KT1 4HQ Tel: 020 8977 4114

**St Richard's C.E. Primary School DfE Number 318 3303**  
Ashburnham Road, Ham TW10 7NL Tel: 020 8940 7911

**The Russell Primary School DfE Number 318 2019**  
Petersham Road, Richmond TW10 7AH Tel: 020 8940 1446

**The Vineyard Primary School DfE Number 318 2037**  
Friars Stile Road, Richmond TW10 6NE Tel: 020 8948 0195

## The County of Surrey

**Surrey County Council**  
**Contact Centre, Floor 3, Conquest House**  
**Wood Street, Kingston upon Thames**  
**KT1 1AB**  
**Tel: 03456 009 009**  
**Web: [www.surreycc.gov.uk/](http://www.surreycc.gov.uk/)**

**Claygate Primary School DfE Number 936 2929**  
Foley Road, Claygate KT10 0NB Tel: 01372 465348

**Cuddington Community Primary School DfE Number 936 2095**  
Salisbury Road, Worcester Park KT4 7DD Tel: 020 8716 2677

**Cuddington Croft Primary School DfE Number 936 2355**  
West Drive, Cheam SM2 7NA Tel: 020 8642 4325

**Danetree Junior School DfE Number 936 2092**  
Danetree Road, West Ewell KT19 9SE Tel: 020 8393 6406

**Hinchley Wood Primary School DfE Number 936 2100**  
Claygate Lane, Hinchley Wood KT10 0AQ Tel: 020 8398 1310

**Long Ditton Infant & Nursery School DfE Number 936 2101**  
Ditton Hill Road, Long Ditton, Surbiton KT6 5JB Tel: 020 8398 4398

**Long Ditton St Mary's C of E (Aided) Junior School DfE Number 936 3343**  
Sugden Road, Long Ditton, Surbiton KT7 0AD Tel: 020 8398 1070

**Riverview C of E Primary & Nursery School DfE Number 936 3065**  
Riverview Road, West Ewell KT19 0JP Tel: 020 8337 1245

**St Clement's Catholic Primary School DfE Number 936 3470**  
Fennells Mead, West Ewell KT17 1TX Tel: 020 8393 8789

**St Paul's Catholic Primary School DfE Number 936 3446**  
Hampton Court Way, Thames Ditton KT7 0LP Tel: 020 8398 6791

**Thames Ditton Infant School DfE Number 936 2103**  
Speer Road, Thames Ditton KT7 0NW Tel: 020 8398 5842

**Thames Ditton Junior School DfE Number 936 2102**  
Mercer Close, Thames Ditton KT7 0BS Tel: 020 8398 3039

**The Mead Infant School DfE Number 936 2091**  
Newbury Gardens, Ewell KT19 0QG Tel: 020 8393 0966

**West Ewell Infant and Nursery School DfE Number 936 2093**  
Ruxley Lane, West Ewell KT19 0UY Tel: 020 8393 2417

## London Borough of Sutton

**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](mailto:admissions@sutton.gov.uk)**  
**Web: [www.sutton.gov.uk](http://www.sutton.gov.uk)**

**Cheam Common Infants' School DfE Number 319 2007**  
Balmoral Road, Worcester Park KT4 8SS Tel: 020 8337 4152

**Cheam Common Junior School DfE Number 319 2006**  
Kingsmead Avenue, Worcester Park KT4 8UT Tel: 020 8337 1844

**Dorchester Primary School DfE Number 319 2038**  
Dorchester Road, Worcester Park KT4 8PG Tel: 020 8330 1144

## London Borough of Wandsworth

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

**All Saints (CofE) Primary School DfE Number 212 3304**  
Putney Common, London SW15 1HL Tel: 020 8788 5196

**Granard Primary School DfE Number 212 2781**  
Cortis Road, London SW15 6XA Tel: 020 8788 3606

**Heathmere Primary School DfE Number 212 2786**  
Alton Road, London SW15 4LJ Tel: 020 8788 9057

**Hotham School DfE Number 212 2314**  
Charwood Road, London SW15 1PN Tel: 020 8788 6468

**Our Lady of Victories (RC) Primary School DfE Number 212 3387**  
1 Clarendon Drive, London SW15 1AW Tel: 020 8788 7957

**Roehampton (CofE) Primary School DfE Number 212 3390**  
245 Roehampton Lane, London SW15 4AA Tel: 020 8788 8650

**Sacred Heart (RC) Primary School DfE Number 212 3629**  
Roehampton Lane, London SW15 5NX Tel: 020 8876 7074

**The Alton Primary School DfE Number 212 2877**  
Danebury Avenue, London SW15 4PD Tel: 020 8876 8482





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