



Starting Year 7

Moving into
the area

Admission to Kingston's Secondary Schools

For 2020 Entry

The information in this brochure relates to the school year beginning September 2020 and applying for an in-year place during the period September 2019 to July 2020.

This information was correct in August 2019. However, some of the details given may change during the year.

Responsibility for information printed here relating to academies or the free school lies with the governing body of the school concerned and not with Kingston Council.

The application for admission in September 2020 to The Royal Borough of Kingston upon Thames schools must **only** be completed by Kingston borough residents and, if a paper form is completed, sent to:

School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU

T: 020 8547 4610

E: kingston.admissions@achievingforchildren.org.uk

W: www.kingston.gov.uk

Applications for in-year admission must be made to the borough in which the school is situated. Please see page 18 for information about in-year admission.

Contents

Section 1: School in Kingston	
Types of school in Kingston and key dates	2
Map of Kingston secondary schools	3
List of schools	5
Dates of open events for Kingston schools	7
Key dates for the admission process in September 2020	8
Section 2: Six steps in applying for a secondary school place	9
Step 1: Understanding the admission process	9
Step 2: Collecting information about schools	10
Step 3: Deciding which schools to apply for/admissions criteria	11
Step 4: Completing your application including child's home address	14
Step 5: Submitting your application	17
Step 6: Being offered a place	17
Section 3: Applying for a school place during the school year September 2019 to July 2020	18
In-year admissions	18
Fair access protocol	18
Section 4: Appeals	19
Section 5: Schools that admit pupils at the beginning of Year 10	20
Section 6: Sixth form and post-16 education	20
Section 7: Schools in other council areas	21
Schools in other council areas	21
Independent schools	21

Section 1

Schools in Kingston

Types of school in Kingston and key dates

There are 11 secondary schools in Kingston upon Thames.

Community schools

Community schools are maintained by the Council. At community schools, the Council sets the admission policy, including the admission criteria. Chessington School is the only community secondary school.

Academies

An academy is a school that is run by an academy trust and its governors and is funded entirely by central government.

Coombe Boys' School, Coombe Girls' School, The Hollyfield School, The Holy Cross School, Richard Challoner School, Southborough High School, The Tiffin Girls' School, Tiffin School and Tolworth Girls' School are academies.

Free schools

Like academies, free schools are independent of the local authority and are funded directly by central government. The Kingston Academy opened in September 2015 and is the only secondary free school in Kingston upon Thames.

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

Map of Kingston secondary schools





Secondary School in the borough

- 1 Chessington School
- 2 Coombe Boys' School
- 3 Coombe Girls' School
- 4 Richard Challoner School (RC)
- 5 Southborough High School
- 6 The Hollyfield School
- 7 The Holy Cross School (RC)
- 8 The Kingston Academy
- 9 The Tiffin Girl's School
- 10 Tiffin School
- 11 Tolworth Girls' School

List of schools

Chessington School DfE NUMBER: 314 4006

Garrison Lane, Chessington KT9 2JS

T: 020 8974 1156

E: contactus@chessington.kingston.sch.uk

W: www.chessington.kingston.sch.uk

Standard intake: 135 students

Headteacher: Mr A Ali, MA Education, NPQH

Coombe Boys' School DfE NUMBER 314 5403

College Gardens, Blakes Lane, New Malden KT3 6NU

T: 020 8949 1537

E: enquiries@coombeboysschool.org

W: www.coombeboysschool.org

Standard intake: 180 students

Headteacher: Mr D Smith BA (Hons), NPQH

Coombe Girls' School DfE NUMBER: 314 4004

Clarence Avenue, New Malden KT3 3TU

T: 020 8942 1242

E: enquiries@coombegirlsschool.org

W: www.coombegirlsschool.org

Standard intake: 240 students

Headteacher: Mr A Platt BA Hons, MA Ed

The Hollyfield School DfE NUMBER: 314 5404

Surbiton Hill Road

Surbiton KT6 4TU

T: 020 8339 4500

E: office@hollyfield.kingston.sch.uk

W: www.hollyfield.kingston.sch.uk

Standard intake: 210 pupils

Headteacher: Mr T Maltby BA (Hons), MA, NPQH

The Holy Cross School DfE NUMBER: 314 5402

Sandal Road, New Malden KT3 5AR

T: 020 8395 4225

E: hxs@holycross.kingston.sch.uk

W: www.holycross.kingston.sch.uk

Standard intake: 150 students

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

The Kingston Academy DfE NUMBER: 314 4001

Richmond Road, Kingston upon Thames KT2 5PE

T: 020 8465 6200

E: enquiries@thekingstonacademy.org

W: www.thekingstonacademy.org

Standard intake: 180 students

Headteacher: Ms S M Cavanagh MEd NPQH

Richard Challoner School DfE NUMBER: 314 5401

Manor Drive North, New Malden KT3 5PE

T: 020 8330 5947

E: rcb@challoner.kingston.sch.uk

W: www.richardchalloner.com

Standard intake: 150 students

Headteacher: Mr S Maher BA (Hons)

Southborough High School DfE NUMBER: 314 4009

Hook Road, Surbiton KT6 5AS

T: 020 8391 4324

E: office@southborough.kingston.sch.uk

W: www.southborough.kingston.sch.uk

Standard intake: 135 students

Headteacher: Mr N Smith, MA (Cantab)

Tolworth Girls' School & Sixth Form DfE NUMBER: 314 4011

Fullers Way North, Surbiton KT6 7LQ

T: 020 8397 3854

E: info@tolworthgirlsschool.co.uk

W: www.tolworthgirlsschool.co.uk

Standard intake: 240 students

Headteacher: Mrs S Lowe BSc (Hons), NPQH

The Tiffin Girls' School DfE NUMBER: 314 4010

Richmond Road, Kingston upon Thames KT2 5PL

T: 020 8546 0773

E: contact@tiffingirls.org

W: www.tiffingirls.org

Standard intake: 180 students

Headteacher: Mr I Keary BA (Hons), NPQH

Tiffin School DfE NUMBER: 314 5400

Queen Elizabeth Road, Kingston upon Thames KT2 6RL

T: 020 8546 4638

E: office@tiffin.kingston.sch.uk

W: www.tiffin.kingston.sch.uk

Standard intake: 180 students

Headteacher: Mr M D Gascoigne BA

Dates of open events for Kingston schools

Open evenings

Chessington School	Thursday 26 September	6.15-9.00pm
Coombe Boys' School	Wednesday 9 October	6.30-9.00pm
Coombe Girls' School	Wednesday 2 October	6.00-9.00pm
The Hollyfield School	Thursday 3 October	6.00-9.00pm
The Holy Cross School	Monday 30 September	5.30-8.00pm
The Kingston Academy	Thursday 10 October	5.00-8.00pm
Richard Challoner School	Thursday 3 October	6.00-8.30pm
Southborough High School	Wednesday 2 October	6.30pm onwards
Tolworth Girls' School & Sixth Form	Wednesday 9 October	6.00-8.30pm

Open mornings and visits

Contact details for each school can be found on pages 5 to 6

Chessington School

Other arrangements

Daytime tours available by appointment.

Coombe Boys' School

Open mornings

Thursday 10 and Friday 11 October, 9.00 to 10.00am.

Coombe Girls' School

Open morning

Thursday 3 October from 9.30 to 11.00am.

The Hollyfield School

Open mornings

Tuesday 1, 8 and 15 October at 9.15am and 11.05am, Friday 11 October at 9.15am and 11.05am, and Thursday 17 October at 9.15am and 11.05am. Please call the school for an appointment.

The Holy Cross School

Other arrangements

Please contact the school to book a daytime tour.

The Kingston Academy

Other arrangements

Daytime school tours can be booked by contacting the school office.

Richard Challoner School

Open morning

Thursday 17 October, 9.15am.

Please call the school for an appointment.

Southborough High School

Open days

Please call the school to book a daytime tour.

Tolworth Girls' School and Sixth Form

Open weeks

Monday 7 to Friday 18 October. Tours of the school will take place during the mornings at 8.40, 9.40 and 11.10am. (No tours will take place on Wednesday 9 October.) Please call the school to book a tour.

Key date for the admission process for September 2020 entry

2019

Sunday 1 September	Online applications are open via www.eadmissions.org.uk
Thursday 31 October	Closing date for receipt of online and paper applications, including supplementary forms
Wednesday 11 December	Latest date for applications from people moving into the borough after 31 October 2019

2020

Monday 2 March (National Offer Day)	Online applicants will be sent an email during the evening informing them of the result of their application Letters are posted first class giving the results of applications. Please see Step 6: Being offered a place
Monday 16 March	Date by which parents must accept or decline the offer
Thursday 26 March	Further offers made from this date onwards subject to places becoming available
Monday 20 April	Closing date for receipt of community school appeals This date may vary for academies and the free school
May/June	Admission appeals are heard
Wednesday 1 July	Year 6 pupils visit their new secondary school
Wednesday 2 September	Start of the autumn term (exact date and time to be advised by each school)

Section 2

Six steps in applying for a secondary school place

Children born between 1 September 2008 and 31 August 2009 are eligible to transfer to secondary school in September 2020. You apply for a school place through your home council. This is the council area where you live and to which you pay Council Tax.

Children with special educational needs or an education, health and care plan

If your child has an education, health and care plan (EHCP), you should not complete the application form as your application will be dealt with by the Special Educational Needs Team. To contact the SEN Team please phone 020 8547 5872.

If your child is undergoing an education health care needs assessment, but it is not yet complete, please fill in the online or paper application. If you are in any doubt whether to complete a school application form, please contact School Admissions.

Step 1: Understanding the admission process

- You can apply for up to six schools, academies or free schools (state-funded schools) on one form. You must list the schools in the Kingston borough 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 for. If the school is outside Kingston borough, please refer to the relevant local authority or contact the school.
- Please apply online (preferably) or on a paper form, **not both** (see page 14). If you apply online, you will find out which school you have been offered on 2 March 2020.
- If you apply on a paper form, you will receive a letter after 2 March, which will be sent by first class post on 2 March 2020.

School preferences

- 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.
- Each school listed on your application considers your child's application against its admission criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as sixth preference is considered equally to an application where the school is ranked as first preference.
- If your child meets the admission criteria for more than one school, your home council will look at your preference order and you will be offered the highest preference school for which your child has met the admission criteria.
- If your home council is not able to offer your child a place at any of the schools you applied for, you will be offered, where possible, a place at another school.

Order of preference

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

If you apply for selective schools, please be aware that even if your child qualifies for a place, your child will not be offered a place at a selective school if they have also qualified for a school that you list as a higher preference on your application. If you are applying to more than one selective school, you should list the schools in the order that you prefer them. The following examples illustrate the importance of the order of preference.

Example 1 - girls

Preference	School	Qualify for place?	Outcome
1st	The Holy Cross School	No	Waiting list
2nd	The Kingston Academy	Yes	Offered
3rd	Nonsuch High School	Yes	Withdrawn
4th	Coombe Girls' School	Yes	Withdrawn
5th	Raynes Park High School	Yes	Withdrawn
6th	Tolworth Girls' School & Sixth Form	No	Withdrawn

Example 2 - boys

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

Changing your order of preference

If you wish to change your preferences after the closing date or you wish to change the preference order, please note all your preferences will be considered as late applications and considered after all on-time applications.

Step 2: Collecting information about schools

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

- Read about 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 7 on page 21.
- Contact schools to obtain their prospectuses.
- Look at the schools' admission procedures historical patterns of admissions on their websites and for information on their open events.
- Visit schools and attend their open evenings. Some schools also have open days when you can see the school operating during a normal school day. Most schools will make other arrangements if you are unable to attend either of these opportunities. Check the individual school's pages or contact the school for details.
- Further information about schools and links to each school's inspection reports and school performance tables are available via each school's website or on Kingston Council's website www.kingston.gov.uk
- Speak to your child's primary school headteacher for advice.
- Consider your child's particular interests, abilities and views on the schools visited.
- Check that daily travel to and from school is possible within a reasonable time. Check the Transport for London www.tfl.gov.uk/plan-a-journey. You can also phone their 24 hour travel information line on 020 7222 1234.

Step 3: Deciding which schools to apply for

The admission criteria

If there are fewer applicants than places available for a school, every applicant will be offered a place.

If there are more applications received than there are places available, the school will use admission criteria (rules) to work out which children can be offered places in this order of priority (after taking account of any children for whom the school is named in an education, health and care plan, formerly known as a statement of special educational needs).

Admission criteria are also known as oversubscription criteria and show the order in which places will be allocated. The criteria for Kingston secondary schools are on the individual schools' websites.

Admission criteria vary depending on the type of school you are applying for. For example, schools that have faith-based criteria may require a supplementary information form and/or 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 admission criteria. Any questions you have about admission to these schools should be addressed directly to the school.

Please look carefully at the admission criteria and how places were offered in previous years for each school. For example, if your application is considered under the distance criterion, 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 should name your nearest non-selective school (a school that will consider your application on home to school distance) 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 in the last three years

You will find details of how places were offered at each secondary school in Kingston on the individual schools' websites. Please note these are indicative only and cannot be interpreted as definite rules.

Criteria for Chessington School, Hollyfield School and The Kingston Academy

These criteria will be applied to every application for the schools listed above and named as a preference on the application. The same criteria are used to rank applications remaining on a school's waiting list. Please see individual school's criteria on the school's website.

- (i) **Places will be offered firstly to looked after children and previously looked after children**
Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
- (ii) **Places will be offered next to children who have a brother or sister (sibling)**, 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) that makes the school concerned the most suitable one for the individual child.
- (iv) **Places will be offered to children of staff** (by which is meant full, step, half, and adopted siblings living in the same household) directly employed by the school for two years or more before the admission application and at the point of admission and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (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 School Admissions' computerised geographical information system.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

Explanation of each criterion

- (i) **Looked after children or previously looked after children**

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or being provided with accommodation by a local authority 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 previously in the care of a local authority **immediately before** they were adopted under the Adoption and Children Act 2002, or became subject to a child arrangements order or special guardianship order

Required evidence for a looked after child

If you are applying for a child who **is currently** in the care of a local authority, you must provide:

- a written statement from the child's social worker which confirms that:
 - the child is **currently** a looked after child and is subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a **current** interim care order, or a **current** final care order
 - the name of the local authority the child has been placed in the care of
 - the child is currently placed with a foster carer or in local authority accommodation

Required evidence for a previously looked after child

If you are applying for a child who **was previously** in the care of a local authority, you will need to provide the following evidence according to your child's circumstances below:

- for **adopted** children, you must provide:
 - an adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child.
Please note: children adopted from overseas are not classified as children in public care and therefore will not be considered under this criterion
- for children subject to a **special guardianship order** you must provide:
 - a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a special guardianship order was made
 - a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989
- for children subject to a **child arrangements order** you must provide:
 - a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements order was made
 - a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act)

(ii) Brother or sister (sibling) attending the school

If you have an older child including an adopted, foster, half or step brother or sister, currently attending your preferred secondary school **who will still be attending in September 2020**, living with you at the same address as the child you are applying for, make sure you give that child's details on your application under sibling details.

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

Please note that if your child has special educational needs or if your child may need additional support in school, but does not have an education, health and care plan (EHCP), it is not possible to consider their application for a higher priority under this criterion.

Please note: Support for a child's educational needs can be met at any of our schools. Therefore, we do not consider educational reasons under this criterion. Requests for priority under this criterion are considered by the school you are applying for.

Please submit supporting documentary evidence, with a covering letter, directly to the school you are applying for. Do not attach it to your application if applying online or on a paper application form.

If you feel there are any exceptional medical, family and/or social reasons why your child must attend a particular school, you **must** complete the 'reasons for preference' box for that school and provide reasons and supporting evidence from a relevant professional such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child can only attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school. In each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

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 that mean 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. You must provide this supporting evidence by the closing date, **31 October 2019**. 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
- evidence and reasons that 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.

Evidence should make clear why only one school is appropriate and the effect on your child if they do not attend this school.

Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to be strong enough to be considered under this criterion. All applicants applying under this criterion are advised that the evidence provided to support their application must be as detailed and objective as possible.

(iv) Children of staff

Children are defined as full, step, half, and adopted siblings living in the same household. Staff should be directly employed by the school for two years or more before the admission application and at the point of admission and/or recruited to fill a vacant post for which there is a demonstrable skill shortage. We will confirm your status with the school concerned.

(v) Distance from home to school

If your application is likely to be considered under the distance criterion, try to consider whether you live close enough to the school for your child to qualify for a place. The cut-off distance for admissions for 2019, made on 1 March 2019, has been included in the table on the individual school's websites. This describes the pattern of admission by criteria for the school. Please note the furthest distance offered is as at the initial allocation date 1 March 2019.

However, this is only a guide as the cut-off distances vary from year-to-year. Even if you live within the cut-off distances, there is no guarantee your child will obtain a place there for next September.

Measuring home to school distance

The Council uses a standard method of measuring home to school distance in a straight line using the School Admissions' computerised geographical information system and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point within the property, which is supplied by Ordnance Survey. The end point is measured to the named school gate or nearest school gate where the school has more than one school gate. Residents of every floor level in a particular block of flats are given an identical starting point, regardless of the distance to ground floor level.

Step 4: Completing your application

Apply online from 1 September 2019 and by the closing date of 31 October 2019

You should apply online by going to www.eadmissions.org.uk. However, if any of the schools you are applying for requires a supplementary information form, you will also need to complete this and send it to the address stated on the form. If you do not have internet access at home, it is free to apply online at any library in Kingston or you can ask about facilities at your child's primary school.

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

You will be sent an email with a reference number to confirm that your application has been received. The reference number will look like this: 314-2019-09-E-001234. If you do not receive an email with a reference number, it means your application has not been submitted and you should log back into the eAdmissions system and submit your application (or you may need to adjust your email software to receive 'no reply' emails). You may find it useful to note down your details here and keep this in a safe place.

Email address

Username

Password

Application reference

If you have any difficulty registering for online applications, please use the frequently asked questions (FAQ) section at the top of the eAdmissions web pages. If you still need help to register, please contact the Technical Support Desk, using the link on the FAQ page. This is the quickest way to get help. Alternatively, you can phone 020 8255 5555 and chose option 1 to speak to someone on the support desk.

On the evening of 2 March 2020, you will be sent an email advising you of the result of your application. After you receive this email, you will be able to log on and view your application result online and accept or decline your offer of a school place online.

If you have applied online and you have not been offered your first preference school, you will also receive a letter with detailed information about the result of your application and what to do next.

Completing a paper application form

We recommend that you apply online if possible. However, if you are unable to do so, you should complete Kingston Council's application form that you can obtain by phoning School Admissions on 020 8547 4610. If you apply on paper, you will receive a letter which will be sent by first class post on 2 March 2020 giving you the outcome of your application.

Only make one application either online OR on paper, NOT both. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

Late applications

Applications received after the closing date of 31 October 2019 will only be considered after all applications received by the closing date – unless you are able to provide proof that there were **exceptional reasons** that prevented you from applying on time and only up to 11 December 2019. All applications received after 11 December 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 11 December 2019 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 2019.

If you move into the area after 11 December 2019, your application will only be considered after those received by the closing date. Please note, no changes can be made at all after this date. However, if we are unable to offer your child a place at one of your preferred schools on 2 March 2020, their name will be placed on the school's 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 still be able to apply 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. **You and your child must be living at the address you use on your application.**

Department for Education (DfE) number

You will need this for a paper application only.

- For Kingston's secondary schools, each number is listed on pages 5 to 6.
- For secondary schools in other areas, please see page 21 for details of councils bordering this borough. You should also be able to find this information in the relevant council's admissions brochure.

Supplementary information forms

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

You can download the forms for The Holy Cross School and Richard Challoner School from the schools' websites. Please return the completed form to the school. For The Tiffin Girls' School and Tiffin School, the supplementary form is available electronically and you should register online by going to the relevant school's website.

Please check whether any schools you are applying for in other council areas 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, as it may not be possible for the school to consider your application using their criteria, 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 correctly and fairly, the Council is committed to following strict address verification procedure. We will therefore validate the address by checking Council records to confirm that the address you have given in your application is your child's permanent home address. If there are any doubts about your address details we may request further evidence. It is your responsibility, as the applicant, to provide evidence, when requested, to support your application.

The Council will investigate any applications where there are doubts about the information provided or where information has been received that suggests a fraudulent or misleading application has been made. Before we make our decision as to whether we will accept an address or not, we will consider your circumstances in accordance with the guidance set out below, which should be read in its entirety.

We may seek evidence from Council records, schools or any other source we consider appropriate. The Council may refer cases to the Internal Audit and Investigation Service for further investigation, and may make a home visit. This could lead to legal action.

Proof of address

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address.

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend.

The address you give on your application must be the one where your child is living permanently.

An application can only be made from a single address and only a single application made for each child. You cannot apply from an address until you and your child have moved into the property. If there are doubts about the permanence of the address on your application, we will investigate further.

- If you are connected to more than one address, for example, you own a property and are renting and living in another, we may not be able to use your rental address for your application. We will consider the individual circumstances and make an evidence based decision.
- If you own two or more properties, you will need to demonstrate which is your permanent family home.
- If you rent out a property you own or put it up for sale, please note, this address could be used to apply the home to school distance criterion.
- Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, we will require evidence of your care arrangements. We will consider all available evidence that you provide to support your application so we can decide which address we will use to process your application.
- **If you move at any time during the admissions process** (the admissions process covers the entire period from submitting your application to your child starting school), you must inform the School Admissions Team immediately. Please inform us of the circumstances of your move to ensure that places are offered fairly and correctly.
- If you move to a new address and have advised us, once our address verification checks have been made, we will revise your child's position on the waiting lists for each of the schools that you prefer so that your application is considered correctly following this change of circumstances.
- If you are a member of UK Services personnel (HM Forces or Crown Servants), please see the information on page 17.

If an offer of a school place is made on the basis of false or misleading information, the Council reserves the right to withdraw the offer at any stage during the admission process. The admission process refers to the time from when you submit your application to the time your child starts school. In disputed cases we will make a judgment based on evidence available to us.

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 phoning 020 8547 4610. Any information received will be treated in strictest confidence.

Children of UK service personnel

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning to this area, you can apply for a Year 7 school place for September 2020 by the closing date of 31 October 2019. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in Kingston. The date you take up your post must be before the beginning of term in September 2020. If you are applying for a school place for your child other than to start year 7 in September 2020, please see Section 3.

Step 5: Submitting your application

The closing date for receipt of your application and any supplementary information forms is **31 October 2019**. If you apply on a paper form, we strongly advise you to submit your application by post allowing enough time so that we receive it by **Friday 25 October 2019**. This is the Friday before the half term holiday.

Before you submit your application please check that you:

- are familiar with the admission criteria for each school you are applying for
- are clear on the order 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
- have considered naming your nearest non-selective 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

Parents' and carers' declaration

Please read through the checklist carefully and ensure you read the declaration before submitting your application by the closing date.

Step 6: Being offered a place

Your application outcome

If your child meets the admission criteria for only one of the schools you applied for, your home council will offer you a place at that school, whatever borough or county the school is in.

If your child meets the admission criteria for more than one school, your home 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.

If your child does not meet the admission criteria for any of the schools you applied for and you are a Kingston borough resident, Kingston Council will offer you a place at another school where possible. This school will be the nearest Kingston school to your home address with places remaining.

If you applied online, you will be sent an email with the outcome of your application during the evening of **2 March 2020**. You will also be able to log on to the eAdmissions website www.eadmissions.org.uk to view the outcome during the evening of **2 March 2020**.

If you applied on paper, you will not be able to access the result of your application electronically. You will be sent a letter by first class post on **2 March 2020**.

If you applied online and have been offered your first preference school, you will not receive a letter. You must however accept or decline this offer online by going to www.eadmissions.org.uk and selecting 'view outcome and respond'.

If you applied online and have not been offered your first preference school, you will also be sent a letter by first class post on **2 March 2020** that will give you more information about the process and what to do next.

You must accept or decline your offer by 16 March 2020, either through the eAdmissions system if you applied online, or on the reply slip if you applied on paper.

From **26 March 2020**, we will re-offer any Kingston school places that may have become vacant since original offers were made, in accordance with the individual school's admission criteria.

Waiting lists for Kingston schools

Your child's name will automatically be put on the waiting list, in criteria order, of any school that is a higher preference than the school they have been offered. 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. They can move down as well as up the list. The waiting list for Chessington School will be held in criteria order (regardless of when an application is received or where the school is ranked in terms of preference) until the end of the academic year in July 2020. After this date, parents will have to request in writing to have their child's name remain on the waiting list for the school. For waiting list arrangements at academies and the free school, please contact the school for details.

Waiting lists for schools 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.

Section 3

Applying for a school place at any time during the school year September 2019 to July 2020 (known as 'In-year admissions').

Whether you are moving to Kingston or would like your child to move schools within Kingston, please use the link below to read the frequently asked questions **before** completing your in-year application.
www.kingston.gov.uk/faqs_for_schooling_in_kingston_borough

Fair access protocol

The Council and all secondary schools including academies and free schools 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 meet the criteria for consideration under the fair access protocol
- 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 representative headteachers 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 4

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 schools you have applied for. You are entitled to appeal for a place at your preferred school even though your child may have a place somewhere else.

The admissions authority for the school you are applying for 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.

Your appeal will be heard by an appeal panel that 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's admission authority for refusing the place. The appeal panel's decision is binding on the school's admission authority, the parent and the local admission authority.

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 that were successful last year are given on each individual school's website.

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 heard 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 at a community school, you will need to contact School Admissions, Achieving for Children, Guildhall 2, Kingston upon Thames KT1 1EU. Phone: 020 8547 4610.

Appeals for a place at an academy or free school in Kingston

For information on how to appeal against your child not being offered a place at an academy or free school you will need to contact the school directly.

Appeals for a place at a school in another council area

For information about appealing for a school place in neighbouring council areas, please contact the school or the council directly. Contact details can be found in Section 7 on pages 21.

For foundation schools, voluntary aided schools, academies or free schools, please contact the school directly.

Section 5

Schools that admit pupils at the beginning of Year 10

University Technology College or Studio schools

Most children aged 14 years will continue with their education at the secondary school they are already attending. For the great majority of children, this will remain the most appropriate place for them to continue their education. The Government requires councils to inform parents about schools which admit pupils in Year 10. These are called University Technical Colleges (UTCs) or Studio schools.

UTCs

UTCs are set up by universities and business and specialise in one or two technical subjects. In Years 10 and 11, they offer a similar GCSE curriculum to a typical secondary school, including English and maths, as well as their specialist subject. More information is available at www.utcolleges.org/utcs

Studio schools

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience. They have a similar curriculum to a typical secondary school. More information is available www.studioschoolstrust.org

There are no UTCs or Studio schools in Kingston Borough, however, a list of all schools in the London area which admit pupils into Year 10, together with contact details, can be viewed on Richmond Council's website: www.richmond.gov.uk/utcs_and_studio_schools_london.pdf

Section 6

Sixth Form and post-16 education

Kingston and Richmond boroughs offer a range of post-16 learning providers where a large selection of Level 3 programmes can be accessed, both at A level and more vocational BTEC programmes. Some providers also offer post-16 Level 2 learning in a limited range of subjects for young people whose GCSE grades did not enable them to progress on to Level 3 programmes - see our Opportunities Pack for further information on this. Find the links to all our post-16 providers on our AfCinfo website:

- [Young people](#)
- [Information and advice](#)
- [Learning and employment](#)
- [Post 16 admissions](#)
- [Schools and colleges](#)
- [Opportunities Pack](#)

Section 7

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 application. All councils produce a brochure similar to this one that gives full details of schools and their admission criteria as well as dates for open evenings. To obtain a copy of this contact the relevant council.

Check the admission criteria carefully for each of the schools you are applying to. Details of the nearest schools within the five councils bordering Kingston follow.

London Borough of Merton
Children, Schools and Families
Civic Centre, Morden SM4 5DX
Phone: 020 8274 4906
E: admissions@merton.gov.uk
W: www.merton.gov.uk/admissions

London Borough of Richmond upon Thames
School Admissions, Achieving for Children
Guildhall 2, Kingston upon Thames KT1 1EU
T: 020 8547 5569 (School Admissions - direct dial)
E: richmond.admissions@achievingforchildren.org.uk
W: www.richmond.gov.uk/schools

Surrey County Council
Admissions and Transport Team
Quadrant Court, 35 Guildford Road,
Woking GU22 7QQ
T: 0300 200 1004
E: schooladmissions@surreycc.gov.uk
W: www.surreycc.gov.uk/admissions

London Borough of Sutton
Children, Young People and Learning
Directorate
Civic Offices, St Nicholas Way, Sutton SM1 1EA
T: 020 8770 5000
E: admissions@sutton.gov.uk
W: www.sutton.gov.uk
Correspondence should be addressed to Sutton Schools Admissions Team.

London Borough of Wandsworth
Pupil Services Section, Children's Services
Town Hall Extension, Wandsworth High Street,
London SW18 2PU
T: 020 8871 7316
E: admissions@wandsworth.gov.uk
W: www.wandsworth.gov.uk/admissions

Independent schools

A list of independent or private schools in Kingston can be found on Kingston Council's website at www.kingston.gov.uk

Information about independent schools can be obtained from:

Independent Schools Council First Floor, 27 Queen Anne's Gate, London SW1H 9BU
T: 020 7766 7070 E: www.isc.co.uk

To apply, contact the independent or 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.

If you have any questions regarding school admissions, please contact:

School Admissions, Achieving for Children, Guildhall 2, Kingston upon Thames KT1 1EU

T: 020 8547 4610

Telephone contact hours: Monday to Friday 8.45am to 2.00pm

E: kingston.admissions@achievingforchildren.org.uk

W: www.kingston.gov.uk

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 4610 or ask someone to call on your behalf.