



2019

Admission to Kingston's Secondary Schools

Starting Year 7
Moving into the area

The information in this brochure relates to the school year beginning September 2019 and applying for an in-year place during the period September 2018 to July 2019.

This information was correct in August 2018. However, some of the details given may change during the year.

Responsibility for information printed here relating to academies or the free school lies with the governing body of the school concerned and not with Kingston Council.

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The application for admission in September 2019 to The Royal Borough of Kingston upon Thames schools must **only** be completed by Kingston borough residents and, if a paper form is completed, sent to:

School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU

T: 020 8547 4610

E: kingston.admissions@achievingforchildren.org.uk

W: www.kingston.gov.uk

Applications for in-year admission must be made to the borough in which the school is situated.

Please see page 42 for information about in-year admission.

Dear parent or carer

Transferring from primary to secondary school is an important step in your child's education. I am delighted that you are considering a secondary school in the Royal Borough of Kingston upon Thames.

This brochure provides an introduction to the wide range of learning opportunities, specialist facilities, aspirations and achievements to ensure your child's future success. It explains the process of applying for secondary schools for September 2019 and also gives information about secondary schools in the borough.

Across Kingston, our secondary schools have a commitment to provide high quality education and attain high standards in GCSE results. They continue to be among the best in the country and surveys indicate that young people enjoy their time in school.

Selecting the right school for your child is both challenging and exciting. When deciding which school to apply for, it is important to find out about the ways in which the school will guide and support your son's or daughter's individual needs and interests. This information can be gained from the school's prospectus and by making a visit to see the school's facilities and talking to the headteacher and staff.

The results achieved by individual schools depend on a range of factors. These include the attainments of the pupils on entry, the mobility of pupils in and out of the school, and the numbers of pupils who speak English as an additional language or who have special educational needs. It is helpful to consider these and other characteristics of the school when interpreting the results achieved in examinations.

All our secondary schools provide a broad and balanced curriculum which encourages achievement in a wide range of activities for young people. Good opportunities for pupils to enjoy and develop their skills and talents in sport, the arts, work-related learning and community links, and to mature socially and personally, also help young people to succeed.

The system of coordinated admissions for transfer to secondary schools has meant that more parents are offered one of their preferred schools earlier and that fewer parents will receive no initial offer. The process has been further helped by enabling parents to apply online for their child's secondary school place, and I strongly encourage you to apply by that method, as it gives you absolute assurance that your application has been received.

Whichever school your child transfers to next year, I wish them every success in their future education.

Yours sincerely



Robert Henderson
Deputy Chief Executive, Achieving for Children
Director of Children's Services, The Royal Borough of Kingston upon Thames



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Section 1

Types of school in Kingston and key dates

There are 11 secondary schools in Kingston upon Thames.

Community schools

Community schools are maintained by the Council. At community schools, the Council sets the admission policy, including the admission criteria. Chessington Community College is the only community secondary school.

Academies

An academy is a school that is run by an academy trust and its governors and is funded entirely by central government.

Coombe Boys' School, Coombe Girls' School, The Hollyfield School, The Holy Cross School, Richard Challoner School, Southborough High School, The Tiffin Girls' School, Tiffin School and Tolworth Girls' School are academies.

Free schools

Like academies, free schools are independent of the local authority and are funded directly by central government. The Kingston Academy opened in September 2015 and is the only secondary free school in Kingston upon Thames.

You can find more information about the schools in the borough by looking at the Council's website at www.kingston.gov.uk

Dates of open events for Kingston schools

Open evenings

Chessington Community College	Thursday 27 September	6.15-9.00pm
Coombe Boys' School	Wednesday 10 October	6.30-9.00pm
Coombe Girls' School	Wednesday 3 October	6.00-9.00pm
The Hollyfield School	Thursday 4 October	6.00-9.00pm
The Holy Cross School	Monday 1 October	5.30-8.00pm
The Kingston Academy	Thursday 11 October	5.00-8.00pm
Richard Challoner School	Thursday 4 October	6.00-8.30pm
Southborough High School	Wednesday 3 October	6.30pm onwards
Tolworth Girls' School & Sixth Form	Wednesday 10 October	6.00-8.30pm

Open mornings and visits

Contact details for each school can be found on pages 18 to 40

Chessington School

Other arrangements

Daytime tours will be available and advertised on the school's website. Please phone the school office for an appointment.

Coombe Boys' School

Open mornings

Thursday 11 and Friday 12 October, 9.00 to 10.00am. Parents who cannot attend may phone for an alternative appointment.

Coombe Girls' School

Open morning

Thursday 4 October from 9.30 to 11.00am.

Other arrangements

Please contact the school.

The Hollyfield School

Open mornings

Tuesdays and Fridays, 2 to 19 October (except 5 October) at 9.15 and 11.05am. Please call the school for an appointment.

The Holy Cross School

Other arrangements

Following the open evening, school day tours will be available to book. Please contact the school for further information.

The Kingston Academy

Other arrangements

After the October open evening there will be a limited number of school tours which can be booked by contacting the school office.

Richard Challoner School

Open morning

Thursday 18 October, 9.15am.

Please call the school for an appointment.

Other arrangements

Parents unable to attend are invited to arrange a separate appointment.

Southborough High School

Open days

Friday 5, Monday 8, Tuesday 9 and Wednesday 10 October. Please call the school for the times of tours.

Tolworth Girls' School and Sixth Form

Open weeks

Monday 8 to Friday 19 October. Tours of the school will take place during the mornings at 8.40, 9.40 and 11.10am. (No tours will take place on Wednesday 10 October) Please call the school to book a tour.

Key date for the admission process for September 2019 entry

2018

Monday 3 September	Online applications are open via www.eadmissions.org.uk or www.kingston.gov.uk
Wednesday 31 October	Closing date for receipt of online and paper applications, including supplementary forms
Friday 7 December	Latest date for applications from people moving into the borough after 31 October 2018

2019

Friday 1 March (National Offer Day)	Online applicants will be sent an email during the evening informing them of the result of their application Letters are posted first class giving the results of applications. Please see step 6: Being offered a place
Friday 15 March	Date by which parents must accept or decline the offer
Monday 25 March	Further offers made from this date onwards subject to places becoming available
Friday 26 April	Closing date for receipt of community school appeals. This date may vary for academies and the free school
June	Admission appeals are heard
Wednesday 3 July	Year 6 pupils visit their new secondary school
Wednesday 4 September	Start of the autumn term (exact date and time to be advised by each school)

Section 2

Six steps in applying for a secondary school place

Children born between 1 September 2007 and 31 August 2008 are eligible to transfer to secondary school in September 2019. You apply for a school place through your home council. This is the council area where you live and to which you pay Council Tax.

Step 1: Understanding the admission process

- You can apply for up to six schools, academies or free schools (state-funded schools) on one form. You must list the schools in the Kingston borough and in other council areas, in the order that you prefer them.
- You should check if you need to complete a supplementary information form for the schools you are applying for. If the school is outside Kingston borough, please refer to the relevant local authority or contact the school.
- Please apply online (preferably) or on a paper form, **not both** (see Apply online, page 11). If you apply online, you will find out which school you have been offered on 1 March 2019.
- If you apply on a paper form, you will receive a letter after 1 March, which will be sent by first class post on 1 March 2019.

School preferences

- The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.
- Each school listed on your application considers your child's application against its admission criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as sixth preference is considered equally to an application where the school is ranked as first preference.
- If your child meets the admission criteria for more than one school, your home council will look at your preference order and you will be offered the highest preference school for which your child has met the admission criteria.
- If your home council is not able to offer your child a place at any of the schools you applied for, you will be offered, where possible, a place at another school.

Order of preference

You should think carefully about your order of preference when you decide how to list the schools you are applying for. This is because if your child qualifies for a place at a number of schools, you will only be made one offer, of the school that you named as a higher preference.

If you wish to apply to selective schools, your child will not be offered a place at a selective school, regardless of how well they perform in the tests, if they have also qualified for a school that you list as a higher preference on your application. If you are applying to more than one selective school, you should list the schools in the order that you prefer them.

The following examples illustrate the importance of the order of preference.

Example 1 - girls

Preference	School	Qualify for place?	Outcome
1st	Holy Cross	No	Waiting list
2nd	The Kingston Academy	Yes	Offered
3rd	Nonsuch High School	Yes	Withdrawn
4th	Coombe Girls' School	Yes	Withdrawn
5th	Raynes Park High School	Yes	Withdrawn
6th	Tolworth Girls' School & Sixth Form	No	Withdrawn

Example 2 - boys

Preference	School	Qualify for place?	School offered
1st	Grey Court School	Yes	Offered
2nd	Tiffin School	Yes	Withdrawn
3rd	Southborough High School	No	Withdrawn
4th	Chessington Community College	Yes	Withdrawn
5th	Richard Challoner School	No	Withdrawn
6th	Coombe Boys' School	Yes	Withdrawn

Changing your order of preference

If you wish to change your preferences after the closing date or you wish to change the preference order, please note all your preferences will be considered as late applications and considered after all on-time applications.

Step 2: Collecting information about schools

You should gather as much information as possible before you decide which schools you want to apply for.

- Read about Kingston schools in this brochure (Section 3) or at www.kingston.gov.uk which has links to school websites. If you wish to apply for schools in other council areas, contact the relevant council for information on their secondary schools. Contact details for neighbouring councils are in Section 10.
- Contact schools to obtain their prospectus.
- Visit schools and attend their open evenings. Some schools also have open days when you can see the school operating during a normal school day. Most schools will make other arrangements if you are unable to attend either of these opportunities. Check the individual school's pages or contact the school for details.
- Look at the schools' admission procedures on their websites.
- Further information about schools and links to each school's inspection reports and school performance tables are available via each school's website or on Kingston Council's website www.kingston.gov.uk
- Speak to your child's primary school headteacher for advice.
- Consider your child's particular interests, abilities and views on the schools visited.
- Check that daily travel to and from school is possible within a reasonable time. Check the Transport for London www.tfl.gov.uk/plan-a-journey. You can also phone their 24 hour travel information line on 020 7222 1234.

Step 3: Deciding which schools to apply for

The admission criteria

If there are fewer applicants than places available for a school, every applicant will be offered a place.

If there are more applications received than there are places available, the school will use admission criteria (rules) to work out which children can be offered places in this order of priority (after taking account of any children for whom the school is named in an education, health and care plan (EHCP) formerly known as a statement of special educational needs).

The admission criteria are also known as oversubscription criteria. You will find the admission criteria for each Kingston secondary school on the individual school's pages in Section 3.

The admission criteria vary depending on the type of school you are applying for. For example, schools that have faith-based criteria may require a supplementary information form and/or a reference from a parish priest or other minister of religion. If you are applying for a place at one of these schools, make sure you understand their admission criteria. Any questions you have about admission to these schools should be addressed directly to the school.

Please look carefully at the admission criteria and how places were offered in previous years for each school. For example, if your application is considered under the distance criterion, your chances of obtaining a place at a school a long way from where you live may be less than at a school nearer your home. You are advised to name your nearest non-selective school (a school that will consider your application on home to school distance) as one of your preferences and to use all six preferences. This will maximise your chances of being offered a preferred school.

How places were offered last year

You will find details of how places were offered last year at each secondary school in Kingston on the individual school's pages in Section 3.

Criteria for Chessington School, Hollyfield School and The Kingston Academy

These criteria will be applied to every application for the schools listed above and named as a preference on the application. The same criteria are used to rank applications remaining on a school's waiting list. Please see individual schools criteria on pages 18 to 41.

- (i) **Places will be offered firstly to looked after children and previously looked after children**
Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
- (ii) **Places will be offered next to children who have a brother or sister (sibling)**, 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** (which must be described on the application form and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
- (iv) **Places will be offered to children 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 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 School Admissions' computerised geographical information system.

*Distances to Tolworth Girls' School will be measured to the main school entrance in Fullers Way North.

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 from the same block of flats or 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 names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (ii).

Explanation of each criterion

(i) Looked after children or previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or 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
- children who were previously in the care of a local authority **immediately before** they were adopted under the Adoption and Children Act 2002, or became subject to a child arrangements order or special guardianship order

Required evidence for a looked after child

If you are applying for a child who **is currently** in the care of a local authority, you must provide:

- a written statement from the child's social worker which confirms that:
 - the child is **currently** a looked after child and is subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a **current** interim care order, or a **current** final care order
 - the name of the local authority the child has been placed in the care of
 - the child is currently placed with a foster carer or in local authority accommodation

Required evidence for a previously looked after child

If you are applying for a child who **was previously** in the care of a local authority, you will need to provide the following evidence according to your child's circumstances below:

- for **adopted** children, you must provide:
 - an adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child.
Please note: children adopted from overseas are not classified as children in public care and therefore will not be considered under this criterion
- for children subject to a **special guardianship order** you must provide:
 - a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a special guardianship order was made
 - a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.
- for children subject to a **child arrangements order** you must provide:
 - a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements order was made
 - a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act)

(ii) Brother or sister (sibling) attending the school

If you have an older child including an adopted, foster, half or step brother or sister, currently attending your preferred secondary school **who will still be attending in September 2019**, living with you at the same address as the child you are applying for, make sure you give that child's details on your application under sibling details.

Please note that your older child must be on roll at the same school and will be on roll at the time your child will be admitted.

(iii) Exceptional family, social or medical need

All Kingston schools have experience of dealing with children with different social and medical needs. There will only be a few cases when a child has to go to a specific school for exceptional family, social or medical reasons.

Please note that if your child has special educational needs or if your child may need additional support in school, but does not have an education, health and care plan (EHCP), it is not possible to consider their application for a higher priority under this criterion.

Please note: Support for a child's educational needs can be met at any of our schools. Therefore, we do not consider educational reasons under this criterion.

Requests for priority under this criterion are considered by the school you are applying for. Please submit supporting documentary evidence, with a covering letter, directly to the school you are applying for. Do not attach it to your application if applying online or on a paper application form.

If you feel there are any exceptional medical, family and/or social reasons why your child must attend a particular school, you **must** complete the 'reasons for preference' box for that school and provide reasons and supporting evidence from a relevant professional such as a doctor and/ or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child can only attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school. In each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Family, social or medical priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional reasons that mean that one school is more suitable than another. For the purposes of this criterion, the meaning of disability is pursuant to Section 6 and Schedule 1, Part 1 of the Equality Act 2010. You must provide this supporting evidence by the closing date, **31 October 2018**. All applications are considered individually and **must** include the following:

- specific medical evidence that gives reasons and provides supporting information why **only one school** can meet a child's individual needs. This can be from a professional such as a GP, hospital consultant or specialist or any other medical professional, social worker, educational psychologist
- evidence and reasons that explain the family's exceptional circumstances, including social reasons why **only one school** can meet the child's needs and why those needs cannot be met at any other school

If the requested school is not the nearest school to the child's home address, provide clear reasons with supporting evidence to show why the nearest school is not appropriate.

Evidence should make clear why only one school is appropriate and the effect on your child if they do not attend this school.

Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to be strong enough to be considered under this criterion. All applicants applying under this criterion are advised that the evidence provided to support their application must be as detailed and objective as possible.

Please submit supporting documentary evidence with your application. This should be in a sealed envelope and marked for the attention of the Council's Schools Admissions Office. If you apply online and request consideration under this criterion, you must still submit supporting evidence, which may be scanned and attached to your application. All information supplied is treated in strictest confidence.

(iv) Children of Staff

Children are defined as full, step, half, and adopted siblings living in the same household. Staff should be directly employed by the school for two years or more before the admission application and at the point of admission and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. We will confirm your status with the school concerned.

(v) Distance from home to school

If your application is likely to be considered under the distance criterion, try to consider whether you live close enough to the school for your child to qualify for a place. The final cut-off distance for admissions over the previous three years has been included (where appropriate) on the individual school's pages in Section 3. Please note that these distances have been measured according to a straight line measurement.

Even if your address falls within the previous years' cut-off distances for a school, there is no guarantee your child will obtain a place there for next September.

Measuring home to school distance

The Council uses a standard method of measuring home to school distance in a straight line using the School Admissions' computerised geographical information system and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point within the property, which is supplied by Ordnance Survey. The end point is measured to the named school gate or nearest school gate where the school has more than one school gate. Residents of every floor level in a particular block of flats are given an identical starting point, regardless of the distance to ground floor level.

Step 4: Completing your application

Apply online from 1 September 2018

You should apply online by going to www.eadmissions.org.uk or www.kingston.gov.uk and select the Children, schools and families link. However, if the schools you are applying for require a supplementary information form, you will also need to complete this and send it to the address stated on the form. If you do not have internet access at home, it is free to apply online at any library in Kingston or you can ask about facilities at your child's primary school.

If you wish to apply online you must have an email address. The eAdmissions website will have a link for you to register for a free email account.

The online application system is quick, easy and reliable. The benefits of applying online are:

- the application process will guide you through each step and there are clear prompts to ensure you complete all the required sections
- your details are safe and secure and you can view your application at any time
- you will be able to attach scanned or electronic documents to support your application once the application has been submitted
- there is no need to complete a paper application form

You will be sent an email with a reference number to confirm that your application has been received. The reference number will look like this: 314-2019-09-E-001234. If you do not receive an email with a reference number, it means your application has not been submitted and you should log back into the eAdmissions system and submit your application (or you may need to adjust your email software to receive 'no reply' emails). You may find it useful to note down your details here and keep this in a safe place.

Email address
Username
Password
Application reference

If you have any difficulty registering for online applications, please use the frequently asked questions (FAQ) section at the top of the eAdmissions web pages. If you still need help to register, please contact the Technical Support Desk, using the link on the FAQ page. This is the quickest way to get help. Alternatively, you can phone 020 8255 5555 and chose option 1 to speak to someone on the support desk.

On the evening of 1 March 2019, you will be sent an email advising you of the result of your application. After you receive this email, you will be able to log on and view your application result online and accept or decline your offer of a school place online.

If you have applied online and you have not been offered your first preference school, you will also receive a letter with detailed information about the result of your application and what to do next.

Completing a paper application form

We recommend that you apply online if possible. However, if you are unable to do so, you should complete Kingston Council's application form that you can obtain by phoning School Admissions on 020 8547 4610. If you apply on paper, you will receive a letter which will be sent by first class post on 1 March 2019 giving you the outcome of your application.

Only make one application either online OR on paper, NOT both. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

Department for Education (DfE) number

You will need this for a paper application only.

- For Kingston's secondary schools, it is listed on the school's individual page in Section 3.
- For secondary schools in other areas, please see pages 50 to 53 for details of the nearest schools bordering this borough. You should also be able to find this information in the relevant council's admissions brochure.

Supplementary information forms

A supplementary information form is only required when a school needs additional information to apply its admission criteria or if your child is being tested for a selective school. The following Kingston schools have supplementary information forms: The Holy Cross School, Richard Challoner School, The Tiffin Girls' School and Tiffin School.

You can download the forms for The Holy Cross School and Richard Challoner School from the schools' websites. Please return the completed form to the school. For The Tiffin Girls' School and Tiffin School, the supplementary form is available electronically and you should register online by going to the relevant school's website.

Please check whether any schools you are applying for in other council areas require a supplementary information form to be completed. If you apply to a school that requires a supplementary information form, and you do not complete and return the form, the school will still consider your application along with those applications that were supported by a supplementary information form. However, as it may not be possible for the school to consider your application using their criteria, this could reduce your child's chances of being offered a place.

Child's home address

To ensure that offers of school places are made correctly and fairly, the Council is committed to following strict address verification procedures. The Council will investigate any applications where there are doubts about the information provided or where information has been received that suggests a fraudulent or misleading application has been made. Before we make our decision as to whether we will accept an address or not, we will consider your circumstances in accordance with the guidance set out below, which should be read in its entirety.

As part of the admission process, we will check Council records to confirm that the address you have given in your application is your child's permanent home address. If there are any doubts about your address details we may request further evidence.

It is your responsibility, as the applicant, to provide evidence to support your application.

We may seek evidence from Council records, schools or any other source we consider appropriate. The Council may refer cases to the Internal Audit and Investigation Service for further investigation, and may make a home visit. This could lead to legal action.

Proof of address

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address.

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend.

The address you give on your application must be the one where your child is living permanently and must be the address where your family normally lives. An application can only be made from a single address and only a single application made for each child. Future addresses cannot be used. This includes a property you own in the area.

- If you are connected to more than one address, for example, you own a property and are renting and living in another, we will require further evidence to demonstrate the permanence of the address you are using for your application.
- If you rent out a property you own or put it up for sale, this does not in itself mean that the property cannot be considered as your family's home address.
- Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives with both parents at different addresses, we will require evidence of your care arrangements. We will consider all available evidence that you provide to support your application so we can decide which address we will use to process your application.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must inform the School Admissions Team as soon as possible and no later than two weeks after your move. You must inform us of the circumstances of your move to ensure that places are offered fairly and correctly.
- If you move to a new address and have advised us, once our address verification checks have been made, we will revise your child's position on the waiting lists for each of the schools that you prefer so that your application is considered correctly following this change of circumstances.
- If you are a member of UK Services personnel (HM Forces or Crown Servants), please see the information on page 14.

If an offer of a school place is made on the basis of false or misleading information, the Council reserves the right to withdraw the offer at any stage during the admission process. The admission process refers to the time from when you submit your application to the time your child starts school. In disputed cases we will make a judgment based on evidence available to us.

If you suspect that a parent has applied using an address that the child does not live at please do not hesitate to let us know by phoning 020 8547 4610. Any information received will be treated in strictest confidence.

Late applications

Applications received after the closing date of 31 October 2018 will only be considered after all applications received by the closing date. This is unless you are able to provide proof that there were **exceptional reasons** that prevented you from applying on time and only up to 7 December 2018. All applications received after 7 December will only be considered after those received by the closing date.

Moving into Kingston upon Thames before the allocation process

If you move into the area after the closing date, but before 7 December 2018 and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 31 October 2018.

If you move into the area after 7 December 2018, your application will only be considered after those received by the closing date. Please note no changes can be made at all after this date. However, if we are unable to offer your child a place at one of your preferred schools on 1 March 2019, their name will be placed on the school's waiting list in criteria order.

Applying for a school place after the allocation process

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.

Children of UK service personnel

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning to this area, you can apply for a year 7 school place for September 2019 by the closing date of 31 October 2018. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in Kingston. The date you take up your post must be before the beginning of term in September 2019. If you are applying for a school place for your child other than to start year 7 in September 2019, please see Section 4.

Children with special educational needs or an education, health and care plan

If your child has an education, health and care plan (EHCP), you should not complete the application form as your application will be dealt with by the Special Educational Needs Team. To contact the SEN Team please phone 020 8547 5872. If your child is undergoing a statutory assessment or an education health care needs assessment, but it is not yet complete, please fill in the online or paper application. If you are in any doubt whether to complete a school application form, please contact School Admissions on 020 8547 4610 or email us kingston.admissions@achievingforchildren.org.uk

Step 5: Submitting your application

The closing date for receipt of your application and any supplementary information forms is **31 October 2018**. If you apply on a paper form, we strongly advise you to submit your application by post allowing enough time so that we receive it by **Friday 19 October 2018**.

Before you submit your application please check that you:

- are familiar with the admission criteria for each school you are applying for
- are clear on the order you want to list the schools you are applying for
- do not waste a preference by naming a school where your child is unlikely to qualify for a place
- have considered naming your nearest non-selective school and you have used all six preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools

Parents' and carers' declaration

Please read through the checklist carefully and ensure you read the declaration before submitting your application by the closing date.

Step 6: Being offered a place

Your application outcome

If your child meets the admission criteria for only one of the schools you applied for, your home council will offer you a place at that school, whatever borough or county the school is in.

If your child meets the admission criteria for more than one school, your home council will look at your order of preference and offer you a place at the school that you have given higher preference to on your application.

If your child does not meet the admission criteria for any of the schools you applied for and you are a Kingston borough resident, Kingston Council will offer you a place at another school where possible. This school will be the nearest Kingston school to your home address with places remaining.

If you applied online, you will be sent an email with the outcome of your application during the evening of **1 March 2019**. You will also be able to log on to the eAdmissions website www.eadmissions.org.uk to view the outcome during the evening of **1 March 2019**.

If you applied on paper, you will not be able to access the result of your application electronically. You will be sent a letter by first class post on **1 March 2019**.

If you applied online and have been offered your first preference school, you will not receive a letter. You must however accept or decline this offer online by going to www.eadmissions.org.uk and selecting 'view outcome and respond'.

If you applied online and have not been offered your first preference school, you will also be sent a letter by first class post on **1 March 2019** that will give you more information about the process and what to do next.

You must accept or decline your offer by 15 March 2019, either through the eAdmissions system if you applied online, or on the reply slip if you applied on paper.

After **25 March 2019**, we will re-offer any Kingston school places that may have become vacant since original offers were made, in accordance with the individual school's admission criteria.

Waiting lists for Kingston schools

Your child's name will automatically be put on the waiting list, in criteria order, of any 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. 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. The waiting list for the community school will be held in criteria order (regardless of when an application is received or where the school is ranked in terms of preference) until the end of the academic year in July 2019. After this date, parents will have to request in writing to have their child's name remain on the waiting list for the community school. For waiting list arrangements at academies and the free school, please contact the school for details.

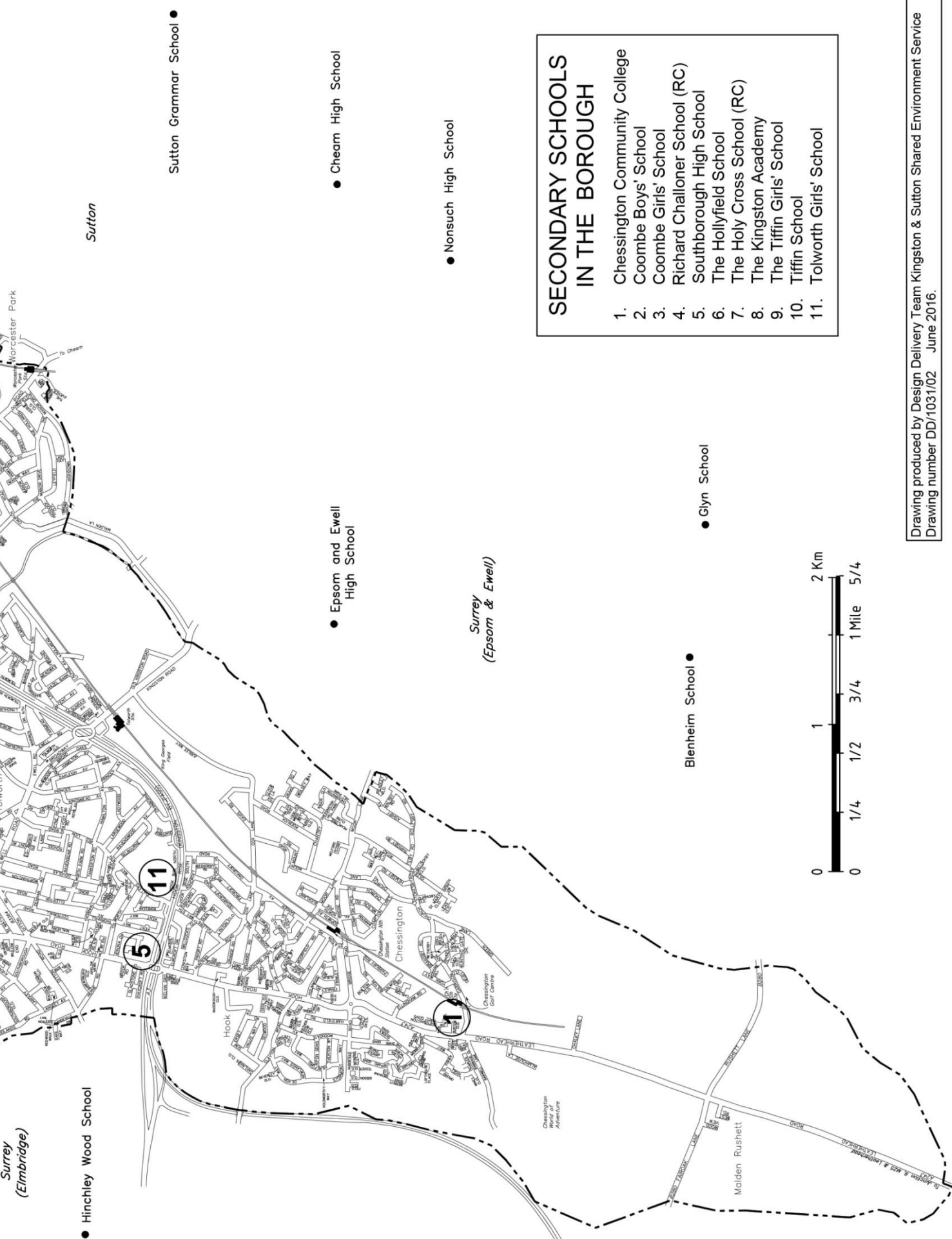
Waiting lists for schools in other council areas

Schools in other areas may operate their waiting lists in a different way to this council. Please check if you are applying for a school in another area as to what arrangements they will follow.

Section 3

Map of Kingston Secondary Schools





- ### SECONDARY SCHOOLS IN THE BOROUGH
1. Chessington Community College
 2. Coombe Boys' School
 3. Coombe Girls' School
 4. Richard Challoner School (RC)
 5. Southborough High School
 6. The Hollyfield School
 7. The Holy Cross School (RC)
 8. The Kingston Academy
 9. The Tiffin Girls' School
 10. Tiffin School
 11. Tolworth Girls' School

Chessington School

DfE NUMBER: 314 4006

Garrison Lane
Chessington KT9 2JS

Phone: 020 8974 1156

Email:
contactus@ccc.kingston.sch.uk

Website:
www.chessington.kingston.sch.uk

Standard intake: **135 students**

Headteacher:
Mr A Ali, MA Education, NPQH

Chair of Governors:
Mr T Mills

Open evening 2018
Thursday 27 September from
6.15 to 9.00pm

The headteacher will speak at
6.30pm and 7.30pm

Other arrangements
Daytime tours will be available
and advertised on the school's
website. Please phone the school
office for an appointment as these
get busy.

Bus routes
71, 465

Nearest train station
Chessington South station is a one
minute walk from the school
entrance



CHESSINGTON
SCHOOL

Chessington School is a co-educational, non-selective, secondary school providing excellence in education for pupils aged 11 to 16.

The Council is responsible for allocating places at this school.

At Chessington School every child is valued, every day is an opportunity and every moment is focused on success.

The culture of Chessington School is one where high quality care meets even higher expectations for the success of every child, every day. We are proud of the school we have become and even prouder to serve this part of Kingston upon Thames.

At Chessington, we have crafted a curriculum that gives every child the opportunity to think deeply and to achieve their very best. Our children benefit from a wide range of activities outside of the classroom including international trips, community engagement, sporting competition, Duke of Edinburgh's Award, debating, wakeboarding and much more. We believe that happy children learn best. The opportunities that we provide really ensure our children have smiles on their faces each day.

While set in an impressive 21st century school building with facilities unmatched by local schools, we are also proud of our traditional values. At Chessington School, we know that excellent behaviour for learning, high aspirations for academic outcomes, good manners and mutual respect enhance students' learning.



We go above and beyond when it comes to transition to Year 7. As a planned smaller school, we relish the fact that we get to know each and every child personally. From the moment you apply we will take the time to make sure your child feels happy about their transition to secondary school. Through transition days, meetings, primary visits, tea parties, barbecue, induction days and summer school your child will feel at home a long time before they start here and throughout their education with us.

Admission criteria

If more than 135 applications are received, places will be offered according to the following order of priority:

1. places will be offered firstly to looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. 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
3. 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
4. places will then be offered to children of staff. Staff should be directly employed by the school for two years or more before the admission application is made and/or recruited to fill a vacant post for which there is a demonstrable skill shortage
5. 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

Children with an education, health and care plan or a statement of special educational needs will be offered a place at the school if it is named in their statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of children who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2018. After this date, parents will have to request in writing to have their child's name added to the waiting list. Chessington School follows Kingston Council's guidelines regarding educating a child out of year.

How places were offered on 1 March for September entry

2018

2017

	2018	2017
Total number of applications	285	322
Looked after children and previously looked after children (criterion i)	1	0
Siblings (criterion ii)	18	27
Family, social, medical reasons (criterion iii)	1	0
Distance (criterion iv)	75	59
Pupils with a statement/EHCP	4	2
Number of appeals heard	0	0

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

Coombe Boys' School

DfE NUMBER 314 5403

College Gardens, Blakes Lane
New Malden KT3 6NU

Phone: 020 8949 1537

Fax: 020 8942 6725

Email:
enquiries@coombeboysschool.org

Website:
www.coombeboysschool.org

Standard intake: 150 students

Headteacher:
Mr D Smith BA (Hons), NPQH

Chair of Governors:
Dr Neil Williams

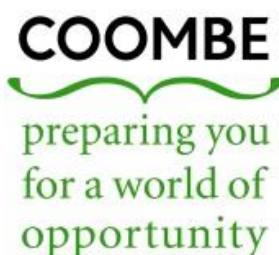
Open evening 2018
Wednesday 10 October

Open morning 201
Thursday 11 and Friday
12 October, 9.00 to 10.00am

Parents who cannot attend may
phone for an alternative
appointment

Bus routes
265, 213, 131, K5

Nearest train stations
Motspur Park



Coombe Boys' School is a single-sex, multi-ethnic, 11 to 19 academy school with 850 pupils on roll, with a mixed Sixth Form.

It has five forms of entry, is partnered with Coombe Girls' School and is active in an independent state school partnership with Kings College School, Wimbledon.

Excellence at Coombe

Coombe Boys' School prepares each student for their world of opportunity by enabling individuals to flourish through:

- innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence
- a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all
- developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school.

Admission criteria

Where the number of applications exceeds the number of places available:

1. places will be offered firstly to looked after children and previously looked after children, please see page 9. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. 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/on roll at **Coombe Girls' School, Coombe Boys' School or Coombe Sixth Form** at the time of admission
3. places will be offered to children of permanent staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. 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 written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or educational welfare officer) which makes Coombe Boys' School the most suitable one for the individual child
5. the remaining places will be offered to children who live nearest to the school, as measured by home to school distance in a straight line. All distances will be measured using the School Admissions's computerised Geographical Information System

Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order regardless of the date the application was received.

Names of boys who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held open throughout the year. The waiting list is reviewed every 12 months. Parents are contacted annually to ask if they want to remain on the waiting list.

Children with an education, health and care plan or a statement of special educational needs

If a child is undergoing an assessment of special educational needs or an education health and care needs assessment and a parent or carer does not know what the outcome will be by the closing date of application, they should apply using the common application form. If a particular school is later named in the child's EHCP or statement of SEN, a place will be automatically provided for the child at that school. If a child has an EHCP or a statement of SEN, he will be offered a place at the school named in their plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	603	567
Looked after and previously looked after children (criterion i)	4	0
Siblings (criterion ii)	40	24
Children of staff (criterion iii)	0	n/a
Family, social, medical reasons (criterion iii)	0	0
Distance (criterion iv)	103	155
Pupils with a statement/EHCP	3	1
Number of appeals heard	1	0
Number of successful appeals	0	0

There are currently 75 on the waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

Coombe Girls' School

DfE NUMBER: 314 4004

Clarence Avenue
New Malden KT3 3TU

Phone: 020 8942 1242

Fax: 020 8942 6385

Email: enquiries@
coombegirlsschool.org

Website:
www.coombegirlsschool.org

Standard intake:

240 students

Headteacher:

Mr A Platt BA Hons, MA Ed

Chair of the Board of Trustees:

Dr Neil Williams

Open evening 2018

Wednesday 3 October
6.00 to 9.00pm

The headteacher will speak at
6.15pm, 7.15pm and 8.15pm

Open morning 2018

Thursday 4 October
9.30 to 11.00am

Other arrangements

Please contact the school

Bus routes

213

Nearest train station

New Malden



Coombe Girls' School is an academy school for girls aged 11 to 18 and includes boys in a sixth form.

In January 2018, there were 1,331 pupils on roll. This includes 291 students in the sixth form.

Excellence at Coombe

We expect all Coombe pupils to achieve excellence. We do recognise however, that excellence is achieved in different ways, at different speeds and at different levels. We try to respond to this by varying our work to suit each pupil.

We know that some of our pupils are ahead in their knowledge, understanding and general ability. To accommodate them, we have created an 'express pathway' in which pupils will be challenged to achieve their full potential slightly more quickly than the others.

We receive a great deal of information about our pupils from a variety of sources. All our pupils arrive at Coombe with their SATs scores and information from their primary school teachers.

In addition to this, the Coombe assessment test outcomes will be used to give us a clear picture of our new Year 7 and the express pathway will derive from it. Throughout their time at Coombe, girls will be re-assessed and they will be able to move in or out of their groupings if their results suggest this is appropriate.

Admission criteria

Where the number of applicants exceeds the number of places within any of the above categories, the following tie breakers will be applied in the order stated, using the following criteria:

1. places will be offered firstly to looked after children and previously looked after children, please see page 9. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. 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/on roll at **Coombe Girls' School, Coombe Boys' School or Coombe Sixth Form** at the time of admission
3. places will be offered to children of permanent staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. 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 written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or educational welfare officer) which makes Coombe Girls' School the most suitable one for the individual child
5. the remaining places will be offered to children who live nearest to the school, as measured by home to school distance in a straight line. All distances will be measured using the School Admissions' computerised geographical information system.

The admission criteria do not give priority to parents who wish to apply to the school solely on the grounds that they require a single sex education for their daughter.

Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order regardless of the date the application was received. Names of girls who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held open throughout the year. Parents are contacted annually to ask if they want to remain on the waiting list.

Children with an education, health and care plan or a statement of special educational needs

If a child is undergoing an assessment of special educational needs or an education health and care needs assessment and a parent or carer does not know what the outcome will be by the closing date of application, they should apply using the common application form. If a particular school is later named in the child's EHCP or statement of SEN, a place will be automatically provided for the child at that school. If a child has an EHCP or a statement of SEN, he will be offered a place at the school named in their plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	917	902
Looked after and previously looked children (criterion i)	1	1
Siblings (criterion ii)	63	49
Children of Coombe staff	2	n/a
Family, social, medical reasons (criterion iii)	0	0
Distance (criterion iv)	174	157
Girls with a statement/EHCP	0	3
Number of appeals heard	0	3
Number of successful appeals	0	0
Distance from home to school of last child offered a place on 1 March	2018 2.018km 2017 2.098km 2016 1.853km	

There is a waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

The Hollyfield School

DfE NUMBER: 314 5404

Surbiton Hill Road
Surbiton KT6 4TU

Phone: 020 8339 4500

Email:
office@hollyfield.kingston.sch.uk

Website:
www.hollyfield.kingston.sch.uk

Standard intake: 210 pupils

Headteacher:
Thomas Maltby BA (Hons), MA,
NPQH

Chair of Governors:
Mr A Meredith

Open evening 2018
Thursday 4 October from
6.00 to 9.00pm

The Headteacher will speak at
6.30pm, 7.15pm and 8.00pm

Open days 2018
Tuesdays and Fridays,
2 to 19 October (except
5 October) at 9.15am and
11.05am. Please call the school
for an appointment

Bus routes
71, 281, 406, 418, 671, K1, K2, K4
all pass close by the school

Nearest train station
Surbiton



The Hollyfield School is a mixed academy for students aged 11 to 18.

In January 2018, there were 1,050 pupils on roll with 163 students in the sixth form. The governors are responsible for allocating places at this school.

Hollyfield School's aim is to ensure that all students make rapid and sustained progress from their starting points. We achieve this by promoting an 'every child, every day,' approach in a nurturing and caring environment.

We will build on students' strengths and provide them with the knowledge and understanding they need. We will teach them how to balance academic work and creative activities as they have fun in our outstanding learning environment.

"I have learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel," Maya Angelou.

As a parent you can be confident that your child will feel cherished. They will flourish academically, emotionally and socially in a fast-paced educationally challenging atmosphere.

Our partnership with Grey Court, an 'outstanding' school in Richmond enables us to offer much wider opportunities, galvanising the immense strength of both academies. It is such an exciting time to be forging this partnership and we know all our students will feel the benefit.

At Hollyfield, we have an absolute belief in our young people and it is with this mind-set that we would welcome you to visit us. You will be able to see for yourself the progress our young people make and experience the warmth and care of the adults with whom they interact day-by-day.

Admission criteria

Where the number of applicants exceeds the number of places within any of the above categories, the following tie breakers will be applied in the order stated, using the following criteria:

1. places will be offered firstly to looked after children and previously looked after children.
Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. places will be offered to those able to provide written evidence from a suitably qualified person such as a doctor, social worker or educational welfare officer at the time of application of particular social or medical needs which can only be met most appropriately by attendance at Hollyfield. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information will be regarded as confidential
3. places will be offered to those with a brother or sister attending the school at the time of admission, including adopted, foster, step or half siblings living at the same address
4. places will be offered to children including step, half and adopted of staff directly employed by The Hollyfield School for two years or more before the admission application
5. the remaining places will be offered to those living nearest the school, as measured by the School Admissions' computerised geographical information system, in a straight line to the main steps at the front of Albury House, with those living nearer being afforded the higher priority.

Distance from the school will serve as an overriding tie-breaker in the event of oversubscription within any category for all relevant age groups and by drawing lots if necessary.

Places will be offered to those pupils where the secondary school has been named in their education, health and care plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Waiting list

For entry into Year 7 in September 2019, following co-ordination, the waiting list will automatically consist of the names of all unsuccessful applicants who have not had a higher preference offer and will be held in criteria order.

Parents can request to add names of children who have had a higher preference offer, or who did not originally name the school as a preference, to be added to the waiting list. These names will be added in criteria order. Parents will be asked at the end of the academic year if they wish their child to remain on the list.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	844	744
Looked after and previously looked after children	0	0
Siblings	64	27
Family, social, medical reasons	1	1
Distance	110	151
Pupil with a statement/EHCP	4	1
Number of appeals heard	5	0
Number of successful appeals	1	0
Distance from home to school of last child offered a place on 1 March	2018 1.503km 2017 9.75km 2016 2.530km	

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

The Holy Cross School

DfE NUMBER: 314 5402

Sandal Road
New Malden KT3 5AR

Phone: 020 8395 4225

Fax: 020 8395 4234

Email: hxs@holycross.kingston.sch.uk

Website: www.holycross.kingston.sch.uk

Standard intake:

150 students, priority for admissions is given to Catholics

Headteacher

Mr T Gibson BSc (Hons)
DipEd Med NPQH

Chair of Governors

Mrs A Boyd

Open evening 2018

Monday 1 October from
5.30 to 8.00pm.

The headteacher will speak at regular intervals from 5.30pm with tours of the school following

Other arrangements

Following the open evening, school day tours will be available to book

Please contact the school for further information

Bus routes

131, 213, 665, 662, K5

Nearest train station

New Malden



The Holy Cross School is a Roman Catholic girls' school with academy status within the Archdiocese of Southwark. In January 2018, there were 752 girls on roll in Years 7 to 11 and 200 girls in the sixth form, which works in curriculum partnership with Richard Challoner School.

In September 2019, the school will admit 150 girls into Year 7. On Saturday 11 May 2019, Year 6 girls with accepted offers will be tested to determine any streaming.

Empowering Girls to Achieve Excellence

Founded in 1931 by the Sisters of the Holy Cross, the school continues to share their passion to educate and prepare young women to go out into the world with confidence, enthusiasm and strength of character. The school benefits from outstanding teachers, strong leadership, motivated students and very supportive parents, all bound by the Catholic ethos and the mission statement which are central to all that they do.

One of the school's great strengths is its small size which enables it to be a close supportive community where each person is valued as an individual and can achieve their full academic potential, excelling in whatever they do. In Year 9 and 11, each pupil and their parents are offered individual meetings to provide personal guidance when choosing their subject options.

Applications from Catholic girls and girls of other faiths are welcomed, as well as from any girls whose families are in sympathy with the school's Catholic ethos. Within a distinct family environment, the school stimulates the academic, social and spiritual development in each and every pupil.

Admission criteria

Places will be prioritised according to the following criteria:

1. looked after and previously looked after Catholic children (registered in public care) or looked after and previously looked after children in the care of Catholic families
2. baptised Catholic children. Evidence of baptism will be required. The level of mass attendance as stated by the parents and endorsed by a priest at the church or churches where the family normally attends mass, will be used to rank applicants. Priority will be given to those who attend mass weekly, followed by those attending fortnightly, at least once a month and finally those attending less often
3. children enrolled and registered in the Catechumenate. Evidence of formal registration will be required
4. all other looked after children and previously looked after children
5. children who are verified members of eastern Christian churches, including Orthodox churches. A Faith Leader Reference Form must be completed
6. children who are members of other Christian denominations, that are part of Churches Together in England, whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious leader. A Faith Leader Reference Form must be completed
7. children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious leader. A Faith Leader Reference Form must be completed
8. any other children

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the priority of an application within a category will be increased for those applicants:

- (i) with a sister, including a step, adopted or foster sister, living at the same address and attending this school at the time the applicant would be admitted
- (ii) who have special medical or social grounds for attending the school. Applications must be accompanied by a letter from a doctor, priest, social worker or other appropriately qualified person explaining why the school is necessary for the pupil
- (iii) who are currently eligible to receive free school meals. Applications must be accompanied by a letter from the pupil's primary school verifying this status
- (iv) living nearest to the school, this being measured by a straight line to the school gate in Sandal Road. All distances will be measured using School Admissions' computerised geographical information system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

Places will be offered to those pupils where the secondary school has been named in their education, health and care plan (formerly known as a statement of special educational needs), in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Waiting lists and late applications

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Unless exceptional reasons for lateness are proven, late applications will be held back until after the first round of offers and will then be inserted into the waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above. Names are normally removed from the list six months after the September term start date unless parents or guardians specifically request to remain on the waiting list.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	683	614
Baptised Catholics	132	126
Other Christian	16	21
Other faiths	0	0
Other girls	0	0
Girls with a statement/EHCP	1	3
Number of appeals heard	7	1
Number of successful appeals	1	0

There is a waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year

The Kingston Academy

DfE NUMBER: 314 4001

Richmond Road
Kingston upon Thames KT2 5PE

Phone: 020 8465 6200

Email: enquiries@
thekingstonacademy.org

Website:
www.thekingstonacademy.org

Standard intake: 180 students

Headteacher:
Ms S M Cavanagh MEd NPQH

Chair of Trustees:
Mr P Mayhew-Smith

Open evening 2018
Thursday 11 October from 5.00 to
8.00pm. The headteacher will
speak at 5.30pm, 6.15pm and
7.15pm

Other arrangements 2018
After the October open evening
there will be a limited number of
school tours which can be booked
by contacting the school office.

Bus routes
65

Nearest train station
Kingston Station is a short bus ride
or 10 minute walk from the school



*Going beyond what
schools ordinarily do*

The Kingston Academy is a co-educational, non-selective, non-faith secondary free school for the local community and its families located in north Kingston close to the river Thames. It was set up by Kingston Educational Trust, a collaboration between Kingston University, Kingston College and the Royal Borough of Kingston. The school first opened its doors in September 2015 and is growing annually by a single year group, to eventually include a sixth form. In September 2019, the school will cater for pupils in Years 7, 8, 9, 10 and 11 with around 710 pupils.

The guiding principles of The Kingston Academy are inclusivity, aspiration for all and the development of the whole child. We offer a diverse, enriched curriculum that ensures our pupils have a deep understanding of, and curiosity for, the world around them. We harness the power of new technologies and the online world to develop our pupils as digital citizens and to enhance, support and stimulate the learning experience.

The curriculum features our 'Going Beyond' programme on Friday afternoons. All pupils take part in a rolling programme of activities, designed to enhance the learning programme beyond the classroom, such as debating and conservation, nutrition or The Duke of Edinburgh's Award scheme.

The school is located in newly renovated premises and the project to build a significant, state-of-the-art extension is well underway. This will feature science laboratories, a sports hall, drama and catering facilities and much more.

The Kingston Academy was inspected by Ofsted in May 2018 and was judged to be 'Outstanding' in every category.

Admission criteria

Where more applications are received than there are places available, places will be offered in the following order of priority and after taking into account any children for whom the school is named in an education and health care plan (formerly known as a statement of special educational needs).

1. Places will be offered firstly to looked after children, and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. 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
3. 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 the most suitable one for the individual child and why these needs cannot be met at any other school
4. Places will then be offered to children (including adopted, foster, half or step children) of staff at the school who have been in post for two years at the point of the child's application
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line from the home address to the nearest school gate. All distances will be measured using School Admission's computerised geographical information system.

Use of a final tie-breaker

For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

Waiting lists and late applications

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Unless exceptional reasons for lateness are proven, late applications will be held back until after the first round of offers and will then be inserted into the waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above. Names are normally removed from the list six months after the September term start date unless parents or guardians specifically request to remain on the waiting list.

In-year applications

In-year admissions at any other time other than September 2019 entry, will be administered in accordance with the agreed In-year admissions scheme and the Pan London Protocols. In-year applications must be made using Kingston's in-year application form available from Kingston's School Admissions.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	999	963
Looked after and previously looked after children	1	0
Siblings	62	16
Family, social, medical reasons	1	1
Distance	110	158
Pupil with a statement/EHCP	6 (+3)	5
Number of appeals heard	16	6
Number of successful appeals	2	2
Distance from home to school of last child offered a place on 1 March There is a waiting list	2018 1.220km 2017 2.705km 2016 3.541km	

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

Richard Challoner School

DfE NUMBER: 314 5401

Manor Drive North
New Malden KT3 5PE

Phone: 020 8330 5947

Fax: 020 8330 3842

Email:
rcb@challoner.kingston.sch.uk

Website:
www.richardchalloner.com

Standard intake: 150 students

Headteacher:
Mr S Maher BA (Hons)

Chair of Governors:
Mr M Draper

Open evening 2018
Thursday 4 October,
6.00 to 8.30pm
The Headteacher will speak at
6.15pm, 7.00pm and 7.45pm

Open morning 2018
Thursday 18 October at 9.15am
Please call the school for an
appointment

Other arrangements
Parents unable to attend are
invited to arrange a separate
appointment

Bus routes:
213, K1, S3

Nearest train station:
Malden Manor



Richard Challoner is a school that is true to its Catholic ethos and seeks to follow the example of Jesus Christ. Challoner is a truly inclusive community that endeavours to develop every pupil so that they fulfil their God-given potential. Allied to a commitment to seek academic excellence and outstanding results, is a

commitment to extra-curricular events through our extensive House programme, as well as a whole school programme of productions, concerts, exhibitions and inter-school sports fixtures. There is a friendly atmosphere of shared endeavour and good humour that exists between the students and the staff. These relationships are based on an ethos of mutual respect and often developed on one of the numerous school trips that take place each year, such as the Year 7 camp. We believe in a broad and balanced curriculum to ensure that student choice is not limited. Students are encouraged to follow courses such as drama, art, music, design and catering, in addition to their core options. Challoner is a friendly community that seeks to enable each individual to achieve their goals and aspirations whilst always being of service to others.

150 students will be admitted without reference to ability or aptitude. Where the number of applicants exceeds 150, places will

be offered using the following criteria, subject to 12 places being offered to applicants who qualify under criterion 2 and fall within oversubscription criterion 2C (non-feeder school applicants) and 12 places being offered to applicants who qualify under criterion 4.

Admission criteria

1. Looked after applicants who are baptised Catholics
2. Applicants who are baptised Catholics
3. Other looked after children
4. Applicants who are baptised (where infant baptism is practised) and members of other Christian denominations, ie those that are part of Churches Together in England, as well as Eastern Orthodox churches
5. Applicants who are members of other faiths
6. All other applicants

Notes: Where the number of applicants exceeds the number of places within any of the above categories, the following tie breakers will be applied in the order stated, using the following criteria:

1. the strength of evidence of commitment to the applicant's faith, where appropriate, as demonstrated by the child's level of mass attendance on a Sunday or equivalent (for Catholic applicants), or level of attendance at religious services (for applicants of other faiths). Applicants will be ranked according to the evidence provided on supplementary form 'B' (available from the school), which must be endorsed by the priest or minister of religion where the child normally worships. Applicants who worship weekly will have priority, followed by those who practise fortnightly, and so on
2. within each level of attendance (weekly, fortnightly, etc) the following tiebreakers will apply:
 - A. a boy with a brother or sister on roll at the time of admission. A brother or sister is defined as a full, step or half brother or sister, or a legally adopted brother or sister living at the same address on the date of application
 - B. a boy whose parent is a member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
 - C. a boy attending one of the following seven feeder primary schools: Corpus Christi, Our Lady Immaculate, Sacred Heart (New Malden), St Agatha's, St Cecilia's, St Clement's and St Joseph's (Kingston). Where there are more applicants from these feeder schools than places available, priority will be given to those applicants living in the Kingston or Sutton deaneries
 - D. a boy not attending one of the above named feeder schools
 - E. distance from the school, as measured by a straight line from the applicant's home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. All distances will be measured by the geographical information system used by School Admissions' or another system approved by the governing body

Other relevant information

- All baptised applicants (where infant baptism is practised) applying under criteria 1, 2 and 4, must attach a copy of the applicant's signed baptismal certificate.
- Completion of a supplementary form is not compulsory. However, if a supplementary form is not completed and returned to the school by the required date, then an application will be considered under criterion 6 'All other applicants.'

Reminder

Catholic parents are reminded that they should send their children to Catholic schools, as required by the teaching of the Catholic Bishops of England and Wales (Catholic Bishops' Conference of England and Wales, May 2000).

Waiting list

The position of any applicant on any waiting list maintained by the governors will be determined using the admission criteria and over-subscription criteria as outlined above.

Late applications

Any late applications will be considered in accordance with the agreed terms of the coordinated secondary admissions scheme, as published in this brochure.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	513	511
Places allocated to:		
Baptised Catholics	138	138
Other Christian	12	12
Other faiths	0	0
Other boys	0	0
Boys with a statement/EHCP	8	11
Number of appeals heard	15	12
Number of successful appeals	3	1

There is a waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

Southborough High School

DfE NUMBER: 314 4009

Hook Road
Surbiton KT6 5AS

Phone: 020 8391 4324

Fax: 020 8391 0177

Email: office@southborough.kingston.sch.uk

Website:

www.southborough.kingston.sch.uk

Standard intake: 135 students

Headteacher:

Mr N Smith, MA (Cantab)

Chair of Governors:

Mrs C Henderson

Open evening 2018

Wednesday 3 October from 6.30pm. The headteacher will speak at 6.45pm and 8.00pm
Frequent tours from 6.30pm.
Ample car parking available

Open days 2018

Friday 5, Monday 8, Tuesday 9 and Wednesday 10 October.
Please telephone the school for the times of tours.

Bus routes

71, K1, 671, 465

Nearest train station

Chessington North and Tolworth



Southborough High School is an academy for boys aged 11 to 18.

Aspiration, Commitment and Excellence

Southborough is a confident, dynamic school where students thrive academically and socially. We are determined to ensure that all students achieve their absolute best in public examinations and are committed to high quality teaching and learning as the way to achieve this goal.

In addition, we nurture and value other achievements, as well as exam success. Our students participate and excel in a wide range of extra-curricular, vocational and community-based activities, which help them become well rounded young adults, ready for the challenges of twenty first century life. Southborough is also well known for the high quality of its pastoral care, which results in high standards of behaviour and very positive attitudes to learning, as well as helping our new boys settle into their new school.

Our students tell us that they enjoy coming to school, where they are challenged by the work, supported by fellow students and teachers and where they feel that they make real progress. We are proud of all our students and of our school and hope that you will visit us to see us in action. We look forward to meeting you.

Admission criteria

If more than 135 applications are received, places will be offered according to the following criteria, used in this priority order:

1. places will be offered firstly to looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. 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
3. 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
4. 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.

Boys with an education, health and care plan (formerly known as a statement of special educational needs) will be offered a place at the school if it is named in their statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of boys who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2019. After this date parents will have to request in writing to have their child's name added to the waiting list.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	382	398
Looked after and previously looked after children (criterion i)	0	0
Siblings (criterion ii)	25	22
Family, social, medical reasons (criterion iii)	2	0
Distance (criterion iv)	104	110
Boys with a statement/EHCP	4	3
Number of appeals heard		0
Number of successful appeals		0
Distance from home to school of last child offered a place	2018 3.550km 2017 4.048km 2016 All applicants offered	

There is no waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

Tolworth Girls' School & Sixth Form

DfE NUMBER: 314 4011

Fullers Way North
Surbiton KT6 7LQ

Phone: 020 8397 3854

Fax: 020 8974 2600

Email:
info@tolworthgirlsschool.co.uk

Website:
www.tolworthgirlsschool.co.uk

Standard intake: 240 students

Headteacher:
Mrs S Lowe BSc (Hons), NPQH

Chair of Governors:
Mr J Farrell

Open evening 2018
Wednesday 10 October from
6.00pm. The Headteacher will
speak at 6.10pm, 6.45pm and
7.20pm

Open weeks 2018
Monday 8 to Friday 19 October.
Tours of the school will take place
during the mornings at 8.40am,
9.40am and 11.10am. (No tours
will take place on Wednesday 10
October) Please telephone the
school to book a tour.

Bus routes
71, 281, K1

Nearest train station
Tolworth



Tolworth Girls' School & Sixth Form is an academy school for girls aged 11 to 18 and includes boys in the sixth form.

In January 2017, there were 1,270 students on roll, with nearly 225 in the sixth form. We are in the top 10% of all schools for progress and year-on-year we are in the top 20% of all schools for attainment. Our school is a recognised leader in science education at sixth form.

Outstanding education at Tolworth Girls' School

Tolworth Girls' School has been serving our local community by providing an education for our young people for well over 85 years. We are a school that is committed to providing an excellent education for all of our students, not only academically, but in their personal and social development. We want our students to be scholars of the 21st century.

We are very proud of our school and its traditions. The standards achieved in academic work and all aspects of the life of young people are outstanding. Our school is fully comprehensive academically and socially, and enjoys a strong and supportive community life.

We have invested in our buildings and have recently added two new builds that host our dedicated sixth form block, café area, science areas, new 240 seat theatre, music suite and recording studio and a brand new multi-use games area (MUGA) and sports facilities.

Ofsted visited in September 2017 and we were graded 'Outstanding' in all areas, details of which can be found on our website.

Admission criteria

Places will be offered according to the following criteria, used in the following order of priority:

1. Places will be offered firstly to looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. 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
3. 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
4. the remaining places will be offered to children who live nearest to the school, as measured by a straight line. Distance will be measured from the home address to the main school entrance on Fullers Way North. All distances will be measured using the School Admissions' computerised geographical information system.

The admission criteria do not give priority to parents who wish to apply to the school solely on the grounds that they require a single sex education for their child.

If two applicants live the same distance from the school, random selection by the drawing of lots will be used to allocate the place.

Children with an education, health and care plan

If a child has an education, health and care plan (formerly known as a statement of special educational needs), they will be offered a place at the school if it is named in their statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of girls who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2019.

After this date parents will have to request in writing to have their child's name added to the waiting list.

Late applications

Late applications will be considered only after all applications received by the closing date have been considered.

How places were offered on 1 March for September entry

	2018	2017
Total number of applications	595	648
Looked after and previously looked after children (criterion i)	0	2
Siblings (criterion ii)	46	33
Family, social, medical reasons (criterion iii)	0	0
Distance (criteria iv)	192	202
Girls with a statement/EHCP	0	2
Number of appeals heard	0	0
Number of successful appeals	0	0
Distance from home to school of last child offered a place on 1 March	2018 2017 24.809km 2016 3.7km	

There is no waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

The Tiffin Girls' School

DfE NUMBER: 314 4010

Richmond Road
Kingston upon Thames KT2 5PL

Phone: 020 8546 0773

Fax: 020 8547 0191

Email: contact@tiffingirls.org

Website: www.tiffingirls.org

Standard intake: 180 students

Headteacher:

Mr I Keary BA (Hons), NPQH

Chair of Governors:

Mr F Hasnain

Open evening 2018

The open evening took place on
10 July 2017

There will be no further
opportunity to visit the school.

Bus routes

65

Nearest train station

Kingston



The Tiffin Girls' School is a selective, state academy providing an education to girls aged between 11 and 18. In May 2018, there were 1,113 pupils on roll.

The school is one of the leading schools in the country and girls achieve outstanding GCSE and A-Level results. At the end of the sixth form, students go on to the top universities and specialist higher education institutions in the UK and abroad.

We are rightly proud of the academic outcomes of our students, but the school offers more than excellent teaching and learning.

The house system, extra-curricular and co-curricular activities sit alongside the academic curriculum and are integral to our students' all-round education. Clubs, ensembles and student-led groups drive the strong sense of belonging and community that underpin daily life in school. The performing and creative arts, sport, Young Enterprise, debating and the Duke of Edinburgh's Award are just some of the additional opportunities that instil in students the skills, resilience and outlook to be successful in their personal and professional lives. Tiffin girls are confident, creative and rounded young women who contribute to the wider world and determine their own futures in the world they will go on to shape.

From Year 7 onwards, students create strong friendship groups that extend beyond their school years. A weekly PSHE citizenship hour, the school's commitment to wellbeing and mental health, close links to alumnae and supportive pastoral system cement and support students' emotional development.

Outline of the Year 7 admission process

Our admissions arrangements support academically able girls from all backgrounds who live locally to sit the stage one test. Girls who are eligible for means-tested free school meals are particularly encouraged.

Girls sit the school's entrance tests before deciding whether to apply to the school by naming it on their local authority application form. To register to sit the tests, girls needed to have completed and returned the online supplementary information form (test registration) by 12.00 noon, Monday 3 September 2018.

We will provide the outcome of the stage one test before you have to decide which schools to name on your local authority application form. The test outcome will enable you to decide whether to apply to The Tiffin Girls' School. If your daughter is invited to sit the stage two test and you live within our catchment area, it is important you name The Tiffin Girls' School as your first choice if it is your highest preference school.

If you put a school ahead of Tiffin Girls' and it is able to offer your daughter a place, you will be offered that school regardless of how well she does in the stage two test. If you name Tiffin Girls' as your highest preference school, but we cannot offer your daughter a place, she will be offered a place at the next school for which she meets the admissions criteria. It is essential to name your schools in your true order of preference so that it demonstrates your genuine choices.

Selection criteria

Selection is by ability and the school will offer up to 60 places to the highest scoring 350 pupils who are: eligible for receipt of free school meals in the inner and designated areas, looked after or previously looked after children in these areas and those living closest to the school by living in the inner area. The remaining places are allocated to pupils who live in the designated area in rank score order until all 180 offers have been made. Girls who do not receive an offer and who do not receive a higher preference school remain on the waiting list for a place. Girls who live outside the designated area are ranked in score order below all those who live in the designated area. Girls who live outside the school's catchment area should not expect to receive an offer given the number of applications the school expects to receive from girls who live within it.

Catchment area

The school's catchment area is its inner area and designated area.

The inner area is made up of the ten electoral area wards of Berrylands, Beverley, Canbury, Coombe Hill, Coombe Vale, Grove, Norbiton, St Mark's, Tudor, and Ham, Petersham and Richmond Riverside.

The designated area is made up of the following 45 neighbouring postal districts:

KT	TW	SW	W	SM	CR
1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 17, 19	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18	13, 14, 15, 17, 18, 19, 20	3, 4, 5, 7, 13	4	4

The admissions arrangements document on the school website sets out the full admissions policy of the school. The website also provides answers to some of the most frequently asked questions around entry to the school and guidance on interpreting the admission arrangements.

Changes to our admissions arrangements

There have been two key changes to our admissions arrangements.

- UB1 and UB2 have been removed from our catchment area
- We have increased the pool of pupils to which the priority criteria are applied, following the stage two test, to 350. The priority criteria include pupils who are eligible for free school meals and who live in the school's catchment area.

Test procedure

- The school operates a two stage test procedure.
- To register for the stage one test, the online supplementary information form (SIF) must be completed and received by the school.
- The SIF was available on the school's website until 12.00 noon on Monday 3 September 2018 (the SIF deadline).
- The SIF is a registration to sit the stage one test and is not an application for a place at the school.
- Completed SIFs received after the stage one test day will not be accepted unless an application names The Tiffin Girls' School as a preference and then will be considered only in exceptional circumstances and with supporting evidence.

- The stage one test will be held on Tuesday 2 October 2018.
- The stage one test will consist of an English paper and a mathematics paper and both will be multiple-choice style tests that are marked by computer.
- The school will determine the number of applicants to be invited to the stage two test, being a number that is at least sufficient to meet the PAN of the school after completion of the admissions process.
- Invitations to sit the stage two test will be sent during the week commencing 15 October 2018.
- Candidates who are not being invited to sit the stage two test will be notified of this by the school during the week commencing 15 October 2018. Candidates who are not invited to sit the stage two test will not be offered a place at the school and therefore should not name The Tiffin Girls' School on their application.
- The results of the tests cannot be compared to those of other schools' entrance tests.

What should I do if my daughter has a particular medical condition, special educational need or disability?

Special arrangements can be made for girls with disabilities or certain medical conditions. Providing professional evidence was part of the registration process as this allows for any necessary checks and arrangements to be made.

What should I do if my daughter is unfit on the day of the tests?

Your daughter should not take the tests if she is ill or otherwise unfit to take the tests on the test day. You must email the admissions office on the day of the tests, supplying supporting evidence of her absence as soon as possible after the test day. This will enable us to invite her to sit the test when she is well. If your daughter does take the tests and you tell us afterwards she was not fit to take them, she will not be able to take them again and any illness will not be taken into account. If your daughter has an ongoing medical condition that is managed by medication, such as asthma, you must record this as part of the registration process, providing documentary evidence of her condition, so that we are aware of it and her medication in advance of the test day.

Method of offering places

Offers are made to 180 girls on 1 March 2019 by the local authority of the successful applicants. The local authority will make these offers in order of the ranked list supplied by the school.

Waiting list

The waiting list will be maintained from 1 March 2019 until the last day of the 2019/20 academic year. During this period, if the admission number for Year 7 falls below 180, an offer will be made to the next girl on the waiting list. The waiting list will automatically consist of girls who did not receive a higher preference offer and is held in ranked order. Girls who have been offered a higher preference school will only be included on written request to their local authority and by informing the school.

How places were offered on 1 March for September entry

	2018	2017
Candidates tested at stage one	1,427	1,242
Candidates tested at stage two	510	448
Number of places available (published admission number)	180	180
Number of appeals heard	15	3
Number of successful appeals	1	0

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

Tiffin School

DfE NUMBER: 314 5400

Queen Elizabeth Road
Kingston upon Thames KT2 6RL

Phone: 020 8546 4638

Fax: 020 8546 6365

Email:
office@tiffin.kingston.sch.uk

Website:
www.tiffin.kingston.sch.uk

Standard intake: 180 students

Headteacher:
Mr M D Gascoigne BA

Chair of Governors:
Mr P Phillips

Open evening 2018
The open evening took place on Tuesday 10 July 2017. There will be no further opportunity to visit the school unless your child is offered a place on 1 March 2019.

Bus routes
All buses which pass through central Kingston are accessible from the school

Nearest train station
Kingston



Tiffin School is a selective school for boys aged 11 to 18 with a mixed sixth form from 2019. The school became an academy on 1 July 2011

In January 2018, there were 2,212 boys on roll, with 382 boys in the sixth form.

The ethos and aims of Tiffin School are to support the education of boys in a selective and high achieving environment, where they are encouraged to engage, aspire and excel. We do this through constantly working to sustain an outstanding quality in our teaching and learning. Our students become confident independent learners who explore and develop all aspects of their characters as well as achieve excellent exam results. However, coupled with this is the belief that the development of these young men needs to be matched with a range of co-curricular opportunities that will allow them to become mature young adults who will go on to higher education and successful careers of their choice.

At Tiffin, we invest in a breadth of curriculum that reflects our specialist interests, offering fantastic opportunities to engage in a range of competitive sports, as well as music, dance and drama to very high levels.

Investment in new facilities in the last few years has seen a new multi-use games area, refurbishment of various parts of the school and new additional teaching and learning facilities. A new dining hall and five classrooms will be added during the next year.

Outline of the Year 7 admissions process for September 2019 entry

Priority areas

From 2019, an inner priority area has been introduced so that boys who live less than 10Km from the school are offered places first, in their ranked score order. There is also an outer priority area of less than 14Km from the school and boys living in this outer priority area will be offered places in rank score order after those in the inner priority area and before any boys who live further than 14Km from the school. Since the introduction of a priority area four years ago, all boys offered places have lived within the priority area.

Process

To register to take the stage one test a parent or carer must complete the online supplementary information form (SIF), the closing date for registering and returning paperwork for the entrance tests is 12.00 noon, 6 September 2018.

The admissions policy and the online supplementary information form may be found on the school's website www.tiffin.kingston.sch.uk on the Admissions tab.

You will receive the outcome of the stage one test by email, in time to make a decision whether to apply for a place at Tiffin School. To apply for a place you must include Tiffin School on the local authority's application form, and must place schools in your preferred order. The closing date for the completion of the common application form is 31 October 2018.

Please see the Admissions section of the school's website for the full determined admissions arrangements. This includes full details of what information is needed when registering for the tests in the appendix and another section on frequently asked questions.

Admission criteria

- Tiffin School is a selective school for boys and places will be offered to boys on the basis of ability.
- Admission to Tiffin School will be determined by performance in Tiffin School's admission tests, which are normally held in the autumn term prior to admission.
- Tiffin School's published admission number into Year 7 for September 2019 is 180.
- Tiffin School is part of the Pan-London co-ordinated admissions scheme. In order to make an application to Tiffin School, an applicant must name Tiffin School on the common application form issued by the applicant's local authority (home local authority).

School's test procedure

- Tiffin School operates a two stage test procedure.
- To register for the stage one test, the online supplementary information form (SIF) must be submitted and the signed paper copy including a recent photograph must be sent to Tiffin School.
- The SIF is available on Tiffin School's website and the completed SIF must be received by Tiffin School by 12.00 noon Thursday 6 September 2018 (the SIF deadline).
- Please help us by registering by the end of the summer term, 19 July 2018.
- The SIF is a registration to sit the stage one test and is not an application for a place at Tiffin School.
- SIFs received after Thursday 6 September 2018 will not be accepted unless the common application form names Tiffin School as a preference, and then will be considered by the school, only in exceptional circumstances (as determined by the school) and with supporting evidence.
- The stage one test will be held on Tuesday 2 October 2018.
- The stage one test will consist of English and maths questions.
- Tiffin School will determine the number of applicants to be invited to the stage two test, being a number that is at least sufficient to meet the PAN of Tiffin School after completion of the coordinated admissions process.
- Invitations to sit the stage two test will be sent by Thursday 18 October 2018.
- Candidates who are not being invited to sit the stage two test will be notified of this by Tiffin School by Thursday 18 October 2018. Candidates who are not invited to sit the stage two test will not be eligible for a place at Tiffin School and therefore should not name Tiffin School on their common application form.

The results of the tests are not comparable to those for other schools' entrance tests.

What to do if your son has a special educational need or medical condition

Special arrangements can be made for children with disabilities or certain medical conditions. You must provide documentary evidence to support your request, ideally when you submit the paper copy of the SIF which includes your son's photograph. This is part of the registration process and allows for any necessary checks and arrangements to be made. Please contact the Admissions Department if you need further information.

If your son is unfit on the day of the tests

Your son should not take the test if he is unwell physically or otherwise unfit, on the day of the test. You must report this to the Admissions Department. If your son takes a test and afterwards you report that he was unwell, this cannot be taken into account and he will not be able to take the test again.

Method of offering places

The 180 places for Tiffin School will be offered on 1 March 2019 (letters will be posted on 1 March 2019). The offer of a place will come from your home local authority. In all cases parents will be expected to reply in a specified time.

How places were offered on 1 March for September entry	2018	2017
Applicants tested at stage one	1,609	1,637
Applicants tested at stage two	539	545
Places offered initially	180	180
Initial qualifying score	107	105
Number of appeals heard	3	8
Number of successful appeals	0	1

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.

Waiting list for entry into Year 7 between September 2019 and July 2020

Ranked waiting lists will be held in the order determined by the selection criteria and will automatically consist of the names of boys who did not receive a higher preference offer. If there are several boys on the same score then they will be placed in rank order of nearest distance to Tiffin School as defined in the selection criteria.

The waiting list will be maintained from 1 March 2019 until the last day of Tiffin School's 2019/2020 academic year. During this period, if the admission number for Year 7 falls below 180, an offer will be made to the next boy on the waiting list.

The names of boys who have sat the tests but who have been offered a higher preference school will not be placed on the waiting list automatically. However, parents or carers of any such boy can request that his name is added to the waiting list in which case his name will be added as determined by Tiffin School's selection criteria, and for those boys who have the same score, in order of nearest distance to Tiffin School. The addition of each such boy will require the list to be ranked again in line with Tiffin School's selection criteria.

The combined mark of the last boy gaining a place in the year group before the end of the 2019/2020 academic year will be deemed to be the 'cut-off score' for that year group.

Boys who sat the test and achieved the cut-off score or higher will be eligible to reapply for Years 8 to 11. However, those who sat the test but who obtained a mark lower than the cut-off score will not be considered for a place in Years 8 to 11 at any future time.

The address to be used for waiting lists after the initial allocation of places will be the boy's permanent place of residence. Parents or carers have a responsibility to notify Tiffin School and their local authority of a change of address.

Section 4

Applying for a school place during the school year September 2018 to July 2019 (also known as in-year admissions)

In-year admissions

If you move into the Kingston area and want a school place for a child who is already of secondary school age, you will need to complete an in-year application form. Please phone School Admissions office on 020 8547 4610 to ask for a copy or you can download it from our website at www.kingston.gov.uk

You may list up to four state funded schools in this borough in the order that you prefer them. We will pass on your child's details to the schools you have named and they will let you know if your child has qualified for a place. If none of the schools that you apply for is able to offer your child a place, we will advise you of the nearest suitable school with a vacancy and you will be able to name another school on your application.

Please refer to Section 2 (Applying for a school place) on pages 6 to 15 for details on admission criteria, child's home address and waiting lists.

Please note that your child will be expected to start in the correct year group for their age.

Your child will not be offered a place until they live in the local area except in the following circumstance.

If you are an HM Forces family with a confirmed posting to this area or a UK Crown servant returning to this area, you can apply for a school place up to four months in advance of your return. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in the Kingston borough.

To apply for a school outside Kingston borough, please contact the council where the school is located for more information. Contact details for neighbouring councils can be found on pages 50 to 53.

Applying for an in-year selective school place

Selective schools generally remain full in Years 7 to 11 and it is therefore difficult to gain a place after the main admission age of 11+.

For Tiffin School and The Tiffin Girls' School, only pupils who previously gained the final cut-off mark or higher, or who are new applicants, will be eligible to be tested after the normal age of admission. Applicants for places at The Tiffin Girls' School and Tiffin School are tested by the school. Please see the admissions section of the individual schools' websites for full details of in-year admission arrangements. Candidates who take the test at 11+ or later and who do not gain the required mark will not be re-tested at any time for a place in Years 7 to 11.

If you wish to apply for a place at one of the selective schools you will need to name it as a preference on your in-year application form.

Transfers between secondary schools

If your child already attends a secondary school and you wish to move them to another secondary school, you should discuss the matter with the headteacher of their current school. You need to consider that a change of secondary school can seriously disrupt a young person's education, especially if it happens in Years 10 or 11 when they have started GCSE courses.

A place at an alternative school in Kingston can be offered if there is a vacancy in the right year group. You and the school will first need to take into account how well the subjects and courses it offers match those your child is taking at their present school.

Whilst any transfer request is being considered, you should ensure that your child continues to attend their present school. Seeking to change a child's school does not relieve you of your legal duty to make sure your child is attending school regularly.

Fair access protocol

The Council and all secondary schools including academies and free schools in Kingston upon Thames have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

The aims of the fair access protocol are to ensure that:

- a school place is found quickly for children with no school place who meet the criteria for consideration under the fair access protocol
- no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems
- the child is admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number

Children who are admitted to schools under this protocol take priority over any children on waiting lists.

The Fair Access Panel, which considers applications under this protocol, consists of representative headteachers and senior council staff.

The panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil's successful integration into school.

Section 5

Appeals

General

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. You are entitled to appeal for a place at your preferred school even though your child may have a place somewhere else.

The admissions authority for the school to which you are applying is required to explain to you why your child has not been offered a place at that school. They must also explain how you can appeal against this decision.

Your appeal will be heard by an appeal panel that is independent of the school 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. To ensure their impartiality and independence, there are strict rules covering the appointment of the appeal panel members.

The appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place and the reasons given by the school's admission authority for refusing the place. The appeal panel's decision is binding on the school's admission authority, the parent and the local admission authority.

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 page in Section 3 of this brochure.

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 efficient education and the efficient use of resources will be harmed (the legal term is prejudiced) if further children are admitted to the school in the year group concerned.
- Secondly, if the panel agrees that harm would be caused in these ways, 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.

Appeals for a place at a community school in Kingston

For information on how to appeal for a place at a community school, you will need to contact School Admissions, Achieving for Children, Guildhall 2, Kingston upon Thames KT1 1EU. Phone: 020 8547 4610.

Appeals for a place at an academy or free school in Kingston

For information on how to appeal against your child not being offered a place at an academy or free school you will need to contact the school directly.

Appeals for a place at a school in another council area

For information about appealing for a school place in neighbouring council areas, please contact the school or the council directly. Contact details can be found in Section 10 on pages 49 to 52.

For foundation schools, voluntary aided schools, academies or free schools, please contact the school directly.

Section 6

Special educational needs

Children with an education, health and care plan (EHCP) or special educational needs (SEN)

- Children who are receiving extra support at school (this was known as School Action or School Action Plus and is now called SEN support).
- Children for whom the Council maintains an education, health and care plan or a statement of special educational needs.

If you are unsure which best describes your child, please ask the SEN coordinator at your child's primary school who will be able to tell you.

Children who are receiving SEN support at school

All Kingston secondary schools are able and have a duty, to provide for pupils with special educational needs or an education, health and care plan.

If your child receives SEN support at school, **you should complete the Kingston application in the normal way.** The Council does not give priority for a particular school to applicants who are receiving SEN support at school. All schools can give additional learning support if your child requires it.

Children for whom the Council maintains an education, health or care plan

The Special Educational Needs Team handles the arrangements for secondary transfer for children with an education, health and care plan.

If your child has an education, health and care plan, you will have already discussed secondary transfer at the annual review in Year 5. If your child has a statement of special educational needs this will be transferred to an education, health and care plan following this annual review, if appropriate. You will also receive a letter from the SEN Team with a proposed amended education, health and care plan and a form for you to give your preferences for secondary schools, in order of priority.

It is important you give at least three preferences for schools as there is no guarantee a place can be given at your preferred school. If you do not give more than one preference the Council will consult with your nearest suitable secondary school. Please return the form to the SEN Team as soon as you have decided on your preferred secondary schools. **You will not need to complete any application forms.**

The school your child will be transferring to will be named in their education, health and care plan by 15 February 2018.

Further information

For further information, please telephone the SEN team on 020 8547 5872. You can also contact KIDS (www.kids.org.uk) on 020 8547 6203. This service offers impartial advice and support about educational matters to parents and carers of children with special educational needs. It is part of the Disabled Children's Information Service provided by Enhanceable.

Travel arrangements for children attending their nearest suitable schools with an education, health and care plan

Where children with an EHCP are attending their nearest suitable mainstream or special schools or nearest suitable specialist resourced provision, the Council may help with transport if the assessment of the child's needs indicates that assistance is necessary.

This may take the form of reimbursement of a Transport for London travel card, independent travel training, parental mileage costs, or a place on a pre-arranged vehicle.

The Council will not normally assist with home to school transport where the parents' preferred school is further from home than the nearest suitable school. This does not limit parents' preference for any individual schools, but should be a factor to consider when choosing a suitable school.

If your child already accesses home to school transport assistance and then changes school, or moves from a specialist class to take up a mainstream place at the same school, we will re-assess their transport needs against the local authority SEND Transport policy. This may mean that transport which has been available is no longer provided. Please consider your child's travel needs and journey before you decide which schools to apply for. This also needs to be considered when applying for siblings' school places in primary or secondary schools; if transport arrangements change for the child with SEND, and transport which has been available to them is no longer provided, this may impact on other children in the same family.

Appeals against decisions not to assist with transport will be heard by a panel of elected members. For more information about SEN home to school transport, please see the website at www.afclocaloffer.org.uk or contact the transport officer on 020 8547 6147.

Section 7

Financial assistance

Free school meals

In order to receive free school meals, applicants must be receiving one of the following:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2019 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please see the Council's website at www.kingston.gov.uk for further information and where you can apply online, or contact the Information and Advice Centre on 020 8547 5004 for support in applying or to confirm your eligibility.

Music tuition

Music tuition is available in all secondary schools within Kingston. In the majority of schools Kingston Music Service (KMS) delivers these lessons. KMS offers lessons both within the school day and after school at music centres across the borough. Lessons are mostly taught on an individual basis for 10 weeks a term (although group lessons may be possible) and last for either 20 or 30 minutes in length. All instrumental and vocal tutors employed are highly qualified and appropriate checks are made. The service monitors quality and provides professional development for tutors.

In addition to instrumental lessons, KMS also provides a variety of enriching opportunities for young people across the borough. It organises a number of music groups and ensembles catering for a wide range of ages and abilities, and host holiday courses and workshops in a range of musical genres throughout the year.

Financial assistance is available for lessons with KMS for parents who are on Income Support, Jobseeker's Allowance or whose child is eligible for free school meals. Parents must be able to provide evidence of financial status.

The Assisted Instrument Purchase scheme (AIP) is available to all pupils who attend schools in the Kingston borough and are having tuition through Kingston Music Service. This is a government scheme enabling VAT exemption for instrument purchase and can be accessed via the Music Service or through a number of secondary schools in the borough. For more information about the services detailed above or to apply for lessons please visit www.kingston.gov.uk/music or phone 020 8547 5050.

Section 8

Schools that admit pupils at the beginning of Year 10

University Technology College or Studio schools

Most children aged 14 years will continue with their education at the secondary school they are already attending. For the great majority of children, this will remain the most appropriate place for them to continue their education. The Government requires councils to inform parents about schools which admit pupils in Year 10. These are called University Technical Colleges (UTCs) or Studio schools.

UTCs

UTCs are set up by universities and business and specialise in one or two technical subjects. In Years 10 and 11, they offer a similar GCSE curriculum to a typical secondary school, including English and maths, as well as their specialist subject. More information is available at www.utcolleges.org/utcs

Studio schools

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience. They have a similar curriculum to a typical secondary school. More information is available at www.studioschoolstrust.org

There are no UTCs or Studio schools in the Royal Borough of Kingston, however, a list of all schools in the London area which admit pupils into Year 10, together with contact details, can be viewed on Richmond Council's website at: www.richmond.gov.uk/utcs_and_studio_schools_london.pdf

Section 9

Sixth Form and post-16 education

Meeting the duty to participate

Every young person has to meet the duty to participate. However, this does not necessarily mean staying at school. Young people should choose a post-16 route that meets their needs and aspirations. This could mean going to a further education or a sixth form college, or taking up an apprenticeship or a job with training. Young people can also consider volunteering or setting up their own business. Schools will have a statutory duty to offer impartial information, advice and guidance to help young people make these important choices.

More information about post-16 learning programmes in Kingston, can be found at www.ucas.com/ucas/after-gcses

These pages also provide general information on 14 to 19 courses throughout London and links to Kingston's 16 to 19 learning providers. For apprenticeships information and vacancies visit the National Apprenticeship Service's vacancy matching site at www.apprenticeships.gov.uk

All Kingston post-16 institutions offer a range of courses and study pathways leading to different levels of qualifications. The availability of places for specific courses will differ depending on the uptake for each subject. Every effort will be made when considering course applications, to take into account the prior attainment and future aspirations of each student to ensure students enrol on the most appropriate course for them. However, admission in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

School sixth forms

All the Kingston secondary schools in Section 3, except for The Kingston Academy and Chessington Community College, offer post-16 courses in the sixth form (Years 12 and 13). Please go to www.kingston.gov.uk (search for Education, Schools and Nurseries).

Year 11 pupils currently studying at a Kingston secondary school and pupils of the appropriate age studying elsewhere may apply to join the sixth form at Kingston's secondary schools. The same entry criteria apply to both external and internal applicants, but applications from internal candidates will be considered first. Availability of places to external candidates will depend on the uptake of places by internal applicants.

Please visit the individual school's website to view their sixth form admission arrangements and to find out the minimum number of available places for external applicants. Admissions in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

You can also contact individual schools or colleges direct to ask for course information, entry requirements and when applications should be submitted (as some colleges and schools require applications in Year 10). Applications will need to be made directly to the school concerned and details of the application method will be available on the school's individual websites.

Applicants should be aware that some schools work in partnership for their sixth form including Coombe Boys' and Coombe Girls' schools in the Coombe Federation and Richard Challoner (boys) school with the Holy Cross school (girls). These schools offer a shared (mixed) sixth form curriculum. If certain subjects do not appear within a school's prospectus, it is worth checking with the individual school whether those subjects can be accessed through another school within the partnership. Where schools work in partnership, by applying to one school, you will be able to access all subjects across both schools.

Contact details are available on the individual school pages or through the Council's website on the above link.

Other post-16 learning options

Kingston College

Kingston College offers a wide range of courses for young people from entry level up to Level 3. For further information contact the college directly.

Kingston College, Kingston Hall Road, Kingston upon Thames KT1 2AQ

T: 020 8546 2151

E: info@kingston-college.ac.uk

W: www.kingston-college.ac.uk

There is also a wide range of further education colleges and private learning providers offering post-16 programmes in and around Kingston. For more details about these programmes visit www.ucasprogress.com/search

Apprenticeships

Apprenticeships offer the opportunity for young people to gain full time employment and receive structured on and off job training and are available at three levels: Intermediate (Level 2), Advanced (Level 3) and Higher (Level 4). See more information on apprenticeships visit www.gov.uk/apply-apprenticeship or call the national apprenticeship helpdesk on 0800 015 0400, email:

nationalhelpdesk@findapprenticeship.service.gov.uk

Traineeships

Traineeships are aimed at young people who are qualified below Level 3 and have little work experience but would like to go into employment. They will consist of a high quality work placement, work preparation training and English and maths.

More information on local traineeship opportunities will be available on the Kingston website www.kingston.gov.uk (search for 14-19, education, employment and skills).

Way2Work – Apprenticeships and traineeships

Way2Work is part of Achieving for Children and specialises in full-time apprenticeships and traineeship programmes for young people across Kingston and Richmond. They offer intermediate, advanced and higher level apprenticeships in a range of sectors including business administration, customer service, childcare, ICT, team leading and management, caretaking, and teaching in both the public and private sectors. Way2Work apprenticeships last between 12 and 18 months and learners are paid at least the apprentice national minimum wage for their age.

Way2Work, The Venue, Heatham House, Whitton Road, Twickenham TW1 1BH

T: 020 8734 3380

E: way2work@achievingforchildren.org.uk

W: www.way2work.org.uk

Future Hub

Achieving for Children's Future Hub hosts a wide variety of live local apprenticeship and traineeships vacancies provided by Kingston's and Richmond's network of local training providers. Young people can search the site to find the right job for them and schools use it to support and inform pupils in line with their impartial careers and IAG commitments. For more information on local apprenticeships and traineeships visit.

W: www.afc-futurehub.org.uk

Learners with special educational needs or disabilities

Learners with SEND can access a range of post-16 learning programmes to develop their skills and knowledge. Traineeships, apprenticeships and Supported Internships are also available to prepare young people for employment. Find out more about our local learning provision for SEND learners on our Local Offer website: www.afclocaloffer.org.uk.

Help and Support

Achieving for Children's 14-19 Team and Education Business Partnership can offer support with exploring post-16 options to those young people who are not in education, employment or training (NEET).

T: 020 8547 5408

E: 14-19@achievingforchildren.org.uk

Achieving for Children's Opportunities Pack also provides more information on learning programmes up to Level 2 and other sources of support. Download it from: www.afclocaloffer.org.uk (search for Opportunities Pack).

Section 10

Schools in other council areas

If you are a Kingston resident and you wish to apply for schools in other council areas, you must include these on your Kingston application. All councils produce a brochure similar to this one that gives full details of schools and their admission criteria as well as dates for open evenings. To obtain a copy of this contact the relevant council.

Check the admission criteria carefully for each of the schools you are applying to. Details of the nearest schools within the five councils bordering Kingston follow.

London Borough of Merton

Children, Schools and Families

Civic Centre, Morden SM4 5DX

Phone: 020 8274 4906

Email: admissions@merton.gov.uk

Website: www.merton.gov.uk/admissions

Harris Academy Merton (Mixed)

Wide Way, Mitcham CR4 1BP T: 020 8623 1000 DfE number: 315 6905

Harris Academy Morden (Mixed)

Lilleshall Road, Morden SM4 6DU T: 020 8687 1157 DfE number: 315 4000

Harris Academy Wimbledon (Mixed)

Permanent site from autumn 2020: High Path, Wimbledon SW19 2JY

Temporary site: Whatley Avenue, London SW20 9NS

T: 020 8253 7777 DfE number: 315 4001

Raynes Park High School (Mixed)

Bushey Road, London SW20 0JL T: 020 8946 4112 DfE number: 315 4052

Ricards Lodge High School (Girls)

Lake Road, London SW19 7HB T: 020 8946 2208 DfE number: 315 4050

Rutlish School (Boys)

Watery Lane, London SW20 9AD T: 020 8542 1212 DfE number: 315 4500

St Mark's Church of England Academy (Mixed)

Acacia Road, Mitcham CR4 1SF T: 020 8648 6627 DfE number: 315 6906

Ursuline High School (RC Girls)

Crescent Road, London SW20 8HA T: 020 8255 2688 DfE number: 315 5400

(Supplementary information form required – please contact the school)

Wimbledon College (RC Boys)

Edge Hill, London SW19 4NS T: 020 8946 2533 DfE number: 315 4701

(Supplementary information form required – please contact the school)

London Borough of Richmond upon Thames

School Admissions, Achieving for Children

Guildhall 2, Kingston upon Thames KT1 1EU

T: 020 8547 5569 (School Admissions - direct dial)

E: richmond.admissions@achievingforchildren.org.uk

W: www.richmond.gov.uk/schools

Christ's School (CE Mixed)

Queens Road, Richmond TW10 6HW T: 020 8940 6982 DfE number: 318 4603

(Supplementary information form required for parents or carers who wish to apply for a Foundation place, please contact the school direct)

Grey Court School (Mixed)

Ham Street, Ham TW10 7HN T: 020 8948 1173 DfE number: 318 4006

Hampton High (Mixed)

Hanworth Road, Hampton TW12 3HB T: 020 8979 3399 DfE number: 318 4003

Orleans Park School (Mixed)

Richmond Road, Twickenham TW1 3BB T: 020 8891 0187 DfE number: 318 4010

Richmond Park Academy (Mixed)

Park Avenue, London SW14 8RG T: 020 8876 8891 DfE number: 318 6907

The Richmond upon Thames School (Mixed)

Egerton Road, Twickenham TW2 7SJ T: 020 8891 7405 DfE number: 318 6907

St Richard Reynolds Catholic High School (Mixed)

Clifden Road, Twickenham TW1 4LT T: 020 8325 4630 DfE number: 318 4000

Teddington School (Mixed)

Broom Road, Teddington TW11 9PJ T: 020 8943 0033 DfE number: 318 4013

Turing House (Mixed)

Queens Road Teddington TW1 0LR T: 020 8069 6100 DfE: 318 4001

Twickenham Academy (Mixed)

Percy Road, Twickenham TW2 6JW T: 020 8894 0690 DfE number: 318 6906

Waldegrave School (Girls with boys in the sixth form)

Fifth Cross Road, Twickenham TW2 5LH T: 020 8894 3244 DfE number: 318 4021

Surrey County Council

Admissions and Transport Team

Quadrant Court, 35 Guildford Road, Woking GU22 7QQ

T: 0300 200 1004

E: schooladmissions@surreycc.gov.uk

W: www.surreycc.gov.uk/admissions

Blenheim High School (Mixed)

Longmead Road, Epsom KT19 9BH T: 01372 745333 DfE number: 936 5417

Epsom and Ewell High School (Mixed)

Ruxley Lane, West Ewell KT19 9JW T: 020 8974 0400 DfE number: 936 5405

Esher Church of England High School (Mixed)

More Lane, Esher KT10 8AP T: 01372 468068 DfE number: 936 4508

Glyn School (Boys and mixed sixth form)

The Kingsway, Ewell, Epsom KT17 1NB T: 020 8716 4949 DfE number: 936 5404

Hinchley Wood School (Mixed)

Claygate Lane, Hinchley Wood KT10 0AQ T: 020 8398 7161 DfE number: 936 5416

Rosebery School (Girls)

Whitehorse Drive, Epsom KT18 7NQ T: 01372 720439 DfE number: 936 5407

Therfield School (Mixed)

Dilston Road, Leatherhead KT22 7NZ T: 01372 818123 DfE number: 936 4073

London Borough of Sutton

Children, Young People and Learning Directorate

Civic Offices, St Nicholas Way, Sutton SM1 1EA

T: 020 8770 5000

E: admissions@sutton.gov.uk

W: www.sutton.gov.uk

Correspondence should be addressed to Sutton Schools Admissions Team.

Cheam High School (Mixed)

Chatsworth Road, Cheam SM3 8PW T: 020 8644 5790 DfE number: 319 5403

(Supplementary information form required for specialist tennis places)

Glenthorne High School (Mixed)

Sutton Common Road, Sutton SM3 9PS T: 020 8644 6307 DfE number: 319 4011

(Supplementary information form required for performing arts places)

Harris Academy Sutton (Mixed)

Chiltern Road, Sutton SM2

T: 020 8253 7777 DfE number: 319 4005 – see www.harrissutton.org.uk for updates

Nonsuch High School for Girls (Girls)

Ewell Road, Cheam SM3 8AB T: 020 8394 1308 DfE number: 319 5401

(Supplementary information form required – please contact school)

St Philomena's Catholic High School for Girls (Girls)

Pound Street, Carshalton SM5 3PS T: 020 8642 2025 DfE number: 319 5406

(Supplementary information form required – please contact school)

Sutton Grammar School (Boys)

Manor Lane, Sutton SM1 4AS T: 020 8642 3821 DfE number: 319 5404

(Supplementary information form required – please contact school)

Wallington County Grammar School for Boys (Boys)

Croydon Road, Wallington SM6 7PH T: 020 8647 2235 DfE number: 319 5407
(Supplementary information form required – please contact school)

Wallington High School for Girls (Girls)

Woodcote Road, Wallington SM6 OPH T: 020 8647 2380 DfE number: 319 5405
(Supplementary information form required – please contact school)

Wilson’s School (Boys)

Mollison Drive, Wallington SM6 9JW T: 020 8773 2931 DfE number: 319 5400
(Supplementary information form required – please contact school)

London Borough of Wandsworth**Pupil Services Section, Children’s Services Department**

Town Hall Extension, Wandsworth High Street, London SW18 2PU

T: 020 8871 7316

E: admissions@wandsworth.gov.uk

W: www.wandsworth.gov.uk/admissions

Ark Putney Academy (Mixed)

Pullman Gardens, Putney SW15 3DG T: 020 8788 3421 DfE number: 212 5402

Ashcroft Technology Academy (Mixed)

100 West Hill, Putney SW15 2UT T: 020 8877 0357 DfE number: 212 6905

(Supplementary information form – specialist technology)

Saint Cecilia’s Wandsworth Church of England School (Mixed)

Sutherland Grove, London SW18 5JR T: 020 8780 1244 DfE number: 212 4734

(Supplementary information forms – foundation and specialist music)

St John Bosco College (Catholic, mixed)

Parkham Street, Battersea SW11 3DQ T: 020 7924 8310 DfE number: 212 4008

(Supplementary information form – religious affiliation)

Independent schools

A list of independent or private schools in Kingston can be found on Kingston Council’s website at www.kingston.gov.uk

Information about independent schools can be obtained from:

Independent Schools Council First Floor, 27 Queen Anne’s Gate, London SW1H 9BU

T: 020 7766 7070 E: www.isc.co.uk

To apply, contact the independent or private school direct for further details and an application form. The Council cannot act as your agent in contacting a private school. It has no role at all in admissions to private schools, or in relation to any other aspect of education at a private school.

If you have any questions regarding school admissions, please contact:

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

T: 020 8547 4610

Telephone Contact hours: Monday to Friday 8.45am to 2.00pm

E: kingston.admissions@achievingforchildren.org.uk

W: www.kingston.gov.uk

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5000 or ask someone to call on your behalf.