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comply with new provisions in the
School Admissions Code 2021

**Admission Arrangements for
Royal Borough of Kingston upon Thames
Community Schools
For academic year 2022-23**



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Introduction

The Royal Borough of Kingston upon Thames is the admitting authority for community schools within the borough.

The Royal Borough of Kingston upon Thames delivers its school admissions service through Achieving for Children, a community interest company set up in partnership with the London Borough of Richmond upon Thames and the Royal Borough of Windsor & Maidenhead.

This document sets out the local authority's admission arrangements for entry to schools in September 2022.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2014 and the School Admission Appeal Code 2012.

Other admitting authorities within the Royal Borough of Kingston upon Thames

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Schools that become academies after 3 January 2021 must process applications in line with the arrangements published in this paper for admissions in September 2022. They will then be expected to determine their own arrangements for entry in September 2023.

Definitions and explanations

Admission authority - the authority responsible for setting and managing admission arrangements for a particular school.

Admission criteria - the rules used to prioritise the order in which children are offered school places.

Education, health and care plan - An education, health and care plan (EHCP) is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25. If a child has an EHCP naming a specific school, they must be offered a place at the school in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Looked after children - Looked after children are 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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Normal admissions round - The period during which parents are invited to express up to six preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period starts on 1 September, with deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places).

Oversubscribed - where there are more applications than places available. The admission criteria will be applied to all applications to determine who will be admitted into the school.

Parent - this is defined in the Education Act 1996 as either any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, or any person who has care of the child or young person.

Previously looked after children - a child who was previously looked after but immediately after being in care became adopted from local authority care or or subject to a child arrangement order under the terms of the Children Act 1989 or or special guardianship order. A special guardianship order is defined in section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian or special guardians. This provision includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Published admission number - this is the maximum number of pupils that a school is required to admit into each Year group. A school must admit up to this number.

Sibling - children are considered siblings if they have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address. A sibling would need to be attending the school at the time of admission of the child for whom a place is sought.

Admission policy for community schools from 1 September 2022

The authority strives to allocate places in a fair and transparent way. Every school has a published admission number (PAN) which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in a table at the beginning of each transfer group.

Where a school receives more applications than there are places available, applicants will be prioritised, and places allocated according to the published oversubscription criteria set

Tiebreaker

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 local authority's 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 the sibling criterion.

Measuring home to school distance

The Council has a standard method of measuring home to school distance in a straight line using the local authority's 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

Home address for admissions purposes

Any offer of a place on the grounds of distance must be based on the child's permanent address. Proof of address will be sought and may be the subject of further investigation. A business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Where the child lives equally with both parents at different addresses the authority will consider all available evidence in order to confirm which address the authority will use to process the application.

The composite prospectus provides further information about the verification process for the home address.

Children with special educational needs and disabilities

If a child is undergoing an assessment of special educational needs and a parent 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, health and care plan a place will be provided automatically for the child at that school.

Children with an education, health and care plan (EHCP)

Children with an education, health and care plan that names a school will be allocated a place before other children and are considered within the published admission number during the normal admissions round. The number of places available will be reduced by the number of children with an EHCP that has named the school.

If an application is received for a child with an EHCP naming a specific school outside the normal admissions round, the child must be admitted to that school even if it is full.

If a child has an EHCP but no named school, the admissions criteria will be applied to their application in line with the published arrangements.

Waiting lists

The child's name will automatically be put on the waiting list of any school which is a higher preference to the school he/she has been offered. 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.

The names of late applicants will be added to waiting lists regardless of the date the application was received.

Applicants are prioritised according to the published oversubscription criteria and each added child will require the list to be ranked again.

Waiting lists for community schools will be kept open throughout the academic year until the end of the summer term in July 2023. 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.

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.

Appeals

An appeal can be submitted against a decision not to offer a place at one of more preferred schools. The dates relevant to the normal admissions round will be published in the authority's composite prospectus and in the relevant offer letter. Appeals can be submitted at any time during the academic year.

Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible. All aspects of appeals for voluntary aided schools, free schools and academies are the responsibility of the school governors.

Children educated outside of their chronological academic year group

The School Admissions Code 2014 allows for a parent to request that their child is admitted into school outside of their chronological age group. Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. Parents do not have a right to appeal against an offer for a place in a school which is not in their preferred year group. However, they may make a complaint to the local authority.

See page 11 for more information on requesting delayed entry into Reception for summer born children.

Admission criteria for community secondary schools

School	Published Admission Number
Chessington School	150

Chessington School converted to an academy in April 2021 and will continue to use the community oversubscription criteria for September 2022 entry.

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 children¹ i.e. children who are looked after by a public authority and are in public care, and previously looked after children² who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence;
- ii. places will be offered next to siblings - 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 local authority's computerised Geographical Information System.

If there are more applicants than places within each criterion, the tiebreaker will be applied³

¹ The definition of looked after children is on page 4

² The definition of previously looked after children is on page 4

³ Information on how the tiebreaker is applied is on page 5

Admission criteria for community junior schools

School	Published Admission Number
Burlington Junior	120
Coombe Hill Junior	90
Tolworth Junior	120

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 children⁴ i.e. children who are looked after by a public authority⁵ 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, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 school⁶. Priority will only apply until 31 August 2022, when the applicant will have left the paired infant school;
- iii. places will be offered next to siblings - 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;

⁴ The definition of looked after children is on page 4

⁵ The definition of previously looked after children is on page 4

⁶ Paired school are Burlington Infant & Nursery with Burlington Junior school, Coombe Hill Infant with Coombe Hill Junior, and Tolworth Infant & Nursery with Tolworth Junior School

- 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 local authority's computerised Geographical Information System.

If there are more applicants than places within each criterion, the tiebreaker will be applied⁷

Admission criteria for community infant and primary schools

School	Published Admission Number
Alexandra	60
Burlington Infant	120
Coombe Hill Infant	90
Ellingham Primary	60
Fern Hill Primary	90
Grand Avenue Primary	90
Green Lane Primary	60
King Athelstan Primary	60
King's Oak Primary	90
Lovelace Primary	90
Malden Manor Primary	60
Maple Infant	90
Robin Hood Primary	30
Tolworth Infant	90

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 children⁸ i.e. children who are looked after by a public authority and are in public care, and previously looked after children⁹ who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 siblings - 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;

⁷ Information on how the tiebreaker is applied is on page 5

⁸ The definition of looked after children is on page 4

⁹ The definition of previously looked after children is on page 4

- 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 local authority's 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 than places within each criterion, the tiebreaker will be applied¹⁰

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

Pupils are eligible to commence full time education from the September following their 4th birthday. However, a child does not legally have to be in full time education until the term following their 5th birthday.

For children currently attending a school nursery, parents must complete a common 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

Parents can defer their child's entry to school until later in the school year as long as the place allocated is taken up during the Reception academic year. The child must start school the term after reaching statutory school age and no later than the start of the final full term. i.e. the latest their child can start school is at the beginning of the summer term 2023.

A child can start school part-time at any stage during Reception year as long as the child then attends the school full time from the start of the term following their 5th birthday.

Once a place has been offered, parents can confirm the arrangements with the Head teacher of the school.

¹⁰ Information on how the tiebreaker is applied is on page 5

Admission outside of the child's normal age group (including summer born children)

Parents seeking admission outside of their child's chronological year group should submit a separate written request and may provide supporting documentation should they wish to do so.

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.

For summer born children (that is children whose 4th birthday falls within April to August in the year of typical admission into Reception) a decision will be made as to whether a child should enter Reception or Year 1 in the September following their 5th birthday. A parent should make their application by 15 January 2022 for normal Reception entry, stating that they wish to enter Reception a year later than normal for their child's age. If it is agreed that they can be educated in a younger year group, the application will be withdrawn and parents will need to re-apply in the following year for entry into Reception in September 2023.

Admission criteria for community nursery schools

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, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 than places within each criterion, the tiebreaker will be applied¹¹

The responsibility for administering applications for a community nursery place has been delegated to the individual nursery. A common application form is available from the nursery school. More information is available on the [Kingston Council website](#).

In Year admission into a school in the Royal Borough of Kingston upon Thames

An In Year admission is an application made for a child seeking entry to school outside of the normal admissions round.

In Year admissions into all Kingston schools are coordinated by the local authority using a common application form. Information on the coordination scheme is available on the Kingston Council website.

The guide which provides information for parents on how to make an In Year application is also available on the [Kingston Council website](#).

¹¹ Information on how the tiebreaker is applied is on page 5