

**ROYAL BOROUGH OF KINGSTON UPON THAMES
TRANSFER TO JUNIOR SCHOOL (YEAR 3) 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

The table below shows how places have been offered at the community junior schools to on-time applicants.

			OVERSUBSCRIPTION CRITERIA						
			1	2	3	4	5	6	
Junior School	Places	EHCP	LAC	Attending paired infant school	Sibling	Social/medical	Child of staff member	Distance	Distance of last child offered under criterion 6 in metres
Burlington	120	3	0	114	0	0	0	3	717.35
Coombe Hill	90	1	0	89	0	0	0	0	not applicable
Tolworth	120	5	0	82	1	0	0	13	all preferences met

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

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

Contact St Andrew’s and St Mark’s CE Junior School directly for allocation information.

VACANCIES

There are currently vacancies at Tolworth Junior School.

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 from September 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. 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.

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.

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 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

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

Web: www.merton.gov.uk

London Borough of Richmond upon Thames

Email only:

richmond.admissions@achievingforchildren.org.uk

Web: www.richmond.gov.uk

Surrey County Council

Phone: 0300 200 1004

Email: schooladmissions@surreycc.gov.uk

Web: www.surreycc.gov.uk

London Borough of Sutton

Phone: 020 8770 5000

Email: suttonadmissions@cognus.org.uk

Web: www.sutton.gov.uk Sutton Council

London Borough of Wandsworth

Pupil Services

Phone: 020 8871 7316

Email:

admissions@richmondandwandsworth.gov.uk

Web: www.wandsworth.gov.uk