

## The Royal Borough of Kingston upon Thames

### DETERMINED ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS FOR THE SCHOOL YEAR 2021-2022

The following arrangements have been determined by Kingston Council for admissions to community secondary and primary schools in the Royal Borough of Kingston upon Thames for the school year 2021-2022.

#### A. Admission arrangements for community schools for September 2021

##### Oversubscription criteria for community schools

Secondary, Primary, Junior, Infant Schools and Nursery Classes

*Criteria for the community secondary school, Chessington School:*

1. Where more applications are received than there are places available, places will be offered in the following order of priority:
  - i. \*\*places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.  
Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
  - ii. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
  - iii. places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers;
  - iv. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff 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 the School Admissions computerised Geographical Information System.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the 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.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

### *Criteria for community infant and primary schools*

2. Where more applications are received than there are places available, places will be offered in the following order of priority:
  - i. \*\*places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.  
Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
  - ii. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the time of admission;
  - iii. places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers;
  - iv. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff 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 the School Admissions computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the 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.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

### *Criteria for community junior schools*

3. Where more applications are received than there are places available, places will be offered in the following order of priority:
  - i. \*\*places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.  
Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
  - ii. places will be offered secondly to children attending the “paired” community infant school\* ( this criterion will only apply until 31 August 2021, when the applicant will have left the paired infant school);
  - iii. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired infant school) at the time of admission;
  - iv. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
  - v. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
  - vi. the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the 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.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

### ***Criteria for community nursery schools***

4. Where more applications are received than there are places available, places will be offered in the following order of priority:
  - i. \*\*places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.  
Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
  - ii. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the time of admission;
  - iii. places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers;
  - iv. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff 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 the School Admissions computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the 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.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

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

#### **Looked After Children**

Children who are (a) in the care of a local authority, or (b) 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;;

#### **Previously Looked After Children**

Children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

#### **Measuring home to school distance**

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

**The starting point** is a grid reference point, which is supplied by Ordnance Survey. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

**The end point** is measured to the nearest school gate where the school has more than one school gate used for measuring home to school distances

#### **Use of a final tie breaker**

6. The distance from home to school is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.
7. If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots

is used as a final tie-breaker to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

### **Waiting lists for community schools**

8. The child's name will automatically be put on the waiting list, in criteria order, of any school which is a higher preference to the school he/she has been offered.
9. A parent/carer may ask for their child's name to be added to the waiting list of a lower preference school to the one the child has been offered, or on one that they did not originally name as a preference. His/her name will be added to the waiting list in criteria order.
10. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
11. Waiting lists for community schools will be kept open throughout the academic year until the end of the summer term in July 2022. After this date, waiting lists will be disbanded and parents who would like their child's name to remain on any waiting list will need to request this in writing.
12. The local authority's Fair Access Panel may make placements over the admission number if the school is full, for children who are deemed to be 'hard to place'. Any children placed under the Fair Access Protocol will have priority over any children on the school's waiting list.

### **Applying for entry into the reception class of a primary or infant school**

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

### **Deferred entry or part-time attendance in Reception year**

14. Parents can defer their child's entry to school until later in the school year or to attend part-time, but only until the child reaches compulsory school age in that school year i.e. the latest their child can start school is at the beginning of the summer term 2022. Once a place has been offered, parents can confirm the arrangements with the Head teacher of the school.

### **Admission outside of the child's normal age group**

15. Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January 2021. They will also need to submit a separate written request and may provide supporting documentation should they wish to do so.
16. Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account parents' views, information about their child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. Consideration will be given to whether they may naturally have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group. Views of senior school staff, the manager of their current early years setting and other professionals will also be taken into account.
17. For summer born children, when it is agreed that they can be educated in a younger year group, parents will need to re-apply in the following year for entry into Reception in September 2022.

### **Children with Special Educational Needs and Disabilities**

18. If a child is undergoing an assessment of special educational needs and a parent/carer does not know what the outcome will be by the closing date of application, they should apply for a school place using the common application form. If a particular school is later named in the child's Education and Health Care Plan (EHCP), formerly known as a Statement of Special Educational Needs, a place will be provided automatically for the child at that school.

### **Children with an EHCP (formerly known as Statement of Special Educational Needs)**

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

## **B. ADMISSIONS NUMBERS FOR SEPTEMBER 2021-2022**

### **Secondary School Admission Numbers for September 2021-2022**

20. There are no changes to the admission number for Chessington School for September 2021. This number is as follows:

<b>School</b>	<b>Admission No</b>
Chessington School	150

### **Primary School Admission Numbers for September 2021-2022**

21. There are no changes to admission numbers for community primary, junior and infant schools for September 2021. The numbers are as follows:

<b>School</b>	<b>Admission No</b>
Alexandra	60
Burlington Infant	120
Burlington Junior	120
Coombe Hill Infant	90
Coombe Hill Junior	90
Ellingham Primary	60
Fern Hill Primary	90
Grand Avenue Primary	90
King Athelstan Primary	60
King's Oak Primary	90
Lovelace Primary	90
Malden Manor Primary	60
Maple Infant	90
Tolworth Infant	90
Tolworth Junior	120



## **C. Scheme for co-ordinated secondary admissions**

### **Co-ordinated Secondary School Admission Arrangements**

22. The co-ordinated scheme for secondary admissions for September 2021 is attached as **Annex 1** and does not differ significantly from the LA's scheme for 2020 admissions except in the dates of the commonly agreed timetable.

## **D. Scheme for co-ordinated primary admissions**

### **Co-ordinated Primary School Admission Arrangements**

23. The co-ordinated scheme for primary admissions for September 2021 is attached as **Annex 2** and does not differ significantly from the LA's scheme for 2020 admissions except in the dates of the commonly agreed timetable.

## **E. In-Year Admissions Scheme for all maintained schools in Kingston**

### **In-Year Admissions for 2021-2022 for all maintained schools**

24. The scheme, which is attached as **Annex 3**, is based on the principles of maintaining key benefits of the existing scheme and meeting the requirements of the School Admissions Code.
25. It is recognised by Kingston schools and the LA that the scheme may need to be amended as a result of ongoing review and work between Las and schools to agree procedures that promote fair access and improve outcomes for pupil admissions to schools.