

## ROYAL BOROUGH OF KINGSTON UPON THAMES

### STARTING PRIMARY SCHOOL (RECEPTION) 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 17 APRIL 2023 - ON-TIME APPLICATIONS

The table below shows how places have been offered to on-time applicants at the community schools, and at the following academies and free schools which use the same criteria: Castle Hill Primary, Fern Hill Primary, Green Lane Primary, Knollmead Primary, Latchmere Primary, Lime Tree Primary, and Robin Hood Primary schools.

			OVERSUBSCRIPTION CRITERIA					
			1	2	3	4	5	
School	Places	EHCP	LAC	Sibling	Social/ medical	Child of staff member	Distance	Distance of last child offered under criterion 5 in metres
Alexandra Primary	60	0	0	29	0	0	31	657.34
Burlington Infant	120	0	0	38	0	0	82	All preferences met
Castle Hill Primary	60	0	2	28	2	1	27	591.50
Coombe Hill Infant	90	0	0	41	1	0	48	1,279.83
Ellingham Primary	30	0	0	19	0	0	11	2,060.11
Fern Hill Primary	90	0	0	27	0	1	59	All preferences met
Grand Avenue Primary	90	0	0	36	1	0	53	1,971.94
Green Lane Primary	60	0	0	20	0	0	26	All preferences met
King Athelstan Primary	60	0	1	27	0	0	32	782.12

King's Oak Primary	60	1	0	19	0	1	29	All preferences met
Knollmead Primary	30	0	0	15	1	1	13	1,727.36
Latchmere Primary	90	1	0	38	1	0	28	All preferences met
Lime Tree Primary	30	2	0	7	0	0	13	All preferences met
Lovelace Primary	90	0	0	37	0	0	53	9,368.55
Malden Manor Primary	60	0	0	20	0	0	25	All preferences met
Maple Infant	90	0	2	23	0	0	65	3,019.70
Robin Hood Primary	30	0	0	8	0	0	18	All preferences met
Tolworth Infant	90	0	0	46	0	1	43	663.00

EHCP = children with an Education, Health and Care Plan naming the school

LAC = Looked after children, including previously looked after children.

Please contact all other schools directly for their allocation information.

## VACANCIES

There are currently vacancies at the following schools: Christ Church CE Primary (New Malden), Fern Hill Primary, Green Lane Primary, King's Oak Primary, Latchmere Primary, Lime Tree Primary, Malden Manor Primary, Our Lady Immaculate Catholic Primary School, Robin Hood Primary, St Agatha's Catholic Primary, St Mary's CE Primary, St Paul's Primary (Kingston Hill).

## 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 April. The offer process starts on 17 April 2023 and continues during the spring and summer until children start school in September 2023.

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education, and the local authority is required to provide a place in a school if a parent requests one. 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.

If you refuse a place without another offer being made for your child, you will be responsible for providing a suitable education for your child, and you must provide information about the arrangements for their education when they reach compulsory school age when completing your response. If we do not have this information, we are required to refer your child to the Education Welfare Service for further investigation as a potential child missing education. 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 their position on any waiting lists of your higher preference schools or your right to appeal.

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.

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 change your address 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-ordered 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 Wednesday 17 May 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). Faith schools are responsible for ranking their own applications and you will need to contact them directly for waiting list information.

## FURTHER OFFERS

From **Wednesday 17 May 2023** we will re-offer any school places that may have become vacant since original offers were made. Any further offers will be made by the School 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

## EXCEPTIONAL CIRCUMSTANCES

If you applied under the exceptional family, social or medical need criteria 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. The School Admissions team will send the decision letter on behalf of community schools in the borough. If you do not receive this letter by **Tuesday 2 May 2023** please contact the school. The School Admissions team does not have any information about decisions made by non-community schools.

## 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.

Please note that any appeal will be subject to The School Admissions (Infant Class Sizes) (England) Regulations 2012. By law, infant classes (Reception, Year 1 and Year 2) must contain no more than a maximum of 30 pupils per qualified teacher. There are only a small number of permitted exceptions whereby an infant class can exceed this number. The panel can only uphold your appeal if it meets one of the relevant grounds below:

- it finds that the admission of additional children would not breach the infant class size limit; that the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied;
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998;
- that the decision to refuse admission was not one which a reasonable Admissions Authority would have made in the circumstances of the case. In order for a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements, that it was beyond the range of responses open to a reasonable decision maker, or was a decision which was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.

If your appeal does not meet one of these grounds then your appeal will not be successful at the first stage. You should keep this in mind when considering whether to appeal for a school which is covered by infant class size law. The Local Government & Social Care Ombudsman office has produced [a fact sheet](#) for parents and carers on Infant Class Size appeals

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.

The Panel must dismiss the appeal at the first stage where it finds that the admission arrangements did comply with admissions law and were correctly/impartially applied; or that the admission arrangements did not comply with admissions law or were not correctly/impartially applied but if they had been, the

child would not have been offered a place in any event – and it finds that the decision to refuse was one which a reasonable admission authority could have made.

In multiple cases where a number of children have been refused a place due to maladministration, but to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel must proceed to the second stage.

In the second stage of deciding an infant class size appeal, the Panel must compare each appellant's case and decide which of them to uphold, if any. Where the school could admit a certain number of children without breaching the infant class size limit (or without needing to take measures to avoid breaching it that would prejudice the provision of efficient education or efficient use of resources) the panel must uphold the appeals of at least that number of children.

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.

All appeals submitted by the closing date for the main round will be heard at the same time. There is no advantage to be gained by submitting an appeal immediately upon receiving your outcome letter.

### **The procedure for community school appeals**

Richmond Independent Appeals Services are managing the appeals process on behalf of community schools. If you wish to lodge an appeal you can do so by submitting [a form online](#). Alternatively please phone 020 8891 7183 to request a printed form. Please ensure that you read the [guidelines on the appeals process](#).

Before you lodge an appeal, you may wish to discuss your options with an admissions officer by emailing [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk).

Once you have submitted an appeal, all queries concerning the appeal must be directed to Richmond Independent Appeals Services by emailing [education.appeals@richmond.gov.uk](mailto:education.appeals@richmond.gov.uk) or telephone on 020 8891 7183 to ensure that your appeal is handled separately from Kingston School Admissions.

The completed appeal form should be returned by **Friday 19 May 2023** to be heard in the main round.

You may attach additional papers to your Notice of Appeal to provide evidence to support your claim that no reasonable admission authority would have made that decision in light of the determined admission arrangements, and/or you can ask that previous correspondence be brought to the attention of the appeal panel.

Kingston School Admissions is not involved in organising the independent appeal process, but an officer will attend the appeal hearing to explain why we could not offer your child a place at the school concerned and to answer questions. You have the right to be accompanied by a relative or a friend at the hearing or to be represented by someone else.

### **Procedure for other school appeals**

You are entitled to appeal against the decision of the governing body of a voluntary aided, free, foundation or academy school not to offer your child a place. You can request details about the appeal process directly from the school. An independent appeal panel will hear your appeal, and this panel will be bound by the same rules as an independent appeal panel for a community school. This includes appeals for admission to infant classes because the legal limit of 30 on the size of an infant class applies to all types of state school.

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 will also be given to you and the date by which it should be received.

## **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. We will not respond to chaser emails which are sent before the 10 day response period has passed.

## **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 only:

[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)