The Royal Borough of Kingston upon Thames
Learning and Children’s Services

DETERMINED ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS FOR
THE SCHOOL YEAR 2014/2015

The following arrangements have been determined by Kingston Council for admissions
to community secondary and primary schools in the Royal Borough of Kingston upon
Thames for the school year 2014/2015.

Admissions Criteria for the community secondary school, Chessington
Community College:

1. Where more applications are received than there are places available, places will
be offered in the following order of priority:

   i) places will be offered firstly to Looked After Children i.e. children who are
   looked after by a public authority and are in public care, and previously
   looked after children** who were adopted, or subject to a residence order,
   or special guardianship order, immediately following having been looked
   after. Applications made under this criterion must be accompanied by
details of circumstance and professionally supported evidence (e.g. 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 by a straight line to the nearest school gate. All
distances will be measured using the School Admissions computerised
Geographical Information System.

Admissions Criteria for Community Primary and Infant Schools

2. Where more applications are received than there are places available, places will
be offered in the following order of priority:

   i) places will be offered firstly to Looked After Children i.e. children who are
   looked after by a public authority and are in public care, and previously
   looked after children** who were adopted, or subject to a residence order,
or special guardianship order, immediately following having been looked
after. Applications made under this criterion must be accompanied by
details of circumstance and professionally supported evidence (e.g. from a
social worker);
ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step-brother or sister, living at the same address and attending the same school (or the paired junior school) at the time of admission;

iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;

iv) the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

**Admissions Criteria for Community Junior Schools**

3. The oversubscription criteria for community junior schools are as follows:

   Where more applications are received than there are places available, places will be offered in the following order of priority:

   i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children** who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);

   ii) places will be offered secondly to children attending the “paired” community infant school;

   iii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step-brother or sister, living at the same address and attending the same school (or the paired infant school) at the time of admission;

   iv) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;

   v) the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.
Admissions Criteria for Community Nursery Schools

4. The oversubscription criteria for community nursery schools are as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children** who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);

ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step-brother or sister, living at the same address and attending the same school (or the paired infant or junior school) at the time of admission;

iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;

iv) the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

**Under community school admissions criteria for secondary, primary, junior and nursery admissions the definition of Looked After Children and previously looked after children is as follows:

- children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made

- children who were looked after, but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989)
Use of a final tie-breaker

5. 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.

6. 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 the sibling criterion.

Measuring home to school distance

7. The Council has a standard method of measuring home to school distance in a straight line using the School Admissions computerised Geographical Information System using data supplied by Ordnance Survey (OS).

Waiting lists for Community Schools

8. The child’s name will automatically be put on the waiting list, in criteria order of any school which is a higher preference to the school he/she has been offered.

9. A parent/carer may ask for their child’s name to be added to the waiting list of a lower preference school to the one the child has been offered, or one that they did not originally name as a preference. His/her name will be added to the waiting list in criteria order.

10. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

11. Waiting lists for community schools are kept open throughout the year.

Applying for entry into the Reception class of a primary or infant school

12. For children currently attending a school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the same school. Priority is not given to children who attend the nursery class in the same school. This is to ensure that parents who place their children in other kinds of nursery, or do not use a nursery, are treated fairly when applying for a school place for their child.

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

13. Parents can request to delay their child’s entry to school until later in the school year, but only until the child reaches compulsory school age in that school year i.e. the latest their child can start school is at the beginning of the summer term 2015.
Children with Special Educational Needs

14. If a child is undergoing an assessment of special educational needs and a parent/ carer does not know what the outcome will be by the closing date of application, they should apply for a school place using the Common Application Form. If a particular school is later named in the child’s Statement of Special Educational Needs, a place will be provided automatically for the child at that school.

Children with a Statement of Special Educational Needs

15. If a child has a Statement, he/she will be offered a place at the school named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

ADMISSION NUMBERS FOR COMMUNITY SCHOOLS

Secondary School Admission Numbers for September 2014/2015

16. There are no proposed changes to the admission number for Chessington Community College for September 2014. This number is as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Proposed Admission No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chessington Community College</td>
<td>150</td>
</tr>
</tbody>
</table>

Primary School Admission Numbers for September 2014/2015

17. There are no proposed changes to admission numbers for community primary, junior and infant schools for September 2014. The numbers are as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Proposed Admission No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandra Infant</td>
<td>90</td>
</tr>
<tr>
<td>Burlington Infant</td>
<td>120</td>
</tr>
<tr>
<td>Burlington Junior</td>
<td>120</td>
</tr>
<tr>
<td>Castle Hill Primary</td>
<td>60</td>
</tr>
<tr>
<td>Coombe Hill Infant</td>
<td>90</td>
</tr>
<tr>
<td>Coombe Hill Junior</td>
<td>90</td>
</tr>
<tr>
<td>Ellingham Primary</td>
<td>60</td>
</tr>
<tr>
<td>Fern Hill Primary</td>
<td>90</td>
</tr>
<tr>
<td>Grand Avenue Primary</td>
<td>90</td>
</tr>
<tr>
<td>Green Lane Primary</td>
<td>60</td>
</tr>
<tr>
<td>King Athelstan Primary</td>
<td>60</td>
</tr>
<tr>
<td>King’s Oak Primary</td>
<td>60*</td>
</tr>
<tr>
<td>School</td>
<td>Number</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Knollmead Primary</td>
<td>30</td>
</tr>
<tr>
<td>Lovelace Primary</td>
<td>60*</td>
</tr>
<tr>
<td>Malden Manor Primary</td>
<td>60</td>
</tr>
<tr>
<td>Maple Infant</td>
<td>60</td>
</tr>
<tr>
<td>Robin Hood Primary</td>
<td>30</td>
</tr>
<tr>
<td>Tolworth Infant</td>
<td>90</td>
</tr>
<tr>
<td>Tolworth Junior</td>
<td>90</td>
</tr>
</tbody>
</table>

*Subject to the statutory consultation process for permanent expansion, the published admission number for King’s Oak and Lovelace Primary Schools will be increased from 60 to 90 for September 2014.

**SIXTH FORM ADMISSIONS INTO THE COMMUNITY SECONDARY SCHOOL, CHESSINGTON COMMUNITY COLLEGE**

18. Year 11 pupils currently studying at a Kingston secondary school and pupils in the appropriate age range currently studying elsewhere may apply to join the sixth form at Kingston’s community secondary school, Chessington Community College.

19. 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. More places may be available to external candidates, depending on the uptake of places by internal applicants. Admission into the Sixth Form (Year 12 and 13) is dealt with by the school.

20. The school offers a range of courses and study pathways leading to different levels of qualifications. The availability of places for specific courses will differ by subject depending on the level of demand for each subject. The priority in each case is to match the course provided to the prior attainment and future aspirations of individual students, within available resources and staffing.

21. Admissions in Year 12 will only be considered if the student’s level of attainment is suitable for the proposed course of study.

**CO-ORDINATED SECONDARY SCHOOL ADMISSION ARRANGEMENTS**

22. The co-ordinated scheme for secondary admissions for September 2014 is attached as **ANNEX 1** and does not differ significantly from the LA’s scheme for 2013 admissions except in the dates of the commonly agreed timetable.

**CO-ORDINATED PRIMARY SCHOOL ADMISSION ARRANGEMENTS**

23. The co-ordinated scheme for primary admissions for September 2014 is attached as **ANNEX 2** and does not differ significantly from the LA’s scheme for 2013 admissions except in the dates of the commonly agreed timetable.
IN-YEAR ADMISSIONS FOR 2014-2015 FOR ALL ACADEMIES AND MAINTAINED SCHOOLS

24. The proposed scheme which is attached as ANNEX 3 is based on the principles of maintaining key benefits of the existing scheme and meeting the requirements of the School Admissions Code.

25. It is recognised by Kingston schools and the LA that the scheme may need to be amended as a result of ongoing review and work between LAs and schools to agree procedures that promote fair access and improve outcomes for pupil admissions to schools.