

# WHICH

# Secondary School? 2012

*How to apply for a place for  
admission in September 2012*

The Royal Borough of Kingston upon Thames  
Learning and Children's Services  
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**Kingston**  
**Children & Young People's Trust**  
*Making a Difference Together*



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

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تلفن 020 8547 5000 ۰۲۰۸۵۴۷۵۷۵۷

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- کړینګے مدد کو آپ ہم تو ہیں ناقابل سے وجہ کسی پڑھنے کو دستاویز اس آپ اگر فون 020 8547 5000 ۰۲۰۸۵۴۷۵۷۵۷ لائن ہیلپ کاونسل کنگسٹن مہربانی برائے 020 8547 5000 کروائے۔ سے کسی یا کیجئے

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

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The information in this booklet relates only to the school year beginning September 2012 and was correct in August 2011. However, some of the details given here may change during the year.

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

Printed using recycled materials  
August 2011



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 2012 and also gives information about all secondary schools and academies in the Royal Borough of Kingston upon Thames. All our secondary schools and academies have a commitment to providing high quality education and attaining high standards. GCSE results continue to be among the best in the country and surveys indicate that young people enjoy their time in school.

When deciding which school to apply for, 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 speak 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.

Kingston's secondary schools and academies 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 and academies 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. The process has been helped further by enabling parents to apply online for their child's secondary school place.

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

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



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

## SECTION 1: TYPES OF SCHOOL IN KINGSTON, KEY DATES AND APPLYING ONLINE

### 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 and Southborough High 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.

#### Academies

An Academy is a school that is run by an Academy Trust and its governors. It is funded entirely by central government and is independent of local authority control.

These are: Tolworth Girls' School, Tiffin School, The Tiffin Girls' School and Richard Challoner 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](http://www.kingston.gov.uk/education/schools).

### KINGSTON'S COMMUNITY SCHOOL TERM DATES FOR 2012/2013

Autumn Term 2012:	Tuesday 4 September Monday 5 November	to	Friday 26 October Friday 21 December
Spring Term 2013:	Monday 7 January Monday 25 February	to	Friday 15 February Thursday 28 March
Summer Term 2013:	Monday 15 April Monday 3 June	to	Friday 24 May (excluding Bank Holiday Monday 6 May) Wednesday 24 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' and Academies' dates may vary slightly from the above. Please check with the individual school.

## KEY DATES IN KINGSTON'S ADMISSIONS PROCESS FOR SEPTEMBER 2012

<b>Monday 3 October - Wednesday 12 October 2011</b>	<p style="text-align: center;"><b>Open Evenings and Open Days</b></p> <p>Each school's page in Section 3 has details of these events</p>
<b>Friday 21 October 2011</b>	<p>Last day for submitting your common application form via your child's primary school.</p>
<b>Monday 31 October 2011</b>	<p><b>Closing date</b> for receipt of completed common application form or online application and any supplementary forms</p>
<b>Friday 16 December 2011</b>	<p>Closing date for applications from people moving into the borough after 31 October 2011</p>
<b>7 November 2011 16 November 2011</b>	<p>Selection Tests for admission to Tiffin School and The Tiffin Girls' School</p> <p>Letter sent to selection test candidates Non-Verbal Reasoning Test and Verbal Reasoning Test</p>
<b>Thursday 1 March 2012</b>	<p style="text-align: center;"><b>National Offer Day</b></p> <p style="text-align: center;">Letters posted first class by local Councils</p>
<b>Friday 20 April 2012 May – June 2012</b>	<p>Closing date for receipt of Community School appeals* Appeal Hearings*</p> <p>*These dates may vary for Voluntary Aided and Foundation Schools and Academies</p>
<b>Wednesday 4 July 2012</b>	<p style="text-align: center;">Year 6 pupils visit Secondary Schools</p>
<b>Tuesday 4 September 2012</b>	<p style="text-align: center;">Start of the autumn term: (exact date and time to be advised by each school)</p>

## APPLYING ONLINE

You can now apply online for a secondary school place. 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 **31 October 2011**.
- 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.
- You will be able to attach scanned/electronic documents to support your application eg your proof of address.
- The environment benefits from a reduction in the use of paper forms and envelopes.
- During the evening of Thursday 1 March 2012 you will be sent an email giving the outcome of your application. After this time you will be able to log in and view your application result online.
- You will also receive a letter with detailed information about your application and what to do next.

You can find out more information at: **[www.kingston.gov.uk/school\\_admissions](http://www.kingston.gov.uk/school_admissions)**.

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

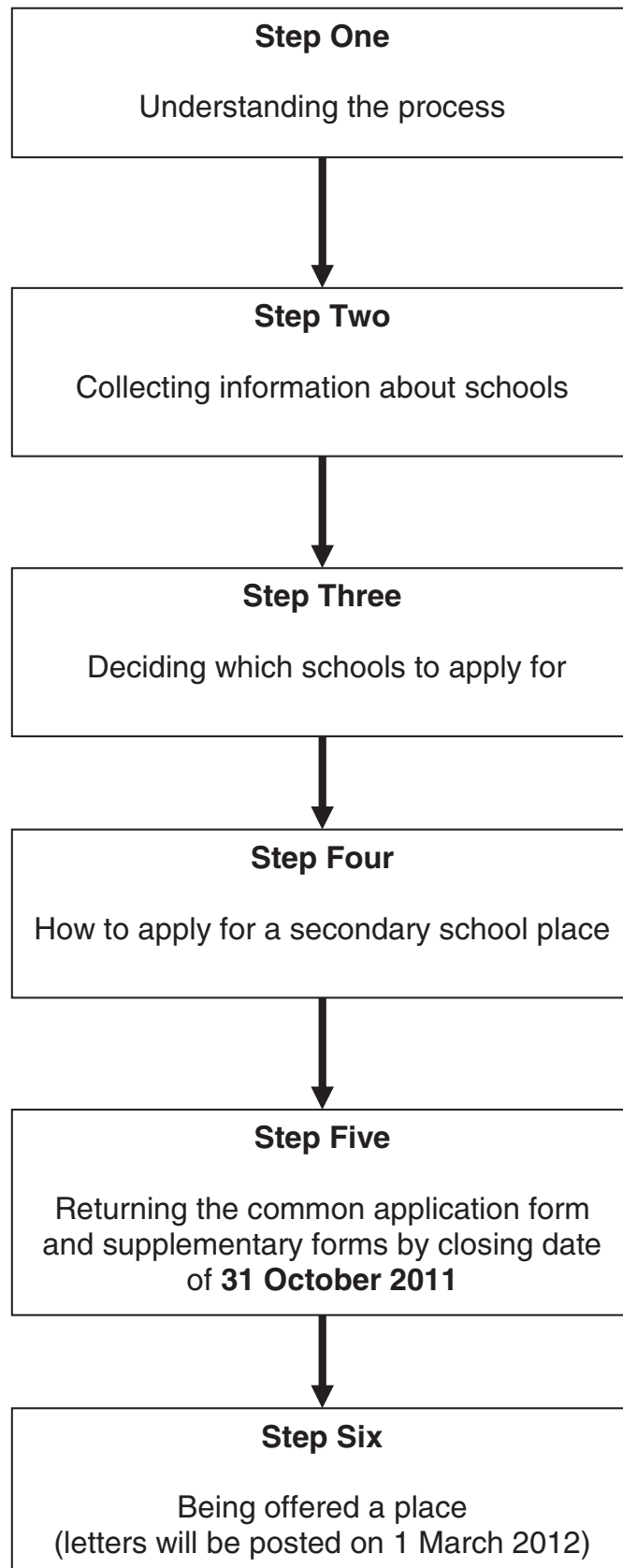
If you wish to apply online you must have an email address. The website will have a link for you to register for a free email account.

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

Email Address	
Username	
Password	
Application Reference	

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

**THE TRANSFER PROCESS STEP BY STEP FOR SEPTEMBER 2012**



Children born between 1 September 2000 and 31 August 2001 are eligible to transfer to Secondary School in September 2012.

### **STEP ONE: UNDERSTANDING THE PROCESS**

- You may list up to six maintained schools or academies 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 the admissions authority of each school you apply to.
- The admissions authority will then determine whether a place can be offered using their published admissions criteria. This information will be passed back to your local Council.
- 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.
- **Achievement and Attainment Tables and Ofsted Inspection Reports**  
The Department for Education (DfE) 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](http://www.kingston.gov.uk/education/schools). They are also available on the DfE website at [www.DfE.gov.uk/performance/tables](http://www.DfE.gov.uk/performance/tables). 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](http://www.kingston.gov.uk/education/schools). You can also find the reports on the Ofsted website at [www.ofsted.gov.uk](http://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](http://www.tfl.gov.uk/journeyplanner)). You can also telephone their 24 hour travel information line on 020 7222 1234.

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 may wish to find out about the individual school's policy on cycling to school and their cycle parking facilities.

## STEP THREE: DECIDING WHICH SCHOOLS TO APPLY FOR

### The admissions criteria

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria which are considered in order. The admissions criteria are also known as oversubscription criteria. 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.

Please look carefully at the admission criteria and how places were offered in previous years for each school. For example, your chances of obtaining a place at a school a long way from where you live may be less than at a school nearer your home. You are advised

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

### **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.

### **Community Schools**

The admissions criteria are the same for each of the Community Schools. If there are more applications than places available for any of the three 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 in a Statement of Special Educational Needs

- i. places will be offered firstly to Looked After Children ie children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from a social worker);
- ii. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step-brother or sister, living at the same address and attending the same school at the time of admission;
- iii. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv. the remaining places will be offered to children who live nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System.

For 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 Community Schools are applied before completing the common application form or online application.

## (ii) Brother or sister attending the school

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

## (iii) Exceptional family, social or medical need

- All Kingston schools have experience of dealing with children with different social and medical needs. There will only be a few cases when a child has to go to a specific school for exceptional family, social or medical reasons.
- Family, social or medical priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional reasons, which means that one school is more suitable than another. For the purposes of this criterion, the meaning of disability is pursuant to Section 6 and Schedule 1, Part 1 of the Equality Act 2010.
- If you think there are exceptional family, social or medical needs which make a school the most suitable for your child, you should make it clear on your common application form by ticking the appropriate box and attaching supporting evidence.
- Evidence should make clear why only one school is appropriate.
- All applications are considered individually and **must** include the following:
  - Specific medical evidence that gives reasons and provides supporting information why only one school can meet a child's individual needs. This can be from a professional such as a GP, Hospital Consultant or Specialist or any other medical professional, Social Worker, Educational Psychologist; and/or
  - Evidence and reasons which explain the family's exceptional circumstances, including social reasons, why only one school can meet the child's needs and why those needs cannot be met at any other school.
  - If the requested school is not the nearest school to the child's home address provide clear reasons with supporting evidence to show why the nearest school is not appropriate.
- Applications **may** include any other evidence not outlined above to support either a family, medical or social reason why a particular school is the only one which can meet the child's individual needs.
- We do not consider reasons such as your place of work, child care arrangements or previous family connection to be strong enough to be considered under this criterion. In addition, we do not normally consider educational reasons under this criterion as support for a child's educational needs can be met at any of our schools.
- All applicants applying under this criterion are advised that the evidence that is provided to support their application must be as detailed and objective as possible.

- Your request and supporting documents will be carefully considered by a Panel of Senior Officers. The Panel will ensure that the evidence is assessed objectively taking into account current admissions legislation, guidance and policy documents including any equalities legislation which may be in force at the time.
- Please submit supporting documentary evidence with your common application form. This should be in a sealed envelope and marked for the attention of the Council's School Admissions Office. If you apply online and request consideration under this criterion, you must still submit supporting evidence. All information supplied is treated in strictest confidence.

#### **(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**

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

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

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

#### **Shortest approved walking route:**

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

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

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

### **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**

Places at the selective schools, Tiffin School and The Tiffin Girls' School, will be allocated on the basis of your child's performance in the two selection tests. You can find information on the selection tests in Section 4.

## **STEP FOUR: HOW TO APPLY FOR A SECONDARY SCHOOL PLACE**

### **Applying Online**

You may apply online by going to [www.kingston.gov.uk/school\\_admissions](http://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 for Richard Challoner School and The Holy Cross School or find them in the pocket at the back of this booklet. You should visit the individual websites of Tiffin School and The Tiffin Girls' School to complete their supplementary information forms.

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.

You will need to provide three copies of documents to confirm your address which you may attach electronically to your application. If you are unable to do this, you will need to send copies of these documents, clearly marked with your child's name and date of birth, to School Admissions, Learning and Children's Services, The Royal Borough of Kingston upon Thames, Guildhall 2, Kingston upon Thames KT1 1EU. For further guidance on proof of address please see details on pages 14 and 15.

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

## **Complete a Common Application Form**

If you are unable to apply online, you should complete Kingston Council's common application form which you will find in the pocket at the back of this booklet.

You must only submit one common application form. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

## **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 the forms for The Holy Cross School and Richard Challoner School 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. The supplementary information form for Tiffin School and The Tiffin Girls' School is available electronically and should be completed online by going to the relevant school's website.

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 home address**

To ensure that offers of school places are made fairly, the Council is committed to following strict address verification procedures. To do this we must ask all applicants to provide proof of address.

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

1. Your child benefit statement
2. **In addition you must also provide a copy of ONE of the following documents:**
  - Tenancy agreement or rent statement
  - Mortgage statement
  - Council Tax Demand Notice or Council Tax Benefit confirmation

**3. And a copy of ONE the following:**

- Bank or building society statement\*
- Credit card statement\*
- Household insurance document (covering the period within three months of the date of your application)
- UK driving licence

\* Must be dated within three months of the date of your application.

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

- The address you give on your application form must be the one at which your child is permanently living on the closing date for applications. We will not accept a business address, the home of a relative, or a childminder's address.
- When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the main parent/carer receiving child benefit.
- An application can only be made from a single address and only a single application can be made for each child.
- We will not accept possible future addresses as a basis for allocating school places, nor are you permitted to use a temporary address in order to secure a school place for your child
- If you change your address between September 2011 and September 2012 you **must** inform the Council's School Admissions Office immediately after you have moved and provide proof of your new address. If we have any doubts about the information you provide we will request further evidence of your family's move.
- We may also request proof that you have vacated your previous property, including proof of sale/purchase/tenancy and closing and opening accounts for council tax and utility services.
- Temporary addresses, for example because your permanent home is undergoing building works or because you are having domestic difficulties, will not be accepted. However, an address that is temporary because you have had to move to the Kingston area from abroad or another part of the country, may be accepted. Where this is the case, contact the Council's School Admissions Office for information before submitting your application. This must still be submitted by the closing date of 31 October 2011.
- If you are an HM Forces family, or any other UK Crown servant or British Council employee returning to the area from a posting overseas or another part of the UK, you can apply for a school place by the closing date of 31 October 2011. This is providing you supply documentary evidence from your employer that your return

date is before the beginning of term in September 2012 and you can verify your address here.

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

### **Counter Fraud**

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

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

### **Department for Education (DfE) 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 56-59 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;
- the order of preference in which you list your schools is confidential;
- 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.

### 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
1 <sup>st</sup>	The Tiffin Girls' School	No	
2 <sup>nd</sup>	The Hollyfield School	Yes	The Hollyfield School
3 <sup>rd</sup>	Nonsuch High School	Yes	
4 <sup>th</sup>	Coombe Girls' School	Yes	
5 <sup>th</sup>	Raynes Park High School	Yes	
6 <sup>th</sup>	Tolworth Girls' School	No	

#### Example 2 – boy

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

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 considered naming your nearest community school and you have used all six preferences as this will increase 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 **31 October 2011**, all preferences would be considered as late applications unless there are exceptional reasons for the change.

## **Looked After Children**

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 should not complete the common application form as your application will be dealt with by the Special Needs (SEN) Department. To contact the SEN team please call 020 8547 4615. If your child is undergoing the statementing process, but it is not yet complete, please complete the common application form.

## **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. Please remember to enclose three copies of documents confirming 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 can give your common application form to your child's Primary School and they will pass it to Kingston Council.

We strongly advise you to submit your application via your child's primary school, online or by post so that we receive it **by Friday 21 October 2011**. This is the Friday before the half-term holiday. The closing date for receipt of your common application form, or online application, and any supplementary information forms is **31 October 2011**.

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.

It is very important that you put the correct postage on your application. If it arrives after the closing date because you did not use the right amount of postage it will be considered as late. Please check at your local post office, or look at [www.royalmail.com](http://www.royalmail.com), particularly if you are using a large size envelope to return your application.

## **Late applications**

Late applications received after the closing date of 31 October but before 16 December 2011 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 16 December 2011 will only 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 16 December 2011,** and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 31 October 2011.

**If you move into the area after 16 December 2011** 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 1 March 2012, 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 **1 March 2012**.
- 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 2012 to your local Council. Alternatively, if you applied online you can accept or decline your offer online.

## Waiting lists for Kingston Schools

- Your child's name will automatically be put on the waiting list, in criteria order, of any Kingston 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 for a child who has higher priority under the school's admission criteria, it can affect your child's position on a waiting list.
- Waiting lists for community schools are kept open throughout the year.
- For waiting list arrangements at Voluntary Aided and Foundation Schools and Academies, please look at the information provided by the individual school on pages 22 to 41 of this booklet.
- From **26 March 2012** we will reoffer any Kingston school places that may have become vacant since 1 March 2012, in accordance with the individual school's admissions criteria.

## Waiting lists in other Council Areas

Schools in other areas may operate their waiting lists in a different way to this Council. Please check if you are applying for a school in another area as to what arrangements they will follow.

## YOUR VIEWS

We have included a short questionnaire in the pocket at the back of this booklet for you to tell us your views on the application process. Alternatively, if you are applying online it is available via an easy link. Your feedback will be used to make sure the information in our booklets and on our website is clear and easy to understand. This is not part of your application for a school place.

**Your views are very important to us.** Please spend a few moments completing the questionnaire.

### SECTION 3: KINGSTON SCHOOLS DIRECTORY

School	Page
Chessington Community College (mixed)	22
Coombe Boys' School	24
Coombe Girls' School	26
The Hollyfield School and Sixth Form Centre (mixed)	28
The Holy Cross School (RC girls)	30
Richard Challoner School (RC boys) (Academy)	32
Southborough High School (boys)	34
Tolworth Girls' School and 6 <sup>th</sup> Form (Academy)	36
The Tiffin Girls' School (selective) (Academy)	38
Tiffin School (boys, selective) (Academy)	40

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](http://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.

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# Chessington Community College

**DfE Number 314 4006**



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**Principal:** Mr R Niedermaier-Reed MA (Cantab), NPQH, MSc

Chessington Community College is a Community School for pupils aged 11 – 18. The college is a comprehensive co-educational sports specialist school. In January 2011 there were 781 pupils on roll, with 111 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](mailto:ccc@rbksch.org)

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

**Open Evening**

Tuesday 11 October from  
6.15pm. The Principal will  
speak at 7.00pm, 7.30pm  
and 8.00pm.

**Other arrangements**

Daytime tours will be  
available following the open  
evening 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**

**There are 150 Year 7 places available for September 2012**

**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 School Admissions 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. The waiting list will be held open throughout the year.

### **How places were offered last year**

Total number of applications			400
Looked After Children (criterion i)			-
Siblings (criterion ii)			42
Family/social/medical reasons (criterion iii)			3
Distance (criterion iv)			93
Pupils with a Statement			6
Number of appeals heard	1	Number of successful appeals	1
Distance from home to school of last child offered a place	2011		8.267 km
	2010		6.529 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.

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# **Coombe Boys' School**

**DfE Number 314 5403**

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**Headteacher:** Mrs D Walls, BA Hons, NPQH

Coombe Boys' School is a Foundation School for boys aged 11 – 18. In January 2011 there were 712 pupils on roll, with 83 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: [enquiries@cbs.rbksch.org](mailto:enquiries@cbs.rbksch.org)

Website: [www.coombeboysschool.org](http://www.coombeboysschool.org)

## **Open Evening**

Wednesday 12 October

6.30pm – 9.00pm

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

## **Nearest train stations**

Motspur Park and New Malden

## **Bus Routes**

265, 213, 131

## **Open Morning**

Thursday 13 October. 9.15am - 11.30am.

Parents who cannot attend may ring for an alternative appointment.

**There are 180 Year 7 places available for September 2012**

## **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 School Admissions 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.

Please note that for your application to be considered under criterion ii, your older child must be currently attending Coombe Boys' School and will be on roll at the time your child will be admitted.

### **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 to be submitted on time.

### **Waiting list**

For entry into Year 7 in September 2012, following co-ordination, the waiting list will automatically consist of the names of all unsuccessful applicants who have not had a higher preference offer and will be held in criteria order.

Parents can request to add names of children who have had a higher preference offer, or who did not originally name the school as a preference, to be added to the waiting list. These names will be added in criteria order and the waiting list will be held indefinitely. Parents will be asked at the end of the academic year if they wish their child to remain on the list.

### **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 pathway' in which pupils will be challenged to achieve their full potential slightly more quickly than the others. We receive a great deal of information about our pupils from a variety of sources. 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 pathway 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 pathway and all other groupings if their results suggest this is appropriate.

### **How places were offered last year**

Number of applications	433
Looked After Children (criterion i)	-
Siblings (criterion ii)	20
Family/social/medical reasons (criterion iii)	1
Distance (criterion iv)	99
Pupils with a Statement	3
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.

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# **Coombe Girls' School**

**DfE Number 314 4004**

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**Headteacher:** Mrs D Walls, BA Hons, NPQH

Coombe Girls' School is a Community School for girls aged 11 – 18 and includes boys in the sixth form. In January 2011, there were 1468 pupils on roll. This includes 420 students in the sixth form. The Council is responsible for allocating places at this school.

## **Coombe Girls' School**

Clarence Avenue  
New Malden  
KT3 3TU

Tel: 020 8942 1242

Fax: 020 8942 6385

Email: [enquiries@cgs.rbksch.org](mailto:enquiries@cgs.rbksch.org)

Website: [www.coombegirlsschool.org](http://www.coombegirlsschool.org)

## **Open Evening**

Wed 5 Oct 6.00pm-9.00pm

The Headteacher will speak at 6.15pm, 7.15pm and 8.15pm.

## **Open Morning**

Thurs 6 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 2012**

## **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 School Admissions 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.

Please note that for your application to be considered under criterion ii, your older child must be currently attending Coombe Girls' School and will be on roll at the time your child will be admitted.

### 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. The waiting list will be held open throughout the year.

## 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 pathway' in which pupils will be challenged to achieve their full potential slightly more quickly than the others. We receive a great deal of information about our pupils from a variety of sources. 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 pathway 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 pathway and all other groupings if their results suggest this is appropriate.

### How places were offered last year

Total number of applications				740
Looked After Children (criterion i)				-
Siblings (criterion ii)				41
Family/social/medical reasons (criterion iii)				1
Distance (criterion iv)				162
Girls with a Statement				3
Number of appeals heard	5	Number of successful appeals		-
Distance from home to school of last girl offered a place	2011	3.4	km	
	2010	2.973	km	
	2009	3.123	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.

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# ***The Hollyfield School***

***DfE 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 2011 there were 1102 pupils on roll, with 203 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](mailto:hollyfield@rbksch.org)

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

**Open Evening**

Thursday 6 Oct from  
6.30pm – 9.00pm. The  
Headteacher will speak  
at 6.30pm, 7.15pm and  
8.00pm.

**Open Days**

Monday 10, Tuesday  
11 and Wednesday 12  
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 2012**

**ADMISSIONS CRITERIA**

**\*DISTANCE FROM THE SCHOOL WILL SERVE AS AN OVERRIDING TIE-BREAKER IN THE EVENT OF OVERSUBSCRIPTION 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, foster, 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. The remaining places will be offered to those living nearest the school, as measured by the Kingston Council's School Admissions computerised Geographical Information System, in a straight line to the main steps at the front of Albury House, with those living nearer being afforded the higher priority.\*

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.

### Late Applications

Late applications will be dealt with in accordance with the Local Authority's policy in this booklet.

### Waiting List

For entry into Year 7 in September 2012, following co-ordination, the waiting list will automatically consist of the names of all unsuccessful applicants who have not had a higher preference offer and will be held in criteria order.

Parents can request to add names of children who have had a higher preference offer, or who did not originally name the school as a preference, to be added to the waiting list. These names will be added in criteria order and the waiting list will be held indefinitely. Parents will be asked at the end of the academic year if they wish their child to remain on the list.

### 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.** 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 12 May 2012.**

### How places were offered last year

Number of applications	810	
Looked After Children	-	
Siblings	57	
Social/Medical	-	
Distance	119	
Pupils with a Statement	4	
Number of appeals heard	6	Number of successful appeals
		-
Distance from home to school of last place offered	2011	2.276 km
	2010	1.797 km
	2009	1.923 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.

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# *The Holy Cross School*

**DfE Number 314 5402**

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

The Holy Cross School is under the Trusteeship of the Roman Catholic Archdiocese of Southwark and has Voluntary Aided status. Accordingly, this policy is in line with the Archdiocesan Guidance on Admissions, updated in October 2009. The school exists to fulfil the Mission of the Church, "Go therefore and teach all nations" (Mt 28:19). This it aims to do by promoting the spiritual, moral, cultural, mental and physical development of its pupils in the context of a Catholic school community. In January 2011 there were 942 girls on roll, with 202 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@holycross.kingston.sch.uk](mailto:hxs@holycross.kingston.sch.uk)

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

## **Open Evening**

Monday 3 October

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

The total number of students who will be admitted to Year 7 at Holy Cross School in September 2012 has been set at 148. Priority for admission is given to Catholics.

All our successful Year 6 applicants will be tested (after offers have been accepted and confirmed) on Saturday 19 May 2012 to determine the setting of any streams.

## **OVER-SUBSCRIPTION FOR PRIORITISATION OF APPLICATIONS FOR ENTRY**

Places will be prioritised according to the following criteria:

1. Looked After Catholic children (registered in public care) or Looked After children in the care of Catholic families.
2. Baptised Catholic children. Evidence of Baptism will be required. The level of Mass attendance as stated by the parents and endorsed by a priest at the church or churches where the family normally attends Mass, will be used to rank applicants. Priority will be given to those who attend Mass weekly, followed by those attending at least once a month and finally those attending less often.
3. Children enrolled and registered in the Catechumenate. Evidence of formal registration will be required.
4. Other Children Looked After by non-Catholic families.
5. Children who are verified members of Eastern Christian Churches including Orthodox Churches.

6. Children who are members of other Christian denominations, that are part of Churches Together in England, 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 Lists and Late Applications**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Unless exceptional reasons for lateness are proven, late applications will be held back until after the first round of offers and will then be inserted into the waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above. Names are normally removed from the list six months after the September term start date unless parents/guardians specifically request to remain on the waiting list.

### **How places were offered last year**

Number of applications		540
Places allocated to:	Baptised Catholics	133
	Other Christian	15
	Other faiths	0
	Other girls	0
	Girls with a Statement	1
Number of appeals heard		4
Number of successful appeals		1
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.

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# **Richard Challoner School**

**A Technology College**  
**DfE Number 314 5401**

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**Headteacher:** Mr T Cahill BSc (Hons)

Richard Challoner is a Voluntary Aided Academy school in the trusteeship of the Archdiocese of Southwark. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and the Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the local Catholic community. However, the Governing Body welcomes applications, subject to the availability of places, from those of other Christian denominations and other faiths who support the religious ethos of the school. All applicants should complete Supplementary Form A and, where appropriate, Supplementary Form B. In January 2011 there were 925 pupils on roll, with 236 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@challoner.kingston.sch.uk](mailto:rcb@challoner.kingston.sch.uk)

Website: [www.richardchalloner.com](http://www.richardchalloner.com)

## **Open Evening**

Wednesday 5 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, K3

The Governors intend to admit in September 2012, 135 students without reference to ability or aptitude. Where the number of applicants exceeds 135, the Governors will offer places in the order stated using the following criteria, but subject to 12 places being offered to applicants who qualify under criterion 2 and fall within oversubscription criterion 2C (Non feeder school applicants) and 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 brother on roll at the time of admission. A brother is defined as a full, step or half brother, or a legally adopted brother living at the same address on the date of application.
- B A boy attending one of the following seven feeder primary schools: Corpus Christi, Our Lady Immaculate, Sacred Heart (New Malden), St Agatha's, St Cecilia's, St Clement's and St Joseph's.  
Where there are more applicants from these feeder schools than places available, priority will be given to those applicants living in the Kingston or Sutton deaneries.
- C A boy not attending one of the above named feeder schools.
- D Distance from the school, as measured by the shortest walking distance from the applicant's home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. This distance will be measured using the digital mapping system used by Kingston LA, or another system approved by the governing body.
- E Where there is a tie for places, a random selection procedure (lottery) will be used to identify the applicant to be offered the remaining place.

#### 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.
- Completion of a supplementary form is not compulsory. However, if a supplementary form is not completed and returned to the school by the required date, then an application will be considered under criterion 6 "All Other Applicants".

#### Reminder

Catholic parents 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).

#### 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.

#### Late applications

Any late applications will be considered in accordance with the agreed terms of Kingston's coordinated secondary admissions scheme, as published in the "Which Secondary School" booklet.

#### How places were offered last year

Number of applications		454
Baptised Catholics/boys with a Statement		120
Baptised Christians/boys with a Statement		12
Number of appeals heard	13	Number of successful appeals
		3
Number on waitling list		84

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

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# **Southborough High School**

**DfE Number 314 4009**



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**Headteacher:** Mr N Smith, MA (Cantab)

Southborough High School is a Community School for boys aged 11 – 18. In January 2011 there were 764 boys on roll, with 170 boys and girls in the sixth form. The Council is responsible for allocating places at this school.

## **Southborough High School**

Hook Road  
Surbiton  
KT6 5AS

Tel: 020 8391 4324

Fax: 020 8391 0177

Email: [southborough@rbksch.org](mailto:southborough@rbksch.org)

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

## **Open Evening**

Tuesday 4 October from 6.30pm. The Head will speak at 6.45pm and 8.00pm. Frequent tours from 6.30pm. Ample car parking available.

## **Open Days**

Thurs 6, Fri 7, Mon 10 and Tues 11 Oct. Please telephone the school for the times of tours.

## **Bus Routes**

71, K1, 671, 465

**There are 150 Year 7 places available for September 2012.**

## **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 School Admissions 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. The waiting list will be held open throughout the year.

### **How places were offered last year**

Number of applications	356
Looked After Children (criterion i)	-
Siblings (criterion ii)	17
Family/social/medical reasons (criterion iii)	-
Distance (criterion iv)	82
Boys with a Statement	2
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.

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# **Tolworth Girls' School**

**Specialist Technology College**  
**DfE Number 314 4011**



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

Tolworth Girls' School and 6<sup>th</sup> Form is an Academy School for girls aged 11 – 18. In January 2011 there were 1035 girls on roll, with 300 students in the sixth form. The school is a specialist technology, maths and science college.

## **Tolworth Girls' School and 6<sup>th</sup> Form**

Fullers Way North  
Surbiton  
KT6 7LQ

Tel: 020 8397 3854

Fax: 020 8974 2600

Email: [tolworthgirls@rbksch.org](mailto:tolworthgirls@rbksch.org)

Website: [tolgirls-tcce.kingston.sch.uk](http://tolgirls-tcce.kingston.sch.uk)

## **Open Evening**

Wednesday 12 Oct from 6.00pm. The Headteacher will speak at 6.15pm, 6.45pm and 7.15pm.

## **Open Weeks**

Tuesday 4 – Friday 21 October (exc. 13 Oct)

Tours of school throughout the day at 8.45am, 9.45am, 11.15am and 2.00pm.

Please telephone the school to book a tour.

## **Bus Routes**

71, 281, K1

**There are 210 Year 7 places available for September 2012.**

## **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 the 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, eg from a professionally qualified health professional or social worker) 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. Distance will be measured

from the home address to the main school entrance on Fullers Way North. All distances will be measured using Kingston Council School Admissions computerised Geographical Information System.

The 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.

If two applicants live the same distance from the school, random selection by the drawing of lots will be used to allocate the place.

### **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.

Parents can request to add names of children who have had a higher preference offer, or who did not originally name the school as a preference, to the waiting list. Their names will be added to the waiting list in criteria order. From 1 September 2012 the waiting list will be reviewed every 12 months. Parents will be contacted annually to ask if they want their child's name to remain on the waiting list.

### **Late applications**

All late applications will be considered in accordance with Kingston's coordinated secondary admissions scheme as published in Kingston's "Which Secondary School" booklet.

### **How places were offered last year**

Number of applications	608
Looked After Children (criterion i)	-
Siblings (criterion ii)	46
Family/social/medical reasons (criterion iii)	1
Distance (criterion iv)	152
Girls with a statement	2
Number of appeals heard	-
Number of successful appeals	-
Distance from home to school of last girl offered a place	2011 All applicants offered 2010 All applicants offered 2009 8.6 km
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.

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# ***The Tiffin Girls' School***

**DfE Number 314 4010**

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**Headteacher:** Mrs Vanessa Ward MA

The Tiffin Girls' School is a selective school for girls aged 11 – 18. In January 2011 there were 894 girls on roll, with 294 girls in the sixth form. The school became an academy on 1 April 2011.

## **The Tiffin Girls' School**

Richmond Road  
Kingston upon Thames  
KT2 5PL

Tel: 020 8546 0773

Fax: 020 8547 0191

Email: [contact@tiffingirls.rbksch.org](mailto:contact@tiffingirls.rbksch.org)

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

## **Open Evening**

The open evening took place on 12 July 2011. There will be no further opportunity to visit the school unless your child is offered a place on 1 March 2012.

## **Nearest train station**

Kingston upon Thames

## **Bus Route**

65

## **SUMMARY OF ADMISSIONS CRITERIA**

Please see the admissions section of the school's website for the full determined admission arrangements. It also contains a Frequently Asked Questions section.

You will need to complete an online supplementary information form as well as the common application form to apply to this school. The online supplementary form may be accessed from the admissions section of the school website. The closing date for receipt of supplementary forms is Monday 31 October 2011.

### **There are 120 Year 7 places available for September 2011.**

Usually, only children born between 1 September 2000 and 31 August 2001 are eligible for entry in September 2012. Applications outside that age group will be considered according to the individual circumstances of the case; parents should write to the admissions office at the school.

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 from home to school. All distances will be measured using Kingston School Admissions computerised Geographical Information System.

### **Test Date**

Both the Non-Verbal Reasoning Test and the Verbal Reasoning Test will be held on Wednesday 16 November 2011. Detailed arrangements for the tests will be posted on 7 November 2011. If a letter has not been received by 11 November 2011 applicants should contact the admissions office at the school.

### **Results**

Results and offers of places will be posted on 1 March 2012.

### **Waiting Lists**

From 1 March 2012, the waiting list will be held in rank score order and will automatically consist of the names of children who did not receive a higher preference offer. If there are several candidates on the same score then they will be placed in rank order of shortest approved walking route from home to school as measured using Kingston School Admissions' computerised Geographical Information System.

The names of girls who have sat the test and who have been offered a higher preference school will not be placed on the waiting list. However, parents of these girls can request that their child's name is added to the waiting list. If they do so, their name will be added according to the same criteria as described above.

The waiting list will be maintained from 1 March 2012 until the end of the school's academic year in July 2013. During this period if the admission number for Year 7 falls below 120 an offer will be made to the next child on the waiting list.

The score of the last candidate gaining a place in the year group before the end of the 2012-13 academic year will be deemed to be the 'cut-off score' for that year group. The waiting list will end on the last day of the school's 2012-13 academic year. Candidates who sat the test and achieved the 'cut-off score' or higher will be eligible to reapply for years 8 to 11. However, those who sat the test but who obtained a mark lower than the 'cut-off score' will not be considered for a place in Years 8 to 11 at any future time.

### **Late applications**

Late applications must be made via the home Local Authority of the applicant's parents and will only be accepted if the application is considered to be on-time within the terms of the home Local Authority's scheme.

### **How places were offered over the last three years**

	<b>2009</b>	<b>2010</b>	<b>2011</b>
No of applicants tested	1002	1170	1199
No of places offered initially	120	120	120
Original cut-off mark	233	237	235
Cut-off mark at 31 July	231	235	235
Number of offers after initial offers	13	13	5
Number of appeals heard	35	43	32
Number of successful appeals	4	3	1

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

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# **Tiffin School**

**Boys' Grammar School and Specialist Performing Arts College**  
**DfE Number 314 5400**

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**Headteacher:** Miss H M M Clarke BA

Tiffin School is a selective school for boys aged 11 – 18. In January 2011 there were 1059 boys on roll, with 348 boys in the sixth form. The school became an academy on 1 July 2011.

## **Tiffin School**

Queen Elizabeth Road  
Kingston upon Thames  
KT2 6RL

Tel: 020 8546 4638

Fax: 020 8546 6365

Email: [office@tiffin.kingston.sch.uk](mailto:office@tiffin.kingston.sch.uk)

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

## **Open Evening**

The open evening took place on 12 July 2011. There will be no further opportunity to visit the school unless your child is offered a place on 1 March 2012.

## **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 2012.**

You will need to complete the online supplementary form as well as the common application form to apply to this school. The online supplementary form may be accessed by going to the first page of the school website: [www.tiffinschool.co.uk](http://www.tiffinschool.co.uk).

The closing date for receipt of supplementary forms is Monday, 31 October 2011.

Please see the admissions section of the school's website for the full determined admissions arrangements. There is also a section of Frequently Asked Questions.

## **Summary of Admissions Criteria**

Applications for entry to the school in September 2012 will normally be from parents of boys born between 1 September 2000 and 31 August 2001 inclusive. Applications for boys outside that age group will be considered according to the individual circumstances of the case; parents should write to the Admissions Department at Tiffin School.

Boys gaining the highest aggregate marks in two nationally recognised reasoning tests (one verbal and one non-verbal) will be offered places in order, until the 140 places have been accepted. The marks will be subject to a standardising process, carried out by GL Assessment. The standardised total score for all candidates are ranked and submitted to the Royal Borough of Kingston upon Thames Local Authority.

Kingston Local Authority will exchange information with other local authorities to identify the single highest offer available for each eligible applicant. The 140 places for Tiffin

School will be offered on 1 March 2012 (i.e. letters will be posted on 1 March 2012). Boys with equal standardised scores are ranked equally. In the event of a tie for the 140th place all eligible candidates will be offered a place at Tiffin simultaneously. Letters offering a school place will come from your home local authority. In all cases parents have two weeks to accept an offer.

### **Waiting list for entry into Year 7 between September 2012 and July 2013**

From 1 March 2012, the waiting list will automatically consist of boys, in ranked score order who have not had a higher preference school offered to them.

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. To do so, they must put their request in writing to their home local authority.

The waiting list will be maintained from 1 March 2012 until the end of the school's published summer term for the academic year September 2012 to July 2013. During this period, if the planned admission number falls below 140, offer(s) will be made to the boy(s) at the top of the waiting list. After this date, there will no longer be a list. Candidates who have taken the test and achieved the qualifying score (i.e. the lowest score offered a place in that cohort) or higher will be asked whether or not they would like to be placed on to the waiting list for Year 8 the following academic year. Those who have not achieved the qualifying score and therefore have not been offered a place by that date will not be considered for a place in Years 8 to 11 at any future time.

### **Late applications**

Late applications must be made via the home Local Authority and will only be accepted if the application is considered to be on-time within the terms of the home Local Authority's scheme.

### **Test Date**

Both the Non-Verbal Reasoning Test and the Verbal Reasoning Test will be held at Tiffin School on Wednesday 16 November 2011. Detailed arrangements for the tests will be posted on Monday 7 November 2011. If a letter has not been received by 11 November 2011 applicants should contact the Admissions Department at the school.

### **Results**

Results and offers of places will be posted on 1 March 2012.

### **How places were offered over the last three years**

	<b>2009</b>	<b>2010</b>	<b>2011</b>
No of applicants tested	1263	1314	1367
No of places offered initially	152	142	143
Original cut-off mark	226	228	228
Final cut-off mark	223	225	226
Number of offers after initial offers	31	28	26
Number of appeals heard	44	30	31
Number of successful appeals	2	3	2

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.

Usually, only children born between 1 September 2000 and 31 August 2001 are eligible for entry in September 2012. Applications outside that age group will be considered according to the individual circumstances of the case; parents should write to the admissions office at the appropriate school.

Places are offered on the basis of selection by ability as shown by performance in two 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 Wednesday 16 November 2011.

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, each consisting of 80 questions and both lasting 50 minutes. Your child must sit both tests in order to be considered for a place at the school.

One of the tests 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 other test is a Verbal Reasoning (VR) Test which is designed to 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 online registration for the selection tests. A link to this can be found on the admission sections of both schools' websites.

The closing date for receipt of the common application form and for completion of the online registration is **31 October 2011**. If your application is received late it may not be possible for your child to be tested for admission in September 2012.

A letter inviting your child to the tests will be posted to your home address on **7 November 2011**. 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 11 November 2011 please telephone the admissions department at the appropriate school.

## 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 2012.

## 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

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 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](http://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 1 March 2012.

The test results are strictly confidential to the Council officers dealing with the admissions procedure and the admission authority of the school to which you are applying.

## **WAITING LISTS**

Information on how the waiting list operates for each school can be found on the separate pages for each school in this booklet.

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

### **APPLYING FOR AN IN-YEAR SCHOOL PLACE**

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

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

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

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

Your application must be accompanied by three proofs of address. (Please see page 14 and 15 for guidance on providing proof of address). You must also provide proof of your child's date of birth. Please do not send original documents

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

- If you are an HM Forces family, or any other UK Crown servant or British Council employee returning to the area from a posting overseas or in another part of the UK, you can apply for a school place up to four months in advance of your return. This is providing you supply documentary evidence from your employer of your exact return date and you can verify your address here.
- If you are a Kingston family adopting a child you can apply for a school place up to four months in advance of the child coming to live with you. Formal confirmation of the adoption is required from the Social Services authority concerned.

## APPLYING FOR AN IN-YEAR SELECTIVE SCHOOL PLACE

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+.

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. Applicants for places at The Tiffin Girls' School and Tiffin School are tested by the school. Please see the admissions section of the individual schools' websites for full details of in-year admission arrangements.

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.

If you wish to apply for a place at one of the selective schools you will need to name it as a preference on your in-year application form.

## 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 Protocol**

The Council and all 10 secondary schools and academies in Kingston upon Thames have agreed a Fair Access Protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

The aims of the Fair Access Protocol are to ensure that:

- a school place is found quickly for children with no school place who have additional social, emotional and behavioural needs.
- no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems.
- the child is 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 who are admitted to schools under this protocol take priority over any children on waiting lists.

The Fair Access Panel, which considers applications under this protocol, consists of the Headteachers of each mainstream Kingston secondary school, the Headteacher of the Pupil Referral Unit and senior Council staff.

The Panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil's successful integration into school.

## 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 1 March 2012.

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.

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

The panel must first decide whether the admissions authority for the school 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.

### APPEALS FOR A PLACE AT A COMMUNITY SCHOOL IN KINGSTON

For information on how to appeal for a place for your child at a Community School you will need to contact School Admissions, Learning and Children's Services, The Royal Borough of Kingston upon Thames, Guildhall 2, Kingston upon Thames KT1 1EU.

## **APPEALS FOR A PLACE AT A FOUNDATION OR VOLUNTARY AIDED SCHOOL, OR AN ACADEMY, IN KINGSTON**

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

## **APPEALS FOR A PLACE AT A SCHOOL IN ANOTHER COUNCIL AREA**

For Foundation Schools, Voluntary Aided Schools and Academies, 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: OUR 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 on 020 8547 6203 . This service offers impartial advice and support about educational matters to parents and carers of children with Special Educational Needs. It is part of the Disabled Children's Information Service provided by Enhanceable.

## SUMMARY OF THE SUSTAINABLE MODES OF TRAVEL STRATEGY

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

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

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

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

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

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

School Travel Plans are a package of measures that aim to promote alternatives to single occupancy car trips and improve safety and perception of safety on the school journey. School Travel Plans include advice for parents about existing travel to school, plans for improvement and are available either through the schools’ websites or by contacting schools direct. Each School Travel Plan has been developed through consultation with the whole school community and other relevant bodies.

At present, 98% of schools in Kingston have an approved travel plan which they are requested to review annually, taking into account any changes in the locality of the schools such as traffic or changing needs of pupils and staff.

If you would like more information, a copy of the full Strategy is available at [http://www.kingston.gov.uk/browse/education/schools/transport\\_to\\_school/sustainable\\_modes\\_of\\_travel\\_strategy.htm](http://www.kingston.gov.uk/browse/education/schools/transport_to_school/sustainable_modes_of_travel_strategy.htm) or contact the Commissioning and Procurement Officer on 020 8547 5256.

## 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](http://www.tfl.gov.uk).

The Local Authority expects free bus and tram travel to be used by all secondary aged pupils where the journey time is scheduled by Transport for London at 75 minutes or less.

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](http://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](http://www.kingston.gov.uk/education/schools/transport_to_school/sen_-_transport) or contact the Commissioning Officer on 020 8547 5304.

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

## **Free 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
- Employment and Support Allowance (income based only)
- Child Tax Credit (but not Working Tax Credit) with a total household income of less than £16,190 per year
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

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

## **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 visit [www.kingston.gov.uk/musicservice](http://www.kingston.gov.uk/musicservice) or telephone 020 8547 5050.

The Assisted Instrument Purchase scheme (AIP) is available to all pupils having tuition through Kingston Music Service. This is a government scheme enabling VAT exemption for instrument purchase. Secondary schools may also offer this scheme but you will need to check this with the school.

Kingston Music Service provides a range of enriching opportunities for young people across the borough. We organise music lessons, a number of music groups catering for a wide range of ages and abilities and host holiday courses and workshops throughout the year. For more information visit [www.kingston.gov.uk/musicservice](http://www.kingston.gov.uk/musicservice).

## **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 maintained schools must teach the National Curriculum. Academies are free to set their own curriculum policy.

## **EXAMINATIONS**

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. Please check directly with the relevant schools.

## **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.

## **EQUALITIES POLICY: Putting People First**

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

We aim to

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

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

## SECTION 8: OPPORTUNITIES FOR POST-16 EDUCATION IN KINGSTON

### SCHOOL SIXTH FORMS

All the Kingston secondary schools and academies in Section 3 offer post-16 courses in the sixth form (Years 12 and 13). All these programmes are listed on the 16-19 prospectus on the RBK website: [www.kingston.gov.uk/14-19\\_education](http://www.kingston.gov.uk/14-19_education). In addition, 14-19 course information for London can be found on the website also. 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.

Year 11 pupils currently studying at a Kingston secondary school or academy and pupils of the appropriate age studying elsewhere may apply to join the sixth form at Kingston's secondary schools and academies.

The entry criteria for external applicants are the same as for those already in the school except that applications from internal candidates will be considered first. Availability of places to external candidates will depend on the uptake of places by internal applicants. Admission into the sixth form (Years 12 and 13) at each school is dealt with by the school or academy concerned.

All Kingston post-16 institutions offer a range of courses and study pathways leading to different levels of qualifications. The availability of places for specific courses will differ depending on the uptake for each subject. Every effort will be made when considering course applications, to take into account the prior attainment and future aspirations of each student to ensure students enrol on the most appropriate course for them. However, admissions in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

Most of the programmes offered in school sixth forms are at Level 3 (i.e. A levels or Level 3 BTEC programmes) although there are some Level 2 courses available for post-16 learners in schools and academies. There are also opportunities for young people to enrol on Foundation Learning programmes within the borough that will prepare them for entry to Level 2 programmes at college. (See the listings for Level 2 and Foundation Learning programmes set out in the 16-19 prospectus and additional information on the *14-19 Education, Employment and Skills* section of the RBK website see link above).

### KINGSTON COLLEGE

Kingston College offers a wide 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](mailto:info@kingston-college.ac.uk)

Website: [www.kingston-college.ac.uk](http://www.kingston-college.ac.uk)

## SECTION 9: SCHOOLS IN OTHER COUNCIL AREAS AND INDEPENDENT SCHOOLS

### SCHOOLS IN OTHER COUNCIL AREAS

If you are a Kingston resident and you wish to apply 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, SM4 5DX  
Tel: 020 8274 4906  
Email: [admissions@merton.gov.uk](mailto:admissions@merton.gov.uk)  
Web: [www.merton.gov.uk/admissions](http://www.merton.gov.uk/admissions)

Bishopsford Arts College (Mixed), Lilleshall Road, Morden SM4 6DU  
Tel: 020 8687 1157 DfE Number: 315 4061

Harris Academy Merton (Mixed), Wide Way, Mitcham CR4 1BP  
Tel: 020 8623 1000 DfE Number: 315 6905

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

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

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

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

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

Wimbledon College (RC Boys), Edge Hill, London SW19 4NS  
Tel: 020 8879 9355 DfE Number: 315 4701  
(Supplementary information form required – please contact the school)

## London Borough of Richmond upon Thames

Education, Children's and Culture Services,  
Civic Centre, 44 York Street, Twickenham TW1 3BZ  
Tel: 020 8891 7514 (School Admissions – Direct Dial)  
Email: [education.admissions@richmond.gov.uk](mailto:education.admissions@richmond.gov.uk)  
Web: [www.richmond.gov.uk/schools](http://www.richmond.gov.uk/schools)

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

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

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

Richmond Park Academy (Mixed), Park Avenue, London SW14 8RG  
Tel: 020 8876 8891 DfE Number: 318 6907

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

Twickenham Academy (Mixed), Percy Road, Twickenham TW2 6JW  
Tel: 020 8894 0690 DfE Number: 318 6906

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

## Surrey County Council

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

Blenheim High School (Mixed), Longmead Road, Epsom KT19 9BH  
Tel: 01372 745333 DfE Number: 936 5417  
Email: [headteacher@blenheim.surrey.sch.uk](mailto: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 DfE Number: 936 5405  
Email: [admissions@eehs.surrey.sch.uk](mailto:admissions@eehs.surrey.sch.uk)  
Admission enquiries: Mr A Russell

Esher Church of England High School (Mixed), More Lane, Esher KT10 8AP  
Tel: 01372 468068 DfE Number: 936 4508  
Email: [admissions@esherhigh.surrey.sch.uk](mailto:admissions@esherhigh.surrey.sch.uk)  
Admission enquiries: Mrs J Dunkley

Glyn Technology School (Boys), The Kingsway, Ewell, Epsom KT17 1NB  
Tel: 020 8716 4949 DfE Number: 936 5404  
Email: glynmail@glyn.surrey.sch.uk  
Admission enquiries: Mrs C Coffey

Hinchley Wood School & Sixth Form Centre (Mixed),  
Claygate Lane, Hinchley Wood KT10 0AQ  
Tel: 020 8398 7161 DfE Number: 936 5416  
Email: gpearson@hinchleywood.surrey.sch.uk  
Admission enquiries: Mrs G Pearson

Rosebery School (Girls), White Horse Drive, Epsom KT18 7NQ  
Tel: 01372 720439 DfE Number: 936 5407  
Email: info@rosebery.surrey.sch.uk  
Admission enquiries: Mrs S Peel

Therfield School, Dilston Road, Leatherhead KT22 7NZ  
Tel: 01372 818123 DfE Number 936 4073  
Email: enquiries@therfield.surrey.sch.uk  
Admission enquiries: Mrs K Carriett

### **London Borough of Sutton**

Children, Young People and Learning Services,  
Civic Offices, St Nicholas Way, Sutton, SM1 1EA  
Tel: 020 8770 6080  
Email: admissions@sutton.gov.uk  
Web: www.sutton.gov.uk  
Correspondence should be addressed to Sutton Schools Admissions Team.

Cheam High School (Mixed), Chatsworth Road, Cheam SM3 8PW  
Tel: 020 8644 5790 DfE 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 DfE 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 DfE Number: 319 5401  
(Supplementary information form required – please contact school)

St Philomena's Catholic High School for Girls, Pound Street, Carshalton SM5 3PS  
Tel: 020 8642 2025 DfE Number. 319 5406  
(Supplementary information form required – please contact school)

Sutton Grammar School for Boys, Manor Lane, Sutton SM1 4AS  
Tel: 020 8642 3821 DfE Number: 319 5404  
(Supplementary information form required – please contact school)

Wallington County Grammar School for Boys, Croydon Road, Wallington SM6 7PH  
Tel: 020 8647 2235 DfE Number: 319 5407  
(Supplementary information form required – please contact school)

Wallington High School for Girls, Woodcote Road, Wallington SM6 OPH  
Tel: 020 8647 2380 DfE Number: 319 5405  
(Supplementary information form required – please contact school)

Wilson's School (Boys), Mollison Drive, Wallington SM6 9JW  
Tel: 020 8773 2931 DfE Number: 319 5400  
(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 7316  
Email: [admissions@wandsworth.gov.uk](mailto:admissions@wandsworth.gov.uk)  
Web: [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions)

Ashcroft Technology Academy, 100 West Hill, Putney SW15 2UT  
Tel: 020 8877 0357 DfE Number: 212 6905  
(Supplementary information form – specialist technology)

Elliott School (Mixed), Pullman Gardens, Putney SW15 3DG  
Tel: 020 8788 3421 DfE Number: 212 5402

Saint Cecilia's Wandsworth Church of England School,  
Sutherland Grove, London SW18 5JR  
Tel: 020 8780 1244 DfE Number: 212 4734  
(Supplementary information forms – foundation and specialist music)

St John Bosco Catholic School (RC), Surrey Lane, Battersea SW11 3PB  
Proposed temporary site for 2011 and 2012 entry: Princes Way, Wimbledon SW19 6QE  
Tel: 020 8871 7316 (Pupil Services) DfE Number: 212 4008  
(Supplementary information form – religious affiliation)

## 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:

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

Tel: 020 7766 7070

[www.isc.co.uk](http://www.isc.co.uk)

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.

**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.

Preference 1

Preference 2

Preference 3

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Preference 4

Preference 5

Preference 6

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**The closing date for receipt of applications is 31 October 2011**

