

**ROYAL BOROUGH OF KINGSTON UPON THAMES  
TRANSFER TO SECONDARY SCHOOL SEPTEMBER 2023**

You are reminded that it is your responsibility to notify the School Admissions team immediately of a change to your child's permanent address or any other circumstances which occur before September, as this may affect your school place offer.

**ALLOCATION OF PLACES AT 1 MARCH 2023**

School Name	Current Situation	Furthest Distance Offered
Chessington School	Waiting list	Contact the school for information
Coombe Boys' School	Waiting list	2.107km
Coombe Girls' School	Waiting list	1.915km
Richard Challoner School	Waiting list	Contact the school for information
Southborough High School	Waiting list	Currently overseas
The Hollyfield School	Waiting list	1.767km
The Holy Cross School	Waiting list	Contact the school for information
The Kingston Academy	Waiting list	1.031km
Tiffin School	Waiting list	Contact the school for information
The Tiffin Girls' School	Waiting list	Contact the school for information
Tolworth Girls' School	Waiting list	2.931km

**THE OFFERS**

We plan the number of school places required according to the number that will be needed for children to start school in September, rather than at the time offers are sent out initially in March. The offer process starts on 1 March and continues during the spring and summer until children start school in September 2023.

You have the right to name and give reasons for your child to apply to a particular school, and the local authority and schools are committed to meeting parental preference where places are available. However no places can be guaranteed at any school, and you should not make any assumptions about entitlement to a place at a preferred school.

Please note that once an offer has been made, the local authority has discharged their statutory duty to provide a school place, and will only make a further offer for a preferred school from the waiting list. We advise you to accept the school place offered to ensure your child has a school place, as you can always refuse this at a later date if you are offered a school you prefer. This will not affect your child's position on any waiting lists of your higher preference schools.

You should not hold more than one school place at any time, whether it is an academy, community, foundation, free, voluntary aided or independent (i.e. private) school. If, at a later stage, you are offered a place at a school you prefer you must inform [Kingston School Admissions](#) immediately that you no longer require the place you had been offered previously and provide information about the arrangements for your child's education from September. If we do not have this information we are required to refer your child to the Education Welfare Service for further investigation.

If you wish to appeal against the decision not to offer your child a place at a particular school you must follow the appeals procedure set out below. Your Member of Parliament and local councillors do not have the authority to require a school to admit your child if it is full, and you will be directed back to the appeals process. The independent appeal panel is the only body with the authority to require a school to admit a child without regard to the waiting list order, even if it is full.

Any offer is made based on the information supplied on the application form. We reserve the right to withdraw offers made in error, where a parent has not responded to the offer within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Please ensure that you are aware of [the home address reassessment policy](#) in the event that you move before your child starts school.

## WAITING LIST

Your child's name will automatically be placed on the waiting list, in criteria order, of any Kingston 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 as they must be re-ranked each time a new application is received. 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.

Your child can remain on one or more waiting lists

Waiting list positions for Kingston schools will be available **from Thursday 30 March 2023** after parental responses, address changes and late applications have been processed. You can request your child's position by sending an email to [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk). Selective and faith schools are responsible for ranking their own applications and you will need to contact them directly for waiting list information.

## **FURTHER OFFERS**

We will re-offer any school places that may have become vacant since original offers were made **from Thursday 30 March 2023**. Any further offers will be made by the Admissions team, including offers for schools in other local authorities. The offer will be communicated to you by email and will not show on your eAdmissions account.

You must respond to the further offer by the date in the email or it will be withdrawn and the place offered to the next child on the waiting list.

## **CHANGING PREFERENCES**

If you wish to apply to schools you had not applied to previously, or if you want your child's name to be added on to the waiting list of a lower preference school, the person who made the application must request this by completing the [preference change request form](#). This applies whether the school is in this borough or in another local authority. We will not accept change of preference requests via email.

## **EXCEPTIONAL CIRCUMSTANCES**

If you applied under the exceptional family, social or medical need criterion for a Kingston school but have not been offered a place, please be assured that the documentary evidence you submitted in support of your preferences was carefully considered. However, it was not considered to be the only school that could meet your child's needs and therefore your application was not given additional priority ahead of children living nearer to the school. You should expect to receive a letter from the school shortly explaining why your child's application was not prioritised under the exceptional reasons criterion. If you do not receive this letter by **10 March 2023** please contact the school. The School Admissions team does not have any information about these decisions.

## **THE APPEALS PROCEDURE**

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, even though your child may have a place at another school. You will need to contact the school directly for information about how to submit your appeal and any deadlines which apply.

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.

Your appeal will be heard by an appeal panel that is independent of the local authority and the admissions authority whose decision you are appealing against. You have the right to attend the hearing to explain your case to the independent appeal panel and you have the right to be accompanied at the hearing or to be represented by someone else. The appeal panel's decision is binding on the school's admission authority, the parent and the coordinating authority.

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 the efficient education or the efficient use of resources will be prejudiced if further children are admitted to the school in the year group concerned. Secondly, if the panel agrees that prejudice would be caused, 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.

If you wish to lodge an appeal, you need to complete an appeal form, which will be available on request from the school concerned. The name and address of the appeals secretary to whom your appeal form should be returned and the date by which it should be received will be given to you.

The School Admissions team must remain independent of the appeals process and are not in a position to answer questions about the specifics of your appeal hearing.

## **CONTACT DETAILS FOR THE KINGSTON COUNCIL SCHOOL ADMISSIONS TEAM**

Please include your child's name and date of birth with your enquiry

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

Email: [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk)

The School Admissions Team operates a callback only service. Our aim is to respond to emails within 10 working days but this may not always be possible due to the high volume of emails we receive. When sending an email, please ensure that all the information requested is in one email and you have provided your child's name and date of birth. We will not respond to chaser emails which are sent before the 10 day response period has passed.

## **CONTACT DETAILS FOR SECONDARY SCHOOLS IN KINGSTON UPON THAMES**

### **Chessington School**

Charlotte Sapseed – Admissions Officer  
Phone: 020 8974 1156  
Email: [contactus@ccc.kingston.sch.uk](mailto:contactus@ccc.kingston.sch.uk)

### **Coombe Boys' School**

Krissy Rogers – Admissions Officer  
Phone: 020 8949 1537  
Email: [enquiries@coombeboysschool.org](mailto:enquiries@coombeboysschool.org)

### **Coombe Girls' School**

Valerie Bell – Admissions Officer  
Phone: 020 8942 1242  
Email: [enquiries@coombegirlsschool.org](mailto:enquiries@coombegirlsschool.org)

### **The Hollyfield School**

Di Northeast – Admissions Officer  
Phone: 020 8339 4500  
Email: [year7admissions@hollyfield.kingston.sch.uk](mailto:year7admissions@hollyfield.kingston.sch.uk)

### **The Holy Cross School**

Silvana Saragosa-Voysey  
Admissions Officer  
Phone: 020 8714 5039  
Email: [ssarag1@holycross.kingston.sch.uk](mailto:ssarag1@holycross.kingston.sch.uk)

### **The Kingston Academy**

Kath Williams  
Phone: 020 8465 6200  
Email: [admissions@thekingstonacademy.org](mailto:admissions@thekingstonacademy.org)

**Richard Challoner School**

Siobhan Manning – Admissions Officer

Phone: 020 8330 5947

Email: [rbc@challoner.kingston.sch.uk](mailto:rbc@challoner.kingston.sch.uk)

**Southborough High School**

Nataliya Bennett – Admissions Officer

Phone: 020 8391 4324

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

**Tolworth Girls' School & Sixth Form**

Charlene Field – Admissions Officer

Phone: 020 8739 1374

Email: [info@tolworthgirlsschool.co.uk](mailto:info@tolworthgirlsschool.co.uk)

**The Tiffin Girls' School**

Julie O'Leary – Admissions Officer

Email: [admissions@tiffingirls.org](mailto:admissions@tiffingirls.org)

**Tiffin School**

Jude Kennedy - Admissions Officer

Phone: 020 8546 4638

Email: [Y7admissions@tiffin.kingston.sch.uk](mailto:Y7admissions@tiffin.kingston.sch.uk)

**CONTACT DETAILS FOR NEIGHBOURING LOCAL AUTHORITIES****London Borough of Merton**

Phone: 020 8274 4906

Email: [admissions@merton.gov.uk](mailto:admissions@merton.gov.uk)

Web: [www.merton.gov.uk](http://www.merton.gov.uk)

**London Borough of Richmond upon Thames**

Email:

[richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk)

Web: [www.richmond.gov.uk](http://www.richmond.gov.uk)

**Surrey County Council**

Phone: 0300 200 1004

Email: [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk)

Web: [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

**London Borough of Sutton**

Phone: 020 8770 5000

Email: [suttonadmissions@cognus.org.uk](mailto:suttonadmissions@cognus.org.uk)

Web: [www.sutton.gov.uk](http://www.sutton.gov.uk)

**London Borough of Wandsworth**

Pupil Services

Phone: 020 8871 7316

Email:

[admissions@richmondandwandsworth.gov.uk](mailto:admissions@richmondandwandsworth.gov.uk)

Web: [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)