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The information in this booklet relates only to the school year beginning September 2009 and was correct on 31 July 2008. However, some of the details given here may change during the year.

Responsibility for information printed here relating to Foundation or Voluntary Aided Schools lies with the Governing Body of the school concerned and not with the Royal Borough of Kingston upon Thames.



Printed using recycled materials
August 2008

Dear Parents

Transferring from primary to secondary school is an important step in your child's education. I am delighted that you are considering a secondary school in Kingston.

This booklet explains the process of applying for secondary schools for September 2009 and also gives information about all ten secondary schools in the Royal Borough of Kingston upon Thames.

All our secondary schools have a commitment to high standards. The GCSE results and attainment at Key Stage 3 continue to be among the best in the country and are still improving.

When choosing a school it is important to find out about the ways in which the school will guide and support your son's or daughter's individual needs and interests. This information can be gained from the school's prospectus and by making a visit to see the school's facilities and talking to the Headteacher and staff.

The results achieved by individual schools depend on a range of factors. These include the attainments of the pupils on entry, the mobility of pupils in and out of the school and the numbers of pupils who use English as an additional language or who have special educational needs. It is helpful to consider these and other characteristics of the school when interpreting the results achieved in examinations.

Examination results are not the only measure of a good school. Kingston's secondary schools provide a broad and balanced curriculum which encourages achievement in a wide range of activities for young people. Good opportunities for pupils to enjoy and develop their skills and talents in sport, the arts, work related learning and community links, and to mature socially and personally, also help young people to succeed.

Our secondary schools are offering more vocational qualifications involving applied learning as well as GCSE courses. This wider provision helps more young people to stay on in education and to have greater choice about their future education, training and employment after the age of 16.

The system of co-ordinated admissions for transfer to secondary schools has meant that more parents are offered one of their preferred schools earlier and fewer parents will receive no initial offer at all. The process has been helped further by enabling parents to apply online for their child's secondary school place.

Whichever school your child transfers to next year, may I wish him or her every success in their future education in Kingston.



Yours sincerely

Patrick Leeson

Strategic Director of Learning and Children's Services

ONLINE ADMISSIONS

You can apply online for a secondary school place from 1 September 2008. The online application system is easy to use and will guide you through each step.

The benefits of applying online are:

- It is quick and easy to do
- Your details are safe and secure
- There are clear prompts to ensure you complete all the required sections
- You can view your application at any time
- You can make changes until midnight on the closing date which is Friday 24 October 2008
- You will receive email confirmation that you have successfully submitted an application
- You will be able to print a copy of your application to keep for your own records
- There is no need to complete a paper application form
- You will be able to see the result of your application online from the morning of 3 March 2009 so you won't have to wait for the post

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

If you have any questions about the online admissions process you can contact School Admissions on 020 8547 4610.

If you wish to apply online you must have an email address. The website will have a link for you to register for a free email account.

You may find it useful to note down your details here and keep in a safe place.

Email Address	
Username	
Password	
Reference Number	

SECTION 1: KEY DATES AND TYPES OF SCHOOL IN KINGSTON

KEY DATES IN KINGSTON'S ADMISSIONS PROCESS FOR SEPTEMBER 2009

2008 Monday 29 September – Thursday 9 October	Open Evenings and Open Days Each school's page in Section 3 has details of these events
Friday 24 October	Closing date for receipt of completed common application form or online application and any supplementary forms
Friday 28 November Tuesday 9 December	Selection Tests For admission to Tiffin School and The Tiffin Girls' School Letter to selection test candidates Non-Verbal Reasoning Test and Verbal Reasoning Test
Friday 12 December	Closing date for applications from people moving into the borough after 24 October 2008
2009 Monday 2 March	National Offer Day Letters posted first class by local Councils
Friday 3 April May – June	Appeals Closing date for Community Schools appeals* Appeal Hearings* *These dates may vary for Voluntary Aided and Foundation Schools
Wednesday 1 July	Year 6 pupils visit Secondary Schools
Thursday 3 September 2009	Start of the autumn term: (exact date and time to be advised by each school)

COMMUNITY SCHOOL TERM DATES FOR 2009/2010 IN KINGSTON

Autumn Term 2009:	Thursday 3 September	to	Friday 23 October
	Monday 2 November	to	Friday 18 December
Spring Term 2010:	Monday 4 January	to	Friday 12 February
	Monday 22 February	to	Thursday 1 April
Summer Term 2010:	Monday 19 April	to	Friday 28 May (excluding Monday 3 May)
	Monday 7 June	to	Friday 23 July

These term dates include days when the school will be closed for teacher training. The school will tell you what these dates are.

Voluntary Aided and Foundation Schools' dates may vary slightly from the above.

TYPES OF SCHOOL IN KINGSTON

Community Schools

Community Schools are owned by the Council. At Community Schools, the Council sets the admissions policy, including the admissions criteria.

These are: Chessington Community College, Coombe Girls' School, Southborough High School and The Tiffin Girls' School.

Voluntary Aided and Foundation Schools

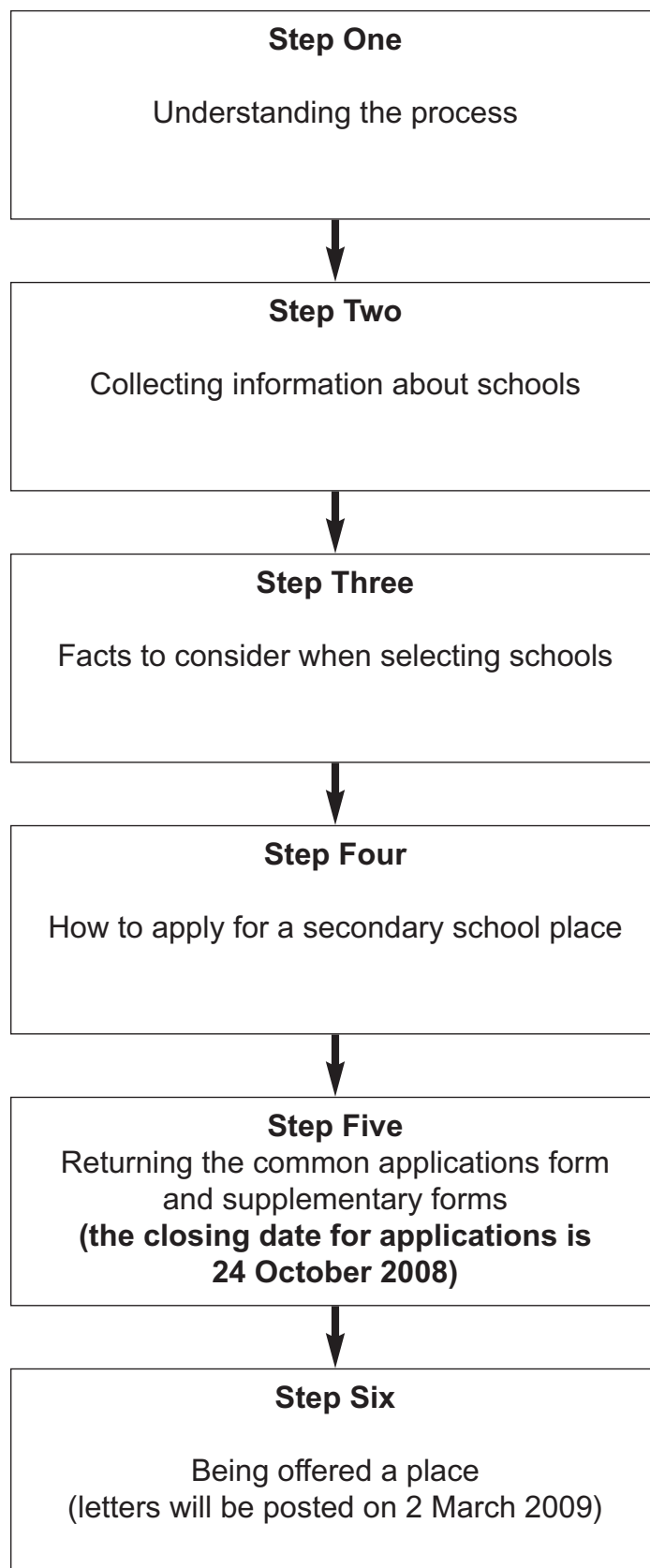
Voluntary Aided and Foundation Schools are owned by a trust rather than the Council. At Voluntary Aided and Foundation Schools, the school governors set the admissions policy, including the admissions criteria.

These are: Coombe Boys' School, The Hollyfield School, The Holy Cross School, Richard Challoner School, Tolworth Girls' School and Tiffin School.

You can find more information about the schools in Kingston by looking at Kingston Council's website on www.kingston.gov.uk/education/schools.

SECTION TWO: SIX STEPS IN APPLYING FOR A SECONDARY SCHOOL PLACE

THE TRANSFER PROCESS STEP BY STEP FOR SEPTEMBER 2009



Children born between 1 September 1997 and 31 August 1998 are eligible to transfer to Secondary School in September 2009.

STEP ONE: UNDERSTANDING THE PROCESS

- You may list up to six schools you wish to apply to on the common application form issued by your local Council or on the online application form. You must list the schools, both in Kingston and in other Council areas, in the order that you prefer them.
- You should check if you need to complete a supplementary information form for the schools you are applying to.
- Your local Council will pass details of your application to each school you apply to.
- Each school will then determine whether a place can be offered using their published admissions criteria. This information will be passed back to your local Council.
- If your child meets the admissions criteria for one of the schools you have applied to, your local Council will offer you a place at that school.
- If your child meets the admissions criteria for more than one school you have applied to, your local Council will offer you a place at the school that you have given higher preference to.
- If your child does not meet the admissions criteria for any of the schools you applied to, your local Council will offer you a place at another school, where possible.

STEP TWO: COLLECTING INFORMATION ABOUT SCHOOLS

You should gather as much information as possible before you decide which schools you want to apply to.

- **Read about Kingston schools in this booklet**
Refer to Section 3 for details of Kingston schools. If you wish to apply for schools in other Council areas, contact the relevant Council for information on their secondary schools. Contact details for neighbouring Councils are in Section 9.
- **Visit secondary schools**
Attend school open evenings. Some schools also have open days when you can see the school operating during a normal school day. These tend to be less busy than the open evenings. Most schools will make other arrangements if you are unable to attend either of these. Check the individual school pages or contact the school for details. There is also a schedule of open evenings in the pocket at the back of this booklet.

- **School Prospectuses**

Each school has its own prospectus with information on the ethos, curriculum, examination results, attendance figures and other details. Contact the school directly to ask for a copy.

- **Performance Tables and Ofsted Inspection Reports**

The Department for Children, Schools and Families (DCSF) produces performance tables for all schools nationally. You will find a direct link to these tables on Kingston Council's website at www.kingston.gov.uk/education/schools. They are also available on the DCSF website at www.dcsf.gov.uk/performance. You can obtain Ofsted inspection reports on individual schools directly from the schools. You will find a direct link to these reports on Kingston Council's website at www.kingston.gov.uk/education/schools. You can also find them on the Ofsted website at www.ofsted.gov.uk.

- **Talk to your child's primary school headteacher**

He/she can give you general advice and tell you about the schools to which pupils normally transfer.

- **Your child**

Consider your child's particular interests and abilities and views on the schools visited.

- **Travel arrangements**

Check that daily travel to and from school is possible within a reasonable time. Transport for London have a very useful website that you can use to look up travel routes and times (www.tfl.gov.uk/journeyplanner). You can also telephone their 24 hour travel information line on 020 7222 1234.

The Tourist Information Centre, which is located in the Market House in the centre of the Ancient Market Place in Kingston, has supplies of a detailed bus map available covering the whole of south west London.

Timetables for all bus routes, including the 665 and 671 buses that are run for school journeys only, can be found at www.busmap.org. You can also pick these up from the Market House.

Bus and tram travel for all 18 year olds and under in full-time education is free provided they have a valid Oyster photocard.

If your child wishes to cycle to school you can obtain cycle route maps from the Market House in Kingston. You may also wish to find out about the individual school's policy on cycling to school and their cycle parking facilities.

STEP THREE: FACTS TO CONSIDER WHEN SELECTING SCHOOLS

Consider the likelihood of your child being offered a place at the schools to which you want to apply by looking at the admissions criteria and how the school offered places last year.

The admissions criteria

Most secondary schools in Kingston are oversubscribed each year ie they receive more applications than there are places available. The admissions criteria are used to decide who should receive places at oversubscribed schools. You will find the admissions criteria for each Kingston secondary school on the individual school page in Section 3. The admissions criteria vary depending on the type of school you are applying to.

How places were offered last year

You will find details of how places were offered last year at each secondary school in Kingston on the individual school page in Section 3.

Non-selective Community Schools

The admissions criteria are the same for each of the non-selective Community Schools. If there are more applications than places available for any of the three non-selective Community Schools, (Chessington Community College, Coombe Girls' School, Southborough High School), places will be offered according to the following criteria, in this priority order, after taking account of any children for whom the school is named on 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 at the time of admission;
- iii. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv. the remaining places will be offered to children who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

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

You should read the following information about how the admissions criteria for non-selective Community Schools are applied before completing the common application form or online application.

(ii) Brother or sister attending the school

Please note that that your older child must be **on roll at the same school** at the time your child will be admitted.

(iii) Exceptional family, social or medical need

- If you think there are exceptional family, social or medical needs which make a school the most suitable for your child, you should make it clear on your common application form by ticking the appropriate box.
- You will need to show that your reasons are exceptional and explain how the school you would like meets your child's needs. A medical condition such as asthma, which can be dealt with in all schools, will not be considered as a reason for giving priority on medical grounds.
- You must submit evidence from a professional person eg a hospital consultant or specialist, a doctor, a social worker, or an educational psychologist to support that the school you are applying for is the most suitable for your child. If you do not supply evidence, we cannot consider your child's application under this criterion.
- We will only give priority on medical grounds if these are of such a serious nature that the preferred school is clearly the most suitable one to meet your child's needs.
- We do not consider reasons such as convenience for your place of work, childcare arrangements or previous family connection to be strong enough to be considered under this criterion.
- Please submit supporting documentary evidence with your common application form. If you apply online and request consideration under this criterion, you must still submit supporting evidence.
- You should submit the documentary evidence in a sealed envelope and mark it for the attention of the Council's Schools Admission Office. All information supplied is treated in strictest confidence.
- The Strategic Director of Learning and Children's Services will consider the merits of each individual case when deciding whether to allocate a place under this criterion.

(iv) Distance from home to school

- Where your application is likely to be considered under the distance criterion, try to assess whether you live close enough to the school to obtain an offer of a place.

- The final “cut-off” distance for admissions over the previous three years has been included (where appropriate) on the individual school pages in Section 3. This is only a guide as the cut-off distance will vary from year to year. Even if you live within this distance, this does not guarantee that your child will obtain a place there for next September.
- The distance from home to school criterion (iv) is used as a “tie-breaker” if there are more applications than places available under criteria (i), (ii) or (iii).

Measuring home to school distance

The distance from home to school is measured using the shortest approved walking route.

The starting point is a point in the property determined by address point data supplied by Ordnance Survey. This will always measure using the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

The end point is measured to the nearest school gate even if the school has more than one school gate.

Shortest approved walking route: The routes between the starting and end points are all paved, lit and are designated public rights of way.

Voluntary Aided and Foundation Schools

Voluntary Aided and Foundation Schools may have special admission requirements. For example, they may require a reference from a parish priest or other minister of religion. If you are applying for a place at one of these schools, make sure you understand their admissions criteria. Any questions you have about admission to these schools should be addressed directly to the school.

Selective Schools

For the selective schools, whether it is Community or Voluntary Aided, places will be allocated by looking at your child’s performance in the selection tests. No other criteria will be used unless there is a tied score for the 120th place at The Tiffin Girls’ School, in which case distance is used to decide who to offer the place to. You can find information on selection tests in Section 4.

STEP FOUR: HOW TO APPLY FOR A SECONDARY SCHOOL PLACE

Complete a Common Application Form

If you are a Kingston Council resident, you should complete Kingston Council’s common application form which you will find in the pocket at the back of this booklet.

Applying Online

You may apply online by going to www.kingston.gov.uk/school_admissions. You should not complete the common application form if you apply online. However, if the schools you are applying to require a supplementary information form you will need to complete this and send it to the address stated on the form. You can either download these forms or find them in the pocket at the back of this booklet.

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 primary school.

Supplementary Information Forms

A supplementary information form is only required when a school needs additional information to apply their admissions criteria or if your child is being tested for a selective school. The following schools have supplementary information forms: Tiffin School, The Tiffin Girls' School, The Holy Cross School and Richard Challoner School.

You will find these forms in the pocket at the back of this booklet or you can download them if you are applying online. Please refer to the individual form to find out where to send your completed form.

Please check whether any schools you are applying for in another Council area require a supplementary information form to be completed.

If you apply to a school that requires a supplementary information form, and you do not complete and return the form, the school will still consider your application along with those applications that were supported by a supplementary information form. However, it may not be possible for the school to apply their admissions criteria to your application and this could reduce your child's chances of being offered a place.

Child's details:

Child's home address

- The address you give on your application form must be the one at which your child is permanently living on the closing date for applications. We will not accept a business address, the home of a relative, or a childminder's address.
- You must include proof of your home address by providing a copy of your most recent council tax statement or a utility (gas or electricity) bill. You must provide this even if you are applying online.
- If your child spends time at two different addresses, you should use the main place of residence. This will need to be verified and we will ask you for proof.
- We will not accept possible future addresses as a basis for allocating school places, nor are you permitted to use a temporarily rented address in order to secure a school place.

- If you change your address between September 2008 and September 2009 you must inform the Council's School Admissions Office immediately after you have moved and provide proof of your new address. We may also request proof that you have vacated your previous property. If we have any doubts about the information you provide we will request further evidence of your family's move.
- Temporary addresses, for example because your permanent home is undergoing building works or because you are having domestic difficulties, will not be accepted. However, an address that is temporary because you have had to move to the Kingston area from abroad or another part of the country, may be accepted. Where this is the case, contact the Council's School Admissions Office for information before submitting your application. This must still be submitted by the closing date of 24 October 2008.
- We will investigate any applications where there are doubts about the information provided, where information has been received to suggest a fraudulent application has been made or where records show a change of address within the previous 12 months. We may seek evidence from parents, Council records, primary schools or any other source we consider appropriate.
- If you are an HM Forces family or any other UK Crown servant family returning to this country from a posting overseas or you are being posted to this area from another part of the UK, or if you are a UK family returning to your home in Kingston upon Thames from temporary employment abroad, you can apply for a school place up to four months in advance of your return. This is providing you supply documentary evidence from your employer of your exact date of return and can verify your address here.
- If you are a Kingston family adopting a child you can apply for a school place up to four months in advance of the child coming to live with you. Formal confirmation of the adoption is required from the Social Services authority concerned.

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

Department for Children, Schools and Families (DCSF) number

- **For Kingston's secondary schools:** it is listed on the school's individual page in Section 3.
- **For secondary schools in other areas:** please see pages 53-57 for details of the nearest schools bordering this borough. You should also be able to find this information in the relevant Council's admissions booklet.

School preferences:

- 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;

- schools are not told the preference order in which you have listed them. This guarantees that, for example, an application from a parent who has ranked the school as sixth preference is treated in the same way as an application on which the school is ranked as first preference;
- if your child meets the admissions criteria for more than one school, your local Council will look at your preference order and you will be offered the higher preference school for which your child has met the admissions criteria;
- the order of preference in which you list your schools is confidential.

Order of Preference

You should think carefully about your order of preference when you decide how to list the schools you are applying for on your application form. This is because if your child qualifies for a place at a number of schools you will only be made one offer of the school which you named as a higher preference.

If you wish to apply to selective schools your child will not be offered a place at a selective school, regardless of how well he/she performs in the tests, if they have also qualified for a school that you list as a higher preference on your application form. If you are applying to more than one selective school, you should list the schools in the order that you prefer them. The examples below illustrate the importance of the order of preference:

Example 1 – girl

Preference	School	Qualify for place?	School offered
1st	The Tiffin Girls' School	No	
2nd	The Hollyfield School	Yes	The Hollyfield School
3rd	Nonsuch High School	Yes	
4th	Coombe Girls' School	Yes	
5th	Raynes Park High School	Yes	
6th	Tolworth Girls' School	No	

Example 2 – boy

Preference	School	Qualify for place?	School offered
1st	Coombe Boys' School	Yes	Coombe Boys' School
2nd	Tiffin School	Yes	
3rd	Southborough High School	Yes	
4th	Chessington Community College	No	
5th	Richard Challoner School	Yes	
6th	Grey Court School	Yes	

For more information on applying to schools in other Council areas please see Section 9.

Before you complete this section please check that you:

- are familiar with the admissions criteria for each school you are applying for;
- are clear on the order in which you want to list the schools you are applying for;
- do not waste a preference by naming a school where your child is unlikely to qualify for a place (see step 3);
- have enclosed the relevant family, social or medical evidence if you want your application to be considered under this criterion;
- have completed any supplementary information forms required;

and remember that:

- although you do not have to use all six preferences, doing so will maximise your chances of obtaining a place for your child at one of your preferred schools.

Changing your order of preference

If you wish to change your order of preference after the closing date of **24 October 2008**, all preferences would be considered as late applications.

Children in Public Care:

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.

Children with Special Educational Needs:

If your child has a Statement of Special Educational Needs you do not need to complete this form as your preferred school will be named on the statement. Please contact the Special Needs Department for further information on 020 8547 4615. If your child is undergoing the statementing process, but it is not yet complete, please complete the common application form.

Parents/carers' further details:

Please complete this section if the child's parents live at separate addresses and you would like correspondence sent to both parents.

Parent/carers' declaration

Please read through the checklist carefully and ensure you read and sign the declaration before returning your form by the closing date of **Friday 24 October 2008**. Please remember to enclose proof of your address.

STEP FIVE: RETURNING THE COMMON APPLICATION FORM

You will need to return your common application form to your local Council.

If you are a Kingston resident and your child goes to a Kingston state Primary school, you should give your common application form to your child's Primary School by the closing date and they will pass it to Kingston Council.

If you are a Kingston resident and your child attends a Primary school outside the Kingston Council area or an independent school, you should return your common application form directly to the School Admissions Office, Learning and Children's Services, The Royal Borough of Kingston upon Thames, Guildhall 2, Kingston upon Thames KT1 1EU.

If you would like confirmation that we have received your form, please enclose a stamped addressed envelope.

The closing date for receipt of your common application form, or online application, and any supplementary information forms is **Friday 24 October 2008**.

Late applications

Late applications received after the closing date of 24 October but before 12 December 2008 will not be considered until after all applications received by the closing date. This is unless you are able to provide proof that there were exceptional reasons that prevented you from submitting the form on time. All late applications received after 12 December 2008 will be considered after those received by the closing date.

Moving into Kingston upon Thames before the Allocation Process

If you move into the area after the closing date, but before Friday 12 December 2008, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 24 October.

If you move into the area after 12 December 2008 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 2 March 2009, his/her name will be placed on any remaining waiting list in criteria order.

Applying for a school place after the Allocation Process

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.

STEP SIX: BEING OFFERED A PLACE

- The result of your application will be sent first class post by your local Council on **2 March 2009**.
- If your child meets the admissions criteria for only one of the schools you applied to, your local Council will offer you a place at that school, whatever borough or county the school is in. The order of preference will not need to be used in this case.

- If your child meets the admissions criteria for more than one school, your local Council will look at your order of preference and offer you a place at the school that you have given higher preference to on your application form.
- If your child does not meet the admissions criteria for any of the schools you applied to and you are a Kingston resident, Kingston Council will offer you a place at another school where possible. This school will be the nearest Kingston non-selective school to your home address with places remaining for boys and/or girls as applicable.
- If you want to accept the offer of a school place, you must fill in the acceptance slip and return it by 16 March 2009 to your local Council.

Waiting lists for Non-Selective Community Schools

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

Waiting lists for Selective Schools

- For Kingston's selective schools, the waiting list will be held in rank score order and will automatically consist of the names of children who have not had a higher preference offer.
- If your child has been offered a higher preference school you can ask to have his/her name added to the waiting list. His/her name will be added in criteria order.
- The waiting list for Tiffin School will be maintained until 30 September 2009. The waiting list for The Tiffin Girls' School will be maintained until 31 December 2009. After these dates the waiting lists will be disbanded.

SECTION 3: KINGSTON SCHOOLS DIRECTORY

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Tiffin School (boys, selective)	38

You can find out more information about these schools by looking at Kingston Council's website on www.kingston.gov.uk/education/schools/secondary_schools.

There are links to each individual school's page which gives you the school's contact details and a summary of recent years' performance at GCSE and Key Stage 3. From this page you can also access the school's own website.

Chessington Community College

DCSF Number 314 4006



Principal: Mr D Kemp MA BEd NPQH

Chessington Community College is a mixed Community School for pupils aged 11 – 18. It is a Specialist Sports College which offers a wide variety of additional sporting and outdoor education opportunities to its pupils. In January 2008 there were 591 pupils on roll, with 110 pupils in the sixth form. The Council is responsible for allocating places at this school.

Chessington Community College

Garrison Lane
Chessington
KT9 2JS

Tel: 020 8974 1156
Fax: 020 8974 2603
Email: ccc@rbksch.org
Website: www.ccc.kingston.sch.uk

Open Evening

Tuesday 7 October from
6.30pm. The Principal
will speak at 7.00pm.

Other arrangements

Daytime tours at 9.15am,
11.15am and 2.00pm by
arrangement. Please
telephone the College
office for an appointment.

Nearest train station

Chessington South
station is a one minute
walk from the College
entrance

Bus Route 71

The College also runs its
own school bus service.
Further details from the
college.

There are 150 Year 7 places available for September 2009

ADMISSIONS CRITERIA

If more than 150 applications are received, places will be offered according to the following criteria, used in this priority order:

- 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 at the time of admission;
- iii. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv. the remaining places will be offered to children who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

Children who have a Statement of Special Educational Needs will be offered a place at the School if it is named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

Waiting List

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of children who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received.

How places were offered last year

Number of applications	333
No waiting list remaining	

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

Coombe Boys' School

DCSF Number 314 5403



Headteacher: Mrs C M Campbell, BSc, MCMI

Coombe Boys' School is a Foundation School for boys aged 11 – 18. In January 2008 there were 544 pupils on roll, with 87 pupils in the sixth form, which is run jointly with the sixth form at Coombe Girls' School. The Governors are responsible for allocating places at this school.

Coombe Boys' School

College Gardens

Blakes Lane

New Malden

KT3 6NU

Tel: 020 8949 1537

Fax: 020 8942 6725

Email: bvb@rbksch.org

Website: www.coombeboyschool.org

Open Evening

Wednesday 1 October

6.30 – 9.00pm

The Headteacher will speak at 6.45pm and 7.45pm in the school hall.

Open Mornings

Thursday 2 October.

9.15am – 11.30am. Parents who cannot attend may ring for an alternative appointment.

Nearest train stations

Motspur Park and New Malden

Bus Routes

265, 213, 131

There are 180 Year 7 places available for September 2009

ADMISSIONS CRITERIA

If more than 180 applications are received, places will be offered according to the following criteria, used in this priority order:

- 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 at the time of admission;
- iii. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv. the remaining places will be offered to children who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

Boys who have a Statement of Special Educational Needs will be offered a place if the school is named in their Statement, in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

Waiting List

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of boys who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received.

EXCELLENCE AT COOMBE

We expect all Coombe pupils to achieve excellence. We do recognise, however, that excellence is achieved in different ways, at different speeds and at different levels. We try to respond to this by varying our work to suit each pupil. We know that some of our pupils are ahead in their knowledge, understanding and general ability. To accommodate them, we have created an 'express stream' in which pupils will be challenged to achieve their full potential slightly more quickly than the others. All our pupils arrive at Coombe with their SATs scores and information from their primary school teachers. This will be used to give us a clear picture of our new Year 7 and the express stream will derive from it. Throughout their time at Coombe, boys will be re-assessed and they will be able to move in or out of the express stream and all other groupings if their results suggest this is appropriate.

How places were offered last year

Number of applications	341
No waiting list remaining	

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

Coombe Girls' School

DCSF Number 314 4004



Headteacher: Mrs C M Campbell, BSc, MCMI

Coombe Girls' School is a Community School for girls aged 11 – 18 with some male students in the sixth form. In January 2008, there were 1486 pupils on roll. This includes 441 students in the sixth form. The Council is responsible for allocating places at this community school.

Coombe Girls' School

Clarence Avenue
New Malden
KT3 3TU

Tel: 020 8942 1242

Fax: 020 8942 6385

Email: cmg@rbksch.org

Website: www.coombegirlsschool.org

Open Evening

Wed 8 Oct 6.30pm-9.00pm

The Headteacher will speak
at 6.45pm and 7.45pm.

Open Morning

Thurs 9 Oct from

9.30am –12.30pm

Other arrangements

Please contact the school

**Nearest train
station**

New Malden

Bus Route

213

There are 210 Year 7 places available for September 2009

ADMISSIONS CRITERIA

If more than 210 applications are received, places will be offered according to the following criteria, used in this priority order:

- 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 at the time of admission;
- iii. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv. the remaining places will be offered to children who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

The Council's admissions criteria does not give priority to parents who wish to apply to the school solely on the ground that they require a single sex education for their child.

Girls who have a Statement of Special Educational Needs will be offered a place if the school is named in their Statement in accordance with the Education Act 1996 and the Special Education Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

Waiting List

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of girls who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received.

EXCELLENCE AT COOMBE

We expect all Coombe pupils to achieve excellence. We do recognise, however, that excellence is achieved in different ways, at different speeds and at different levels. We try to respond to this by varying our work to suit each pupil. We know that some of our pupils are ahead in their knowledge, understanding and general ability. To accommodate them, we have created an 'express stream' in which pupils will be challenged to achieve their full potential slightly more quickly than the others. All our pupils arrive at Coombe with their SATs scores and information from their primary school teachers. This will be used to give us a clear picture of our new Year 7 and the express stream will derive from it. Throughout their time at Coombe, girls will be re-assessed and they will be able to move in or out of the express stream and all other groupings if their results suggest this is appropriate.

How places were offered last year

Total number of applications	685	
Looked After Children (criterion i)	-	
Siblings (criterion ii)	40	
Family/social/medical reasons (criterion iii)	4	
Girls with a statement	3	
Distance (criterion iv)	163	
Number of appeals heard	17	Number of successful appeals
		0
Distance from home to school of last girl offered a place	2008	3.264 km
	2007	2.783 km
	2006	2.832 km
Waiting list remaining		

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

The Hollyfield School

DCSF Number 314 5404



Headteacher: Mr S J Chamberlain BEd (Hons)

The Hollyfield School is a mixed Foundation School for pupils aged 11 – 18. In January 2008 there were 1100 pupils on roll, with 205 pupils in the sixth form. The Governors are responsible for allocating places at this school.

**The Hollyfield School
and Sixth Form Centre**

Surbiton Hill Road
Surbiton
KT6 4TU

Tel: 020 8339 4500

Fax: 020 8339 4572

Email: hollyfield@rbksch.org

Website: www.hollyfield.kingston.sch.uk

Open Evening

Thursday 2 Oct from
6.30pm – 9.00pm

Open Days

Monday 6, Tuesday 7
and Wednesday 8 Oct at
9.15am and 1.45pm

**Nearest train
station**

Surbiton

Bus Routes

71, 281, 406,
418, 671, K1, K2,
K4 all pass close
by the school

There are 180 Year 7 places available for September 2009

ADMISSIONS CRITERIA

***Distance from the school will serve as an overriding tie-breaker in the event of over subscription within *any* category for all relevant age groups.**

1. Looked After Children.*
2. Places will be offered to those with a brother or sister attending the school at the time of admission, including adopted, step or half siblings living at the same address.*
3. Places will be offered to those able to provide written evidence from a suitably qualified person such as a doctor, social worker or Educational Welfare Officer at the time of application of particular social or medical needs which can only be met most appropriately by attendance at Hollyfield.*
4. Places will be offered to those pupils who attend a **partner primary school**. These are schools that have transferred a **total** of at least 6 pupils **over the past two years** (i.e. no. in September 2006 plus no. in September 2007).* Partner Primary Schools are:

Christ Church New Malden C of E Primary School, Christ Church C of E Primary School, Coombe Hill Junior School, Fern Hill Primary School, Grand Avenue Primary School, King Athelstan Primary School, Knollmead Primary School, Latchmere School, Robin Hood Primary School, St Andrew's and St Mark's Junior School, St John's

Primary School, St Luke's Primary School, St Matthew's C of E Primary School, St Paul's C of E Junior School, The Mount Primary School, Tolworth Junior School.

5. The remaining places will be offered to those living nearest the school as measured by the Council's geographical information system, in a straight line from a fixed point in the school, with those living nearer being accorded the higher priority.*
6. The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. It will also include the names of applicants who have moved into or within the area after the closing date. The waiting list will be dealt with in criteria order. Names of applicants who receive a higher preference initial offer and those who made initial applications but did not name the school as a preference can be added to the waiting list. However, these names will be added to the list after the names of those applicants outlined above.

Places will be offered to those pupils where the Secondary School has been named in their Statement of Special Educational Needs, in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Waiting List

The waiting list will be held as described in (6) above until 30 September 2009. After that date the waiting list for Year 7 will be held strictly in criteria order, excluding (4) as are the waiting lists for all other years.

THE HOLLYFIELD FAST TRACK GROUP

Fast Track is a group of more able pupils following a demanding programme of study. **Pupils are selected as a result of a test taken after the offer of a place has been made by the school and accepted by parents.** The Fast Track programme is in its eleventh year and after its initial success the number of places have been increased to 60. Fast Track pupils are expected to achieve high levels of SATs, excellent GCSE results and after A Levels gain a place at university. As a result, expectations and standards achieved are extremely high in all areas of work and school life. Fast Track aims for excellence. The examination date is **Saturday 9 May 2009.**

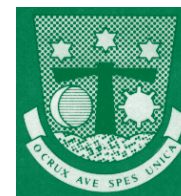
How places were offered last year

Number of applications			751
Partner Primary Schools pupils			175
Pupils with a statement			5
Siblings (including 59 from partner Primary Schools)			62
Distance			-
Number of appeals heard	13	Number of successful appeals	3
Distance from home to school of last place offered			1.97km

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

The Holy Cross School

DCSF Number 314 5402



Headteacher: Mr T Gibson MEd NPQH BSc(Hons) DipEd

The Holy Cross School is a Voluntary Aided Roman Catholic School for girls aged 11 – 18. In January 2008 there were 912 girls on roll, with 172 girls in the sixth form, which is federated with Richard Challoner School.

The Holy Cross School

Sandal Road
New Malden
KT3 5AR

Tel: 020 8395 4225

Fax: 020 8395 4234

Email: hxs@rbksch.org

Website: www.holycross.kingston.sch.uk

Open Evening

Monday 29 September

From 5.30pm to 8.00pm. The Headteacher will speak every half hour from 5.30pm with tours of the school following.

Other arrangements

The Headteacher is pleased to see parents by appointment during scheduled day time visits.

Nearest train station
New Malden

Bus Routes
131, 213,
665

There are 143 Year 7 places available for September 2009.

The Governors are responsible for allocating places at this Voluntary Aided School. You will need to complete a supplementary information form as well as the common application form to apply to this school.

ADMISSIONS CRITERIA

If more than 143 applications are received, places will be offered according to the following criteria, used in this priority order:

1. Children Looked After (registered in public care) from Catholic families
2. Baptised Catholic pupils whose Church attendance is verified by their Parish Priest and children enrolled in the catechumenate.
3. Other baptised Catholic pupils with proof of Baptism.
4. Other Children Looked After from non-Catholic families
5. Children who are verified members of Eastern Christian Churches including Orthodox Churches
6. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious Minister. Evidence of Baptism (or dedication) will be required.
7. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious Leader.
8. Any other children

Where the offer of places to all the applicants in any of the categories listed above would still lead to over-subscription, the priority of an application within a category will be increased for those applicants:

- i. With a sister, including a step-, adopted or foster sister, living at the same address and attending this school at the time the applicant would be admitted.
- ii. Who have special medical or social grounds for attending the school. Applications must be accompanied by a letter from a doctor, priest, social worker or other appropriately qualified person explaining why the school is necessary for the pupil.
- iii. Living nearest to the school, this being measured by the shortest, approved walking route. All distances will be measured using Kingston Council's computerised Geographical Information System.

Places will be offered to those pupils where the Secondary School has been named in their Statement of Special Educational Needs, in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Waiting List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and the waiting list position will only be disturbed by late applications from families just moving into the area (5km radius) who will be slotted into the waiting list in order of this over-subscription criteria. All other late applications will join the bottom of the waiting list until 1 October 2009 when the criteria will be re-applied to all remaining applicants. Names are normally removed from the list after six months.

How places were offered last year

Number of applications		522
Places allocated to:	Baptised Catholics	130
	Other Christian	13
	Other faiths	-
	Other girls	-
	Girls with a statement	3
Number of appeals heard		6
Number of successful appeals		-

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

Richard Challoner School

A Technology College
DCSF Number 314 5401



Headteacher: Mr T Cahill BSc (Hons)

Richard Challoner School is a Voluntary Aided Roman Catholic School for boys aged 11 – 18. In January 2008 there were 892 pupils on roll, with 188 pupils in the sixth form, which is federated with The Holy Cross School.

Richard Challoner School

Manor Drive North
New Malden
KT3 5PE

Tel: 020 8330 5947

Fax: 020 8330 3842

Email: rcb@rbksch.org

Website: www.richardchalloner.com

Open Evening

Wednesday 8 Oct

6.00pm – 8.30pm

The Headteacher will speak
at 6.15pm and 8.00pm

Other arrangements

Parents unable to attend are
invited to arrange a separate
appointment.

**Nearest train
station**

Malden Manor

Bus Routes

213, K1

There are 132 Year 7 places available for September 2009

The Governors are responsible for allocating places at this school. You will need to complete a supplementary information form as well as the common application form to apply to this school. The Governors intend to admit in September 2009, 132 students without reference to ability or aptitude.

Where the number of applicants exceeds 132, the Governors will offer places in the order stated using the following criteria, but subject to a minimum of 12 places being offered to applicants who qualify under criterion 4:

1. "Looked After" applicants who are baptised Catholics
2. Applicants who are baptised Catholics
3. Other "Looked After" children
4. Applicants who are baptised (where infant baptism is practised) and members of other Christian denominations, ie those that are part of Churches Together in England, as well as Eastern Orthodox Churches
5. Applicants who are members of other faiths
6. All other applicants.

Oversubscription

Where the number of applicants exceed the number of places within any of the above categories, the following tie breakers will be applied in the order stated, using the following criteria:

- 1 The strength of evidence of commitment to the applicant's faith, where appropriate, as demonstrated by the child's level of Mass attendance on a Sunday or equivalent (for Catholic applicants), or level of attendance at religious services (for applicants of other faiths). Applicants will be ranked according to the evidence provided on Supplementary Form 'B' (available from the school), which must be endorsed by the priest or minister of religion where the child normally worships. Applicants who worship weekly will have priority, followed by those who practise fortnightly, and so on.
- 2 Within each level of attendance (ie weekly, fortnightly, etc) the following tiebreakers will apply:
 - A A boy with a sibling on roll at the time of application, providing the sibling will still be on roll when the applicant starts at the school.
 - B A boy attending one of the following seven Catholic primary schools in the Kingston or Sutton Deanery: Corpus Christi, Our Lady Immaculate, St Agatha's, St Joseph's, St Cecilia's, St Mary's Junior and St Elphege's Federation.
 - C Distance from the school, as measured by the shortest walking distance from the applicant's home to the school gate used by students at the school. This distance will be measured using the digital mapping system used by Kingston LA, or another system approved by the Governing Body.

Other Relevant Information

All baptised applicants (where infant baptism is practised) applying under criteria 1, 2 and 4 must attach a copy of the applicant's signed baptismal certificate.

Reminder

Catholic applicants are reminded that they should send their children to Catholic schools, as required by the teaching of the Catholic Bishops of England and Wales (Catholic Bishops' Conference of England and Wales, May 2000).

Late Applications

Under the agreed terms of the co-ordinated secondary scheme, late applications for entry into Year 7 will not be considered until after all applications received by the closing date, unless proof is provided that there were exceptional reasons that prevented an application being submitted on time.

Waiting List

The position of any applicant on any waiting list maintained by the governors will be determined using the admissions criteria and over subscription criteria as outlined above.

How places were offered last year

Number of applications		450
Baptised Catholics/ boys with a statement		120
Baptised Christians/boys with a statement		12
Number on waiting list		133
Number of appeals heard	32	Number of successful appeals
		7

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

Southborough High School

DCSF Number 314 4009



Headteacher: Mr S Chotai BSc

Southborough High School is a Community School for boys aged 11 – 18. In January 2008 there were 739 boys on roll, with 142 boys in the sixth form. The Council is responsible for allocating places at this school.

Southborough High School

Hook Road
Surbiton
Surrey KT6 5AS

Tel: 020 8391 4324

Fax: 020 8391 0177

Email: southborough@rbksch.org

Website: www.southborough.kingston.sch.uk

Open Evening

Tuesday 30 September from 6.30pm. The Head will speak at 6.30pm and 8.00pm
Frequent tours from 6.30pm.
Ample car parking available.

Bus Routes

71, K1, 671, 465

Open Days

Thurs 2, Fri 3, Mon 6 and Tues 7 Oct. Please telephone the school for the times of tours.

There are 150 Year 7 places available for September 2009.

ADMISSIONS CRITERIA

If more than 150 applications are received, places will be offered according to the following criteria, used in this priority order:

- 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 at the time of admission;
- iii. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv. the remaining places will be offered to children who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

The Council's admissions criteria does not give priority to parents who wish to apply to the school solely on the grounds that they require a single sex education for their child.

Boys who have a Statement of Special Educational Needs will be offered a place if the school is named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

All students undertake a test in English and Mathematics before entry. The results from these tests are combined with pupils' KS2 results to determine the composition of the school's accelerated teaching group.

Waiting List

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of boys who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received.

How places were offered last year

Number of applications	238
Looked After Children (criterion i)	-
Siblings (criterion ii)	15
Family/social/medical reasons (criterion iii)	-
Distance (criterion iv)	82
Boys with a statement	1
No waiting list remaining	

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

Tolworth Girls' School

Specialist Technology College
DCSF Number 314 4011



Acting Headteacher: Mrs S Lowe BSc (Hons), NPQH

Tolworth Girls' School and Centre for Continuing Education is a Foundation School for girls aged 11 – 18. In January 2008 there were 1400 girls on roll, with 350 students in the sixth form. The school is a specialist technology college and the Governors are responsible for allocating places at this school.

**Tolworth Girls' School and Centre
for Continuing Education**

Fullers Way North
Surbiton
KT6 7LQ

Tel: 020 8397 3854
Fax: 020 8974 2600
Email: tolworthgirls@rbksch.org
Website: tolgirls-tcce.kingston.sch.uk

Open Evening

Wed 1 Oct from 6.00pm

Bus Routes

71, 281, K1

Open Days

During the week of 29
September. Tours of school
throughout the week at 9.00am,
10.00am, 11.30am and 2.15pm
Mon – Fri. Please telephone the
school to book a tour.

There are 210 Year 7 places available for September 2009.

ADMISSIONS CRITERIA

If more than 210 applications are received, places will be offered according to the following criteria, used in this priority order:

- 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 at the time of admission;
- iii. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv. the remaining places will be offered to children who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

The School's admissions criteria does not give priority to parents who wish to apply to the school solely on the grounds that they require a single sex education for their child.

Children who have a Statement of Special Educational Needs will be offered a place if the School is named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

Waiting List

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of girls who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. However, these names will be added to the list after the names of children for whom the school remains a higher preference. This list will also be held in criteria order.

The waiting list is held in this way until 31 August 2009. From 1 September 2009, all names will be held on a single waiting list in criteria order only.

How places were offered last year

Number of applications	516	
Looked After Children (criterion i)	2	
Siblings (criterion ii)	41	
Family/social/medical reasons (criterion iii)	-	
Distance (criterion iv)	165	
Girls with a statement	2	
Number of appeals heard	2	
Number of successful appeals	1	
Distance from home to school of last girl offered a place	2008	11.865 km
	2007	3.425 km
	2006	4.180 km
Waiting list remaining		

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

The Tiffin Girls' School

DCSF Number 314 4010



Headteacher: Mrs P Cox BA (Hons) MA

The Tiffin Girls' School is a Selective Community School for girls aged 11 – 18. In January 2008 there were 894 girls on roll, with 286 girls in the sixth form.

The Tiffin Girls' School

Richmond Road
Kingston upon Thames
KT2 5PL

Tel: 020 8546 0773
Fax: 020 8547 0191
Email: tiffin.girls@rbksch.org
Website: www.tiffingirls.kingston.sch.uk

Nearest train station

Kingston upon Thames

Bus Route

65

Open Evening

Thursday 9 Oct from 6.30pm – 8.30pm
The Head will speak at 6.30pm, 7.00pm, 7.30pm
and 8.00pm.

Guided Tour Day

Wednesday 15 October. The Head will speak at 9.40am, 11.30am, 1.45pm and 2.45pm. Each 10 minute talk will be followed by guided tours of the school lasting 45 minutes. The Head regrets no other opportunities to view the working school are available outside these timed tours.

There are 120 Year 7 places available for September 2009.

The Council is responsible for allocating places at this school. You will need to complete a supplementary information form as well as the common application form to apply to this school.

ADMISSIONS CRITERIA

Only girls born between 1 September 1997 and 31 August 1998 are eligible to sit the selection tests for admission in September 2009.

Places at The Tiffin Girls' School will be offered to girls on the basis of selection by ability as shown by their performance in the two selection tests of Non-Verbal Reasoning and Verbal Reasoning, standardised for age (within the eligible year group).

In the event of a tied score to fill 120 places, a place or places will be offered to the girl who lives nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.

Test Date

Both the Non-Verbal Reasoning Test and the Verbal Reasoning Test will be held on Tuesday 9 December 2008.

Detailed arrangements for the tests will be posted on 28 November 2008.

Results

Results and offers of places will be posted on 2 March 2009.

Waiting Lists

From 2 March 2009, the waiting list will be held in rank score order and will automatically consist of the names children who have not had a higher preference offer.

The names of girls who have sat the test and who have been offered a higher preference school will be removed from the waiting list. Parents of these girls can request that their child's name is added to the waiting list and their name will be added in criteria order.

The waiting list will be maintained from 2 March 2009 until 31 December 2009. During this period if the admission number for Year 7 falls below 120 and there is a vacancy, a further offer will be made from the waiting list to the next child on the list. If there is more than one girl who achieves the score at which the next offer is made, the place will be offered to the girl who lives nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System. Any remaining girls who achieve the same score will remain on the waiting list in distance order, followed by the next pupil on the list in descending order of standardised score. The last score at which a place is offered by 31 December 2009 will be the cut-off mark for that year group. After 31 December 2009, there will no longer be a waiting list. Candidates who have taken the test but have not achieved the cut-off score at the close of the waiting list will not be considered for a place in Years 7 to 11 at any future time.

How places were offered over the last three years

	2006	2007	2008
No of applicants tested	871	897	987
No of places offered initially	120	120	120
Original cut-off mark	234	233	231
Final cut-off mark	230	230	230
Number of offers after initial offers	45	19	20
Number of appeals heard	12	26	27
Number of successful appeals	1	0	2

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

Tiffin School

Boys's Grammar School and Specialist Performing Arts College
DCSF Number 314 4010



Headteacher: Mr S M Heslop MA (Cantab), MA (Lond)

Tiffin School is a Selective Voluntary Aided School for boys aged 11 – 18. In January 2008 there were 1054 boys on roll, with 335 boys in the sixth form.

Tiffin School

Queen Elizabeth Road
Kingston upon Thames
KT2 6RL

Tel: 020 8546 4638

Fax: 020 8546 6365

Email: office@tiffin.kingston.sch.uk

Website: www.tiffin.kingston.sch.uk

Open Evening

Thursday 9 October 5.00pm - 8.00pm

Head will speak at 5.15pm, 6.15pm & 7.15pm and, additionally, a video of his speech will run throughout the evening on a continuous loop.

Other Arrangements

Parents unable to attend are invited to telephone for a separate appointment.

Bus Routes

All buses which pass through central Kingston are accessible from the school

Nearest train station

Kingston upon Thames

There are 140 Year 7 places available for September 2009.

The Governors are responsible for allocating places at this Selective Voluntary Aided School. You will need to complete a supplementary form as well as the common application form to apply to this school.

The closing date for receipt of applications is Friday, 24 October 2008.

ADMISSIONS CRITERIA

Only boys born between 1 September 1997 and 31 August 1998 are eligible to sit the selection tests for admission in September 2009.

Selection for admission to the school is by ability as measured solely by reference to performance in the two tests (one of verbal reasoning and one of non-verbal reasoning) within the time allowed for these two tests.

The raw scores achieved by each applicant are standardised to take account of the varying ages of the candidates and then ranked in order. The names of those boys achieving the highest total standardised scores will be submitted to Kingston Council as potentially having met the Tiffin admission criteria.

On 2 March 2009 offers will come from your local Council. If offers are not accepted, or boys are subsequently withdrawn having accepted an offer, places will then be offered down the list in rank order, starting with the highest score without a place, until 140 boys have accepted offers of places. In all cases parents have two weeks to accept an offer. After that a nil return will be interpreted as a refusal.

From 2 March 2009 the waiting list will be held in rank score order and will automatically consist of the names boys who have not had a higher preference offer.

The names of boys who have sat the test and who have been offered a higher preference school will be removed from the waiting list. Parents of these boys can request that their son's name is added to the waiting list and their name will be added to the waiting list in rank score order.

The waiting list will be maintained from 2 March until 30 September 2009. After this date, there will no longer be a waiting list. Candidates who have taken the test but who have not achieved the cut-off mark and therefore not been offered a place by that date will not be considered for a place in Years 7 to 11 at any future time.

Test Date

Both the Non-Verbal Reasoning Test and the Verbal Reasoning Test will be held on Tuesday 9 December 2008.

Detailed arrangements for the tests will be posted on 28 November 2008.

Results

Results and offers of places will be posted on 2 March 2009.

How places were offered over the last three years

	2006	2007	2008
No of applicants tested	1059	1109	1117
No of places offered initially	145	146	146
Original cut-off mark	226	225	229
Final cut-off mark	223	221	224
Number of offers after initial offers	66	33	36
Number of appeals heard	33	32	41
Number of successful appeals	2	2	4

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

SECTION 4: INFORMATION ON THE SELECTION TESTS

THE 11+ SELECTION TESTS

The Kingston selection tests are for children whose parents have applied for a place at Tiffin School or The Tiffin Girls' School.

Only children born between 1 September 1997 and 31 August 1998 are eligible to take the tests. Places are offered on the basis of selection by ability as shown by performance in the selection tests and in accordance with parental preference as expressed under the coordinated admissions scheme.

Applications are not restricted to children living in Kingston, although enquiries are sometimes received from parents who live too far away to make daily travel to and from one of these schools a reasonable possibility. We strongly advise parents to consider the effects a long daily journey can have on their child's education and well-being before making an application.

DATE OF TESTS AND VENUE

Both the Non-Verbal Reasoning Test and the Verbal Reasoning Test will be held on **Tuesday 9 December 2008**.

Selection tests for boys are held at Tiffin School, Queen Elizabeth Road, Kingston upon Thames, KT2 6RL

Selection tests for girls are held at The Tiffin Girls' School, Richmond Road, Kingston upon Thames, KT2 5PL

No other venue is accepted as a valid test centre. All candidates must take the tests in similar conditions under the supervision of authorised staff.

ABOUT THE TESTS

The tests are designed by GL Assessment (formerly known as NFER) specifically for the two Kingston selective schools. GL Assessment is a specialist independent organisation conducting educational research and designing educational tests.

Kingston test papers are unique to the selective schools within Kingston. Tests results cannot be compared with results achieved in any other tests taken by your child, eg practice tests available commercially, tests taken at your child's current school, or selection tests in another Council area.

There are two multiple choice test papers, both lasting for 50 minutes. Your child must sit both tests in order to be considered for a place at the school.

The first paper is a Non-Verbal Reasoning (NVR) Test. Non-verbal reasoning questions are designed to test children's ability to work out problems regardless of their knowledge of English. The questions use abstract figures to test a child's ability to work out similarities and sequences of shapes or codes.

The second paper is a Verbal Reasoning (VR) Test. Verbal reasoning questions test a child's ability to reason with words. The questions use puzzles, such as matching words with similar meanings, or using the letters from one word to make another.

You can find similar puzzles and word games in educational books. Past papers are not available from shops or the Council for the selection tests used in Kingston. This is to ensure confidentiality of test questions as GL Assessment produce tests for a variety of Councils and schools at different times.

Both tests will include example questions and answers showing candidates how to answer the questions that follow.

Special arrangements can be made for children with disabilities. You must provide documentary evidence to support your request, including a Statement of Special Educational Needs if your child has one, at the time of application.

HOW TO APPLY

You must name the school as a preference on the common application form issued by your local Council or the online application form. You will also need to complete the school's supplementary information form (photograph form). Supplementary information forms can be found in the pocket at the back of this booklet or can be downloaded if you apply online. Please attach a passport size photograph where indicated.

The closing date for receipt of both the application form and supplementary information forms is **Friday 24 October 2008**. Please refer to the relevant supplementary information form to find out where to send it once completed. If your application is received late it may not be possible for your child to be tested for admission in September 2009.

A letter inviting your child to the tests will be posted to your home address on **Friday 28 November 2008**. It will contain detailed instructions about what to do on the test day. Please read and follow these instructions carefully. If you have not received this letter by **Tuesday 2 December 2008** please telephone School Admissions on 020 8547 4610 if you are applying to The Tiffin Girls' School, or Tiffin School direct on 020 8546 4638.

IF YOUR CHILD IS ILL ON THE TEST DAY

Your child should not sit the test and you must report your child's illness. If your child takes a test, and afterwards you report that he or she was not well, this cannot be taken into account. He or she will not be allowed to take the test again. For further details please refer to the letter you receive inviting your child to the tests. This will tell you what you need to do. Tests for absentees will be arranged at a later date. After this date there will be no other opportunity to take the tests for admission in September 2009.

HOW THE TESTS ARE MARKED

The answer sheets are marked electronically using an Optical Mark Reader which gives the pupil's raw mark. This is the number of questions in the test which the pupil has answered correctly. The test marks are then sent to GL Assessment to be standardised. The standardised mark is different from your child's raw mark and takes account of your child's age (in months, within the year group).

Test results are standardised because there can be a difference of almost 12 months between the oldest and the youngest children taking the tests. Older pupils normally achieve slightly higher raw marks in ability tests than younger pupils within the same year group. In order not to disadvantage the younger children, an allowance is included in their mark to reflect their younger age.

The allowance is not fixed in advance, but is worked out by GL Assessment by comparing the raw marks of all the children who have taken the tests, according to the month of their birthday.

The standardisation allowance cannot be compared with standardisation tables for “off the shelf” tests. These have been devised from samples of children spanning the whole ability range. The overall group of children entered by parents for the Kingston school selection tests is generally of higher than average ability. The two standardised test marks will be added together to give the pupil’s final mark.

More information on the standardisation of test results is available at www.nfer.ac.uk.

GETTING THE RESULTS

You will be informed of your child’s standardised score and the minimum score required for admission to the selective school to which you apply. This information will be posted to you on 2 March 2009.

The test results are strictly confidential to the Council officers dealing with the admissions procedure and the admissions authority of the school to which you are applying. If your child attends a Kingston state Primary School, the Headteacher will also be told your child’s test results, in confidence, at the time the letters are sent to parents to tell them the results.

WAITING LISTS

For Kingston’s selective schools, provided the selection test has been taken, the waiting list will be held in rank score order and will automatically consist of the names of children who have not had a higher preference offer. If any places offered are declined, or if withdrawals are received later, these places will be offered to the next pupils on the list, in descending order of standardised score. For The Tiffin Girls’ School, in the event of a tied score to fill 120 places, a place or places will be offered to the child/ren who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council’s computerised Geographical Information System.

The waiting list for Tiffin School will be held open until 30 September 2009. The waiting list for The Tiffin Girls’ School will be held open until 31 December 2009. After these dates, these waiting lists will no longer be kept. Candidates who have taken the test but have not achieved the cut off score at the close of the waiting list will not be considered for a place in Years 7 to 11 at any future time.

SECTION 5: ADMISSION TO SECONDARY SCHOOL AFTER THE NORMAL AGE OF TRANSFER

APPLYING FOR A SCHOOL PLACE FOLLOWING A MOVE INTO THE KINGSTON AREA

If you move into the Kingston area and want a local school place for a child who is already of Secondary School age, you should contact the Council's School Admissions Office on 020 8547 4610. They will be able to advise you which schools have vacancies in your child's year group at the time you enquire. Kingston Council expects that pupils will be admitted to school and taught in the correct year group for their age.

If the school you are interested in has a waiting list in your child's year group, your child's name can be added to the waiting list of your preferred school(s). If pupils leave and your child's name is at the top of the waiting list, you will be offered a place in that year group.

APPLYING FOR A SELECTIVE SCHOOL PLACE FOLLOWING A MOVE INTO THE KINGSTON AREA

Selective schools generally remain full in years 7-11 and it is therefore difficult to gain a place after the main admission age of 11+.

Applicants for places at The Tiffin Girls' School and Tiffin School are tested by the school only when vacancies occur in the right year group. Pupils in the transfer age group cannot apply until after the start of the new school year for Tiffin School and until January for The Tiffin Girls' School.

Only pupils who previously gained the final cut-off mark or higher, or who are new applicants, will be eligible to be tested after the normal age of admission. For Tiffin School, candidates who achieve the required standard in these tests will be offered places. For The Tiffin Girls' School, a place will be offered to the highest achieving girl who is of the required standard in the tests. In the event of a tied score, a place will be offered to the girl who lives nearest to the school.

Candidates who take the test at 11+ or later and who do not gain the required mark will not be re-tested at any time for a place in Years 7–11.

For further information on how to make your application you will need to contact:

The Tiffin Girls' School	020 8547 4610	(School Admissions Office)
Tiffin School	020 8546 4638	(School's direct number)

TRANSFERS BETWEEN SECONDARY SCHOOLS

If your child already attends a secondary school and you wish to move him or her to another secondary school, you should discuss the matter with the Headteacher of his/her current school. You need to consider that a change of secondary school can seriously

disrupt a young person's education, especially if it happens in Year 10 or 11 when he or she has started GCSE courses.

A place at an alternative school in Kingston can be offered if there is a vacancy in the right year group. You and the school will first need to take into account how well the subjects and courses it offers match those your child is taking at his/her present school.

Whilst any transfer request is being considered, you should ensure that your child continues to attend his/her present school. Seeking to change a child's school does not relieve you of your legal duty to make sure your child is attending school regularly.

Fair Access Protocols

The Council and its schools have agreed a system known as Fair Access Protocols for the admission of pupils who have additional social, emotional and behavioural needs. If your child's application is considered under this protocol he/she can be admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number. Children admitted to schools under this protocol take priority over any children on waiting lists.

SECTION 6: APPEALS

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 to which you are applying is required to explain to you why your child has not been offered a place at that school. They must also explain how you can appeal against this decision. This information will be in the letter to be sent to you on 2 March 2009.

Your appeal will be heard by an Appeal Panel, which is independent of the school 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.

The Appeal Panel will consider the grounds you give for appealing against the decision not to offer your child a school place and the reasons given by the school admissions authority for refusing the place. The Appeal Panel's decision is binding on the school admissions authority and the school.

When considering whether you wish to appeal, you need to think about whether your reasons for wanting your child to attend the school are exceptional. If not, the likelihood of an appeal being successful may not be very high.

To help you, the number of appeals heard and the number which were successful last year are given on each individual school's page in section 3 of this booklet.

APPEALS FOR A PLACE AT A COMMUNITY SCHOOL IN KINGSTON

Appeal Panels follow a two-stage process in reaching decisions.

The panel must first decide whether the Local Authority has satisfactorily made its case that efficient education and the efficient use of resources will be harmed (the legal term is "prejudiced") if further children are admitted to the school in the year group concerned. Secondly, if the panel agrees that harm would be caused in these ways, it must balance that harm against your particular reasons for seeking a place at that school.

If your appeal is unsuccessful, a further appeal will only be allowed in the same academic year if there are exceptional changes in your circumstances.

For information on how to appeal for a place for your child at a Community School you will need to contact the Council.

APPEALS FOR A PLACE AT A FOUNDATION OR VOLUNTARY AIDED SCHOOL IN KINGSTON

For information on how to appeal against your child not being offered a place at a Voluntary Aided or Foundation School, you will need to contact the school directly.

APPEALS FOR A PLACE AT A FOUNDATION, VOLUNTARY AIDED OR COMMUNITY SCHOOL IN ANOTHER COUNCIL AREA

For Foundation or Voluntary Aided Schools please contact the school directly. For Community Schools, you will need to contact the Council whose area the school is in. Contact details of Councils and schools in neighbouring Council areas can be found in Section 9.

SECTION 7: SCHOOL RELATED POLICIES

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

- Children who are receiving extra support at school (this is known as school action or school action plus)
- Children for whom the Council maintains a Statement of Special Educational Needs

If you are unsure which of these best describes your child, please ask the SEN Coordinator at your child's primary school who will be able to tell you.

Children who are receiving support at school action or school action plus

All Kingston Secondary Schools are able and have a duty to provide for pupils with Special Educational Needs.

If your child receives support at school action or school action plus you should complete the Kingston common application form or online application form in the normal way.

The Council does not give priority for a particular school to applicants who are receiving support at school action or school action plus. All schools can give additional learning support if your child requires it.

Children for whom the Council maintains a Statement of Special Educational Needs

The Council's Statutory Assessment Team handles the arrangements for secondary transfer for children with a Statement of Special Educational Needs.

If your child has a Statement of Special Educational Needs, you will have already discussed secondary transfer at the Annual Review in Year 5. You will also have received a letter from the Statutory Assessment Team asking you to confirm your preferred Secondary School. Please let the Statutory Assessment Team know your preferred secondary school. You will not need to complete any standard application forms.

If the governors of your preferred Secondary School confirm that your child's needs can be met, this school will be named in your child's revised Statement of Special Educational Needs. A place will then be automatically reserved at this school. The law states that the Council must do this.

Further Information

For further information, please telephone the Statutory Assessment Team on 020 8547 4615. You can also contact the Parent Partnership Service. This has been set up as a free source of impartial information, advice and support in educational matters. It is for all parents and carers of children with special educational needs. If you would like to talk to someone about the issues you might face you can telephone the Parent Partnership Officer on 020 8934 6378.

FINANCIAL ASSISTANCE

Travel to School

All under 18 year olds who live in a London Borough are able to travel for free on London buses and trams provided they have a valid Child Oyster Photocard for their age group and are in full time education. Oyster Photocard application forms are available from main post offices. If you require further advice on Oyster cards or bus routes please contact Transport for London on 0845 300 7000 or visit their website at 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 and 75 minutes or less for secondary 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. If your child attends secondary school the Local Authority may provide a travel card to enable your child to travel by train if their nearest suitable school is over 3 miles and the scheduled journey is over 75 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/education/schools/transport_to_school or contact the Commissioning and Procurement Officer on 020 8547 5256.

Travel Arrangements for Children Attending Mainstream Schools with a Statement of Special Educational Needs (SEN)

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

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

For more information about SEN Home to School transport, please see the Council's website at www.kingston.gov.uk/education/schools/transport_to_school/sen_-_transport or contact the Commissioning Officer on 020 8547 5304.

School meals

In order to receive free school meals, applicants must be in receipt of one of the following:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (but not Working Tax Credit) with a total household income of less than £15,575 per year
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

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

Bursaries for Music Tuition

Limited financial assistance is available for parents who are on income support, jobseekers' allowance or whose child is eligible for free school meals. Parents must be able to provide evidence of financial status. For further information please contact the Kingston Music and Arts Service on 020 8391 9248 or email musicandarts@rbk.kingston.gov.uk.

Private school fees

The Council does not assist you with fees at independent fee-paying schools. The one exception to this is where the child has been placed in an independent special school because that school has been named in their Statement of Special Educational Needs.

CURRICULUM

All state schools must teach the National Curriculum.

EXAMINATIONS

Pupils at state schools are entered for the General Certificate of Secondary Education (GCSE). Pupils may also study for a vocational intermediate certificate which gives them a qualification equivalent to GCSE.

Each school has its own policy on examination courses. The qualifications offered to each pupil are tailored to their individual needs by the school in which they study.

You do not have to pay for GCSEs or national vocational qualifications.

DISCIPLINE IN SCHOOL

The discipline policy in each school is the responsibility of the Governing Body and will be in the school's prospectus.

EXCLUSIONS

If your child is excluded from school you have the right to make your views known to the governors. If the exclusion is permanent you have a right of appeal and the school will provide you with details of how to do this.

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 been asked to develop its own clear anti-bullying policy and guidelines. Governors, staff, pupils and parents are committed to these.

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.

EQUAL OPPORTUNITIES POLICY

The Council aims to make Kingston one of the best-educated communities. We recognise and work to ensure that everyone has an equal right to succeed and that there is no toleration of racism, stereotyping and associated low expectations in our Council services. There is a similar expectation in our schools.

SECTION 8: OPPORTUNITIES FOR POST 16 EDUCATION IN KINGSTON

SECONDARY SCHOOL SIXTH FORMS AND KINGSTON COLLEGE

All the Kingston Secondary Schools in Section 3 provide courses for post 16 students in the sixth form (years 12 and 13). All 14-19 course information can be found on www.yourlondon.gov.uk/choice. You may also contact the individual school/college direct to ask for course information and entry requirements. Contact details are available on the individual school pages. The table below gives you information about how many students were admitted last year.

School	Number of sixth form students in January 2008
Chessington Community College Sixth Form	110
Coombe Boys' Sixth Form Federated with Coombe Sixth Form	87
Coombe Sixth Form Federated with Coombe Boys' Sixth Form	441
The Hollyfield School Sixth Form Centre	205
The Holy Cross Sixth Form (The Catholic Federation)	172
Richard Challoner (The Catholic Federation)	188
Southborough High School Sixth Form	142
The Tiffin Girls' School	286
Tiffin School	335
Tolworth Centre for Continuing Education	350

Kingston College (for Further, Higher and Adult Education)

Kingston College offers a range of courses for young people and adults. For further information contact the College directly.

Kingston College
Kingston Hall Road
Kingston upon Thames
KT1 2AQ

Tel: 020 8546 2151
Email: info@kingston-college.ac.uk
Website: www.kingston-college.ac.uk

FINANCIAL ASSISTANCE

Education Maintenance Allowance (EMA)

Young people who are aged 16 and over and are planning to continue in further education, may be eligible for a payment of up to £30 per week. In addition, they may also be eligible to receive bonuses of £100 if they remain on their course and make good progress with their learning.

Entitlement to an EMA is based on an assessment of household income. Any young person who is considering remaining in education beyond the age of 16, whose family income is less than £30,810 should apply for an EMA.

Application forms are available from all secondary schools or you may telephone the EMA helpline on 0800 121 8989.

Further information about the EMA can be obtained from www.ema.direct.gov.uk.

Learning Support Grant

A learning support grant is available to some young people who do not qualify for the EMA due to their age or residency status and remain in school beyond compulsory school age ie after 16, and whose parents are:

Receiving Income Support;
Receiving Income Based Job Seekers Allowance;
On a very low income (less than £17,000 per annum).

Financial assistance given can be used towards the cost of home to school travel, books, equipment or additional course costs, such as field trips.

For further information, please contact:

Commissioning and Procurement Officer
Guildhall 2
Kingston upon Thames
KT1 1EU

Tel: 020 8547 5256

SECTION 9: SCHOOLS IN OTHER COUNCIL AREAS AND INDEPENDENT SCHOOLS

SCHOOLS IN OTHER COUNCIL AREAS

If you are a Kingston resident who is applying for schools in other Council areas, you must include these on your Kingston common application form or online application form (refer to Section 2 for information on how to complete your form).

All Councils produce a booklet similar to this one, which gives full details of schools and their admissions criteria as well as dates for open evenings. To obtain a copy of this contact the relevant Council.

Check the admissions criteria carefully for each of the schools you are applying to.

Details of the nearest schools within the five Councils bordering Kingston can be found below:

London Borough of Merton

Children, Schools and Families Department, Merton Civic Centre, London Road, Morden, Surrey SM4 5DX
Tel: 020 8274 4906

Web: www.merton.gov.uk/admissions

Bishopsford Community School (Mixed), Lilleshall Road, Morden SM4 6DU
Tel: 020 8687 1157 DCSF Number: 315 4061

Raynes Park High School (Mixed), Bushey Road, London SW20 0JL
Tel: 020 8946 4112 DCSF Number: 315 4052

Ricards Lodge High School (Girls), Lake Road, London SW19 7HB
Tel: 020 8946 2208 DCSF Number: 315 4050

Rutlish School (Boys), Watery Lane, London SW20 9AD
Tel: 020 8542 1212 DCSF Number: 315 4500

Ursuline High School (RC Girls), Crescent Road, London SW20 8HA
Tel: 020 8255 2688 DCSF Number: 315 5400
(Supplementary information form required – please contact the school)

Wimbledon College (RC Boys), Edge Hill, London SW19 4NS
Tel: 020 8946 2533 DCSF Number: 315 4701
(Supplementary information form required – please contact the school)

St Mark's Church of England Academy (Mixed), Acacia Road, Mitcham CR4 1SF
Tel: 020 8648 6627 DCSF Number: 315 6906

Harris Academy Merton (Mixed), Wide Way, Mitcham CR4 1BP
Tel: 020 8623 1000 DCSF Number: 315 6905
(Supplementary information form required if there are special requirements – please contact the school)

London Borough of Richmond upon Thames

Education and Children's Services, Regal House, London Road, Twickenham, TW1 3QB
Tel: 020 8891 7514 (School Admissions – Direct Dial)
Email: education.admissions@richmond.gov.uk
Web: www.richmond.gov.uk/schools

Christ's School (C of E Mixed), Queens Road, Richmond TW10 6HW
Tel: 020 8940 6982 DCSF Number: 318 4603
(Supplementary information form required – please contact school)

Grey Court School (Mixed), Ham Street, Ham TW10 7HN
Tel: 020 8948 1173 DCSF Number: 318 4006

Orleans Park School (Mixed), Richmond Road, Twickenham TW1 3BB
Tel: 020 8891 0187 DCSF Number: 318 4010

Teddington School (Mixed), Broom Road, Teddington TW11 9PJ
Tel: 020 8943 0033 DCSF Number: 318 4013

Waldegrave School for Girls, Fifth Cross Road, Twickenham TW2 5LH
Tel: 020 8894 3244 DCSF Number: 318 4021

Surrey County Council

Contact Centre, County Hall, Kingston upon Thames, KT1 2DJ

Tel: 08456 009009

Email: contact.centre@surreycc.gov.uk

Web: www.surreycc.gov.uk/

Blenheim High School (Mixed), Longmead Road, Epsom KT19 9BH

Tel: 01372 745333 DCSF Number: 936 5417

Email: headteacher@blenheim.surrey.sch.uk

Admission enquiries: Mrs P Gabriel

Epsom and Ewell High School (Mixed), Ruxley Lane, West Ewell KT19 9JW

Tel: 020 8974 0400 DCSF Number: 936 5405

Admission enquiries: Mrs C Kebble

Esher Church of England High School (Mixed), More Lane, Esher KT10 8AP

Tel: 01372 468068 DCSF Number: 936 4508

Admission enquiries: Mrs J Dunkley

Glyn Technology School (Boys), The Kingsway, Ewell, Epsom KT17 1NB

Tel: 020 8716 4949 DCSF Number: 936 5404

Email: glynmail@glyn.surrey.sch.uk

Admission enquiries: Mrs C Coffey

Hinchley Wood School (Mixed), Claygate Lane, Hinchley Wood KT10 0AQ

Tel: 020 8398 7161 DCSF Number: 936 5416

Admission enquiries: Mrs G Pearson, gpearson@hinchleywood.surrey.sch.uk

Rosebery School (Girls), White Horse Drive, Epsom KT18 7NQ

Tel: 01372 720439 DCSF Number: 936 5407

Email: info@rosebery.surrey.sch.uk

Admission enquiries: Mrs B Walton

Therfield School, Dilston Road, Leatherhead KT22 7NZ

Tel: 01372 818123 DCSF Number 936 4073

Admission enquiries: Mrs S Willman

London Borough of Sutton

Children, Young People and Learning Services, The Grove, Carshalton, SM5 3AL

Tel: 020 8770 6080

Email: admissions@sutton.gov.uk

Web: www.sutton.gov.uk

Correspondence should be addressed to Sutton Schools Admissions Team.

Cheam High School (Mixed), Chatsworth Road, Cheam SM3 8PW

Tel: 020 8644 5790 DCSF Number: 319 5403

(Supplementary information form required for specialist tennis places)

Glenthorne High School (Mixed), Sutton Common Road, Sutton SM3 9PS

Tel: 020 8644 6307 DCSF Number: 319 4011

(Supplementary information form required for performing arts places)

Nonsuch High School for Girls, Ewell Road, Cheam SM3 8AB

Tel: 020 8394 1308 DCSF Number: 319 5401

(Supplementary information form required – please contact school)

Sutton Grammar School for Boys, Manor Lane, Sutton SM1 4AS

Tel: 020 8642 3821 DCSF Number: 319 5404

(Supplementary information form required – please contact school)

London Borough of Wandsworth

Pupil Services Section, Children's Services Department, Town Hall Extension,
Wandsworth High Street, London SW18 2PU

Tel: 020 8871 8265/8318/6224

Email: admissions@wandsworth.gov.uk

Ashcroft Technology Academy (formerly ADT College), 100 West Hill, Putney SW15 2UT

Tel: 020 8877 0357 DCSF Number: 212 6905

(Supplementary information form – specialist technology)

Elliott School (Mixed), Pullman Gardens, Putney SW15 3DG

Tel: 020 8788 3421 DCSF Number: 212 5402

(Supplementary information form – specialist language)

John Paul II School (RC), Princes Way, Wimbledon SW19 6QE

Tel: 020 8788 8142 DCSF Number: 212 5404

(Supplementary information form – religious affiliation)

Saint Cecilia's Wandsworth Church of England School, Sutherland Grove,
London SW18 5JR

Tel: 020 8780 1244 DCSF Number: 212 4734

(Supplementary information forms – foundation and specialist music)

INDEPENDENT SCHOOLS

A list of independent/private schools in Kingston is available from the Council's School Admissions Office on 020 8547 4610.

Information about independent schools can be obtained from:

ISC Information and Advice Service
Independent Schools Council
30 Orange Street
London WC2H 7HH

Tel: 0845 7246657

www.isc.co.uk

To apply, contact the independent/private school direct for further details and an application form. The Council cannot act as your agent in contacting a private school. It has no role at all in admissions to private schools, or in relation to any other aspect of education at a private school.

NOTES

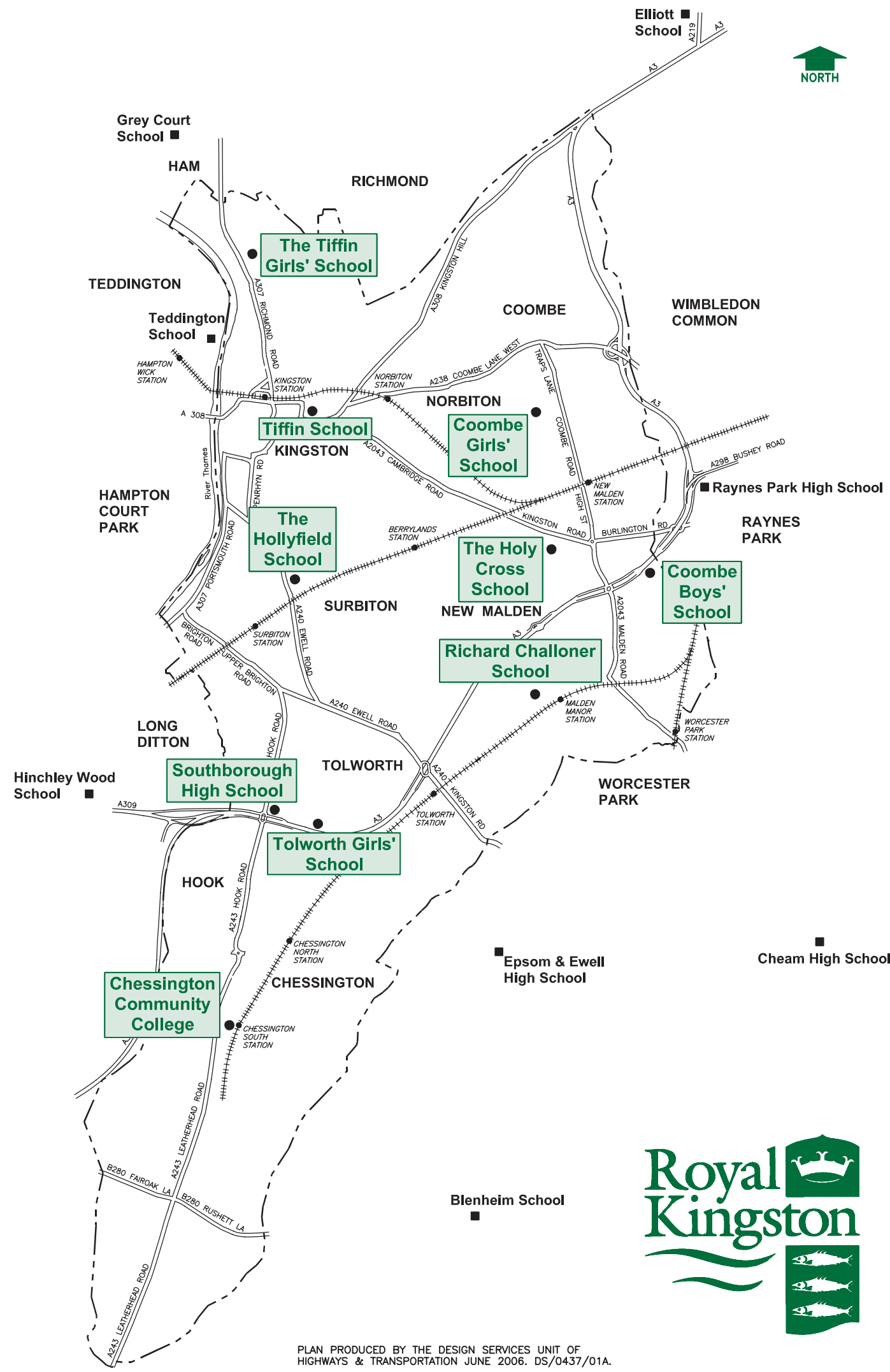
NOTES

Which Secondary School? 2009

How to apply for a place for admission in September 2009

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 5217
 Email: school.admissions@rbk.kingston.gov.uk
 Website: www.kingston.gov.uk



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 Children & Young People's Trust
 Making a Difference Together



SCHOOLS YOU ARE APPLYING TO

For your own records you may wish to keep a list of the schools you have applied to on your common application form.

The closing date for receipt of applications is 24 October 2008

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Preference 6	Preference 5	Preference 4
.....
Preference 3	Preference 2	Preference 1

