



2019

Admission to Kingston's Primary Schools

Starting school
Transferring to junior school
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 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 and free schools lies with the governing body of the school concerned and not with Kingston Council.

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The primary school application form for admission in September 2019 to Kingston borough schools must **only** be completed by Kingston borough residents and sent to:

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

T: 020 8547 4610

E: kingston.admissions@achievingforchildren.org.uk

W: www.kingston.gov.uk

Applications for in-year admissions must be made to the borough in which the school is situated. Please see page 51 for information about in-year admission.

Dear parent or carer

Starting school is a big milestone in every child's life and we know how important it is for you to have the right information to help decide which primary school you would like your child to attend.

This brochure explains the process of applying for a Reception class place and provides information about the primary schools in The Royal Borough of Kingston upon Thames.

If your child was born between 1 September 2014 and 31 August 2015, they will start school in September 2019. The deadline for applications is 15 January 2019.

We are extremely proud of the rich and diverse range of primary schools in the borough. They are among the very best in the country. Our schools provide a full, high quality curriculum, with many opportunities for your child to enjoy a range of extra-curricular activities. Our schools are committed to providing a high quality education and excellent learning opportunities for children. They are very popular due to our high standards and the good Ofsted inspection outcomes achieved. As well as achieving high standards of attainment, our schools aim to develop the whole child in their knowledge, skills and understanding and in their physical, social, moral and artistic development.

Each school produces its own prospectus for parents in addition to this borough brochure. We recommend that you ask the schools you are interested in for a copy of their prospectus. This will tell you more about the ethos, curriculum and achievements of each individual school. However, nothing can beat a personal visit to the school, where I am sure you will be very impressed and most welcome.

In response to the significant increase in demand for places in Reception year, the Council's strategy for providing additional school places has included permanently expanding or providing additional temporary classes in some existing schools, and encouraging and assisting the establishment of free schools within the borough.

In addition to the information published in the primary schools brochure, the location of any extra classes will be made available in advance of the 15 January 2019 application deadline. As this information may impact on your preference of schools, please check the Council's website at www.kingston.gov.uk for the most up-to-date information.

I am confident that your child will be happy and successful if you choose a primary school in Kingston upon Thames.



Rob Henderson
Deputy Chief Executive of 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

Types of school in Kingston upon Thames

Community schools

Community schools are owned and maintained by the Council, which sets the admissions policy, including the criteria used for allocating places at schools that receive more applications than they have places.

Voluntary aided (church) schools

Voluntary aided (church) schools are maintained by the Council which pays the teachers' salaries and the day-to-day running costs of the schools. Generally the buildings are owned by a church. Schools are either Roman Catholic (RC) or Church of England (CofE). The governing body of the school sets the admission policy and criteria.

Foundation schools

Foundation schools are also maintained by the Council, but the governing bodies of foundation schools own the school buildings and sites. They are responsible for admissions and set their own policy and criteria. Lime Tree Primary School and St Luke's CofE Primary School are the only foundation primary schools in Kingston upon Thames.

Academies

An academy is a school that is run by an academy trust and its governors. Castle Hill Primary School, Knollmead Primary School, Latchmere School and St Agatha's Catholic Primary School are academies.

Free schools

Free schools are independent of the local authority. The free school in the borough is Kingston Community School.

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

Age range of schools

Infant schools

Infant schools provide education for children aged 4 to 7 years. They cover the three school years Reception, Year 1 and Year 2. The first year of infant school is called the Reception year for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years. Most infant schools have nursery classes attached to them which cater for children aged 3 to 4.

Junior schools

Junior schools provide education for children aged 7 to 11 years. They cover four school years, Years 3 to 6.

Primary schools

Primary schools provide education across the whole primary age range of 4 to 11 years. They cover the Reception year and Years 1 to 6. Most primary schools have nursery classes attached to them for children aged 3 to 4. Children transfer to secondary school at the end of Year 6.

When children start school in Kingston

Children start school in the September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school. For entry in September 2019, children born between 1 September 2014 and 31 August 2015 are eligible to start school in September 2019. Children reach statutory school age at the beginning of the term following their fifth birthday. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school).

Request to delay entry to school in the same school year (known as deferred entry)

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school must hold your child's place and not offer it to another child. The latest your child can start school is at the beginning of the summer term 2020.

If you wish to defer your child's entry, you will need to confirm this with the primary school where your child has been offered a Reception place. You also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

Admission outside of the child's normal age group

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of 15 January 2019. You will need to put your request to us separately in writing. You may also provide supporting documentation, should you wish to do so, and this should be submitted at the time of application.

Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. We will also consider whether they may have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group. Views of senior school staff, the manager of their current early years setting and other professionals will also be taken into account.

Children with identified special educational needs are successfully supported in all our schools through effective induction, support and differentiated provision.

For summer born children, if it is agreed that they can be educated in a younger year group, parents will need to re-apply in the following year for entry into Reception in September 2020.

We will write to advise you of the decision on the year group your child should be admitted to and the reasons why this decision was reached. If the request is approved for your child to start in Reception in September 2020, you will be advised to re-apply by 15 January 2020 and provide a copy of the decision as part of your application. Please note this decision does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place.

Please note there is no statutory right of appeal if your request is not agreed.

Key dates for admission in September 2019

2018

Saturday 1 September

Online applications are open via www.eadmissions.org.uk or www.kingston.gov.uk

2019

Tuesday 15 January

Closing date for all applications for Reception class entry and Year 3 entry in a junior school for September 2019.

Closing date for any supplementary information forms required by church schools to be received by the school.

Tuesday 16 April
(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 results of applications. Please see Step 6: Being offered a place

Tuesday 30 April

Date by which parents must accept or decline the offer.

Friday 10 May

Further offers made from this date onwards subject to places becoming available.

Friday 24 May

Closing date for receipt of community school appeals (church, academy or free schools may use a different date).

June to July

Admission appeals are heard.

Wednesday 4 September

Start of the autumn term.
(exact date and time to be advised by each school)

Section 2

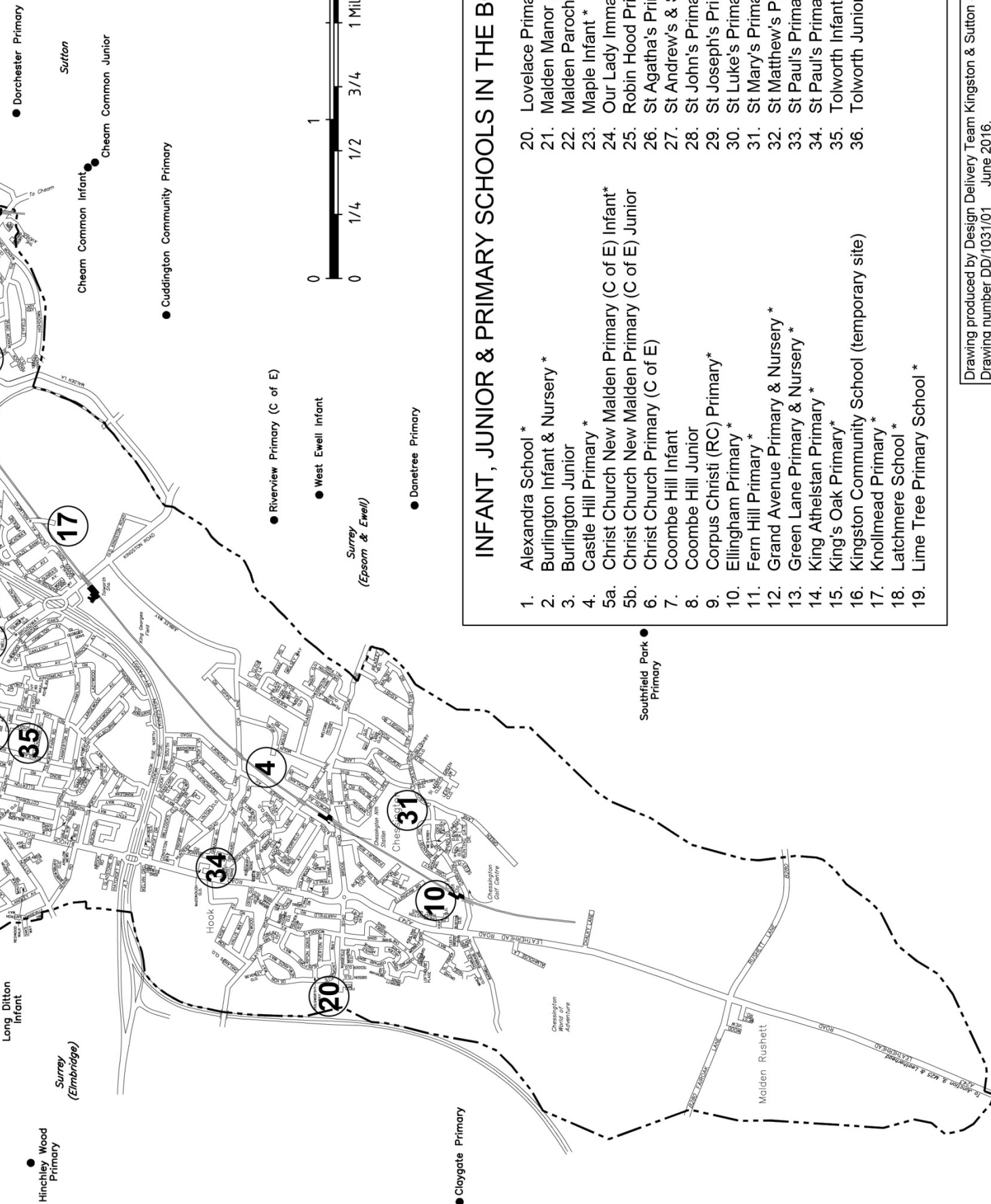
Map of Kingston Infant, Junior and Primary Schools



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES



NORTH



INFANT, JUNIOR & PRIMARY SCHOOLS IN THE BOROUGH

1. Alexandra School *
2. Burlington Infant & Nursery *
3. Burlington Junior
4. Castle Hill Primary *
- 5a. Christ Church New Malden Primary (C of E) Infant*
- 5b. Christ Church New Malden Primary (C of E) Junior
6. Christ Church Primary (C of E)
7. Coombe Hill Infant
8. Coombe Hill Junior
9. Corpus Christi (RC) Primary*
10. Ellingham Primary *
11. Fern Hill Primary *
12. Grand Avenue Primary & Nursery *
13. Green Lane Primary & Nursery *
14. King Athelstan Primary *
15. King's Oak Primary*
16. Kingston Community School (temporary site)
17. Knollmead Primary *
18. Latchmere School *
19. Lime Tree Primary School *
20. Lovelace Primary *
21. Malden Manor Primary & Nursery *
22. Malden Parochial (C of E) Primary*
23. Maple Infant *
24. Our Lady Immaculate Primary (RC)
25. Robin Hood Primary *
26. St Agatha's Primary (RC) *
27. St Andrew's & St Mark's Junior (C of E)
28. St John's Primary (C of E) *
29. St Joseph's Primary (RC) *
30. St Luke's Primary (C of E) *
31. St Mary's Primary (C of E) *
32. St Matthew's Primary (C of E)
33. St Paul's Primary, Kingston Hill (C of E)
34. St Paul's Primary (C of E)
35. Tolworth Infant & Nursery*
36. Tolworth Junior

* Includes a nursery

List of schools	Number of places available in 2019	Number of applications received for 2018
<p>Alexandra School (Community school with a nursery) DfE number 314 2031 Alexandra Road, Kingston KT2 6SE Phone: 020 8546 7176 Email: office@axi.rbksch.org Website: www.alexandra.kingston.sch.uk Headteacher: Mrs R Carr</p>	60	412
<p>Burlington Infant and Nursery School (Community school with a nursery) DfE number 314 2002 Burlington Road, New Malden KT3 4LT Phone: 020 8942 1586 Email: admin@bri.rbksch.org Website: www.burlingtoni.kingston.sch.uk Headteacher: Mrs S Yay-Walker</p>	120	360
<p>Burlington Junior School (Community school) DfE number 314 2001 Burlington Road, New Malden KT3 4LT Phone: 020 8942 2687 Email: admin@bjs.rbksch.org Website: www.burlingtonj.kingston.sch.uk Headteacher: Mrs P Utting</p>	120	148
<p>Castle Hill Primary School (Academy school with a nursery) DfE number 314 2000 Buckland Road, Chessington KT9 1JE Phone: 020 8397 2006 Email: admin@castlehill.rbksch.org Website: www.castlehill.kingston.sch.uk Headteacher: Mrs L Anderson</p>	60	150
<p>Christ Church New Malden CofE Primary School (Voluntary aided school with a nursery) DfE number 314 3301 Lime Grove, New Malden KT3 3TW Phone: 020 8336 7800 Email: office@ccnm.rbksch.org Website: www.christchurchnm.kingston.sch.uk Headteacher: Miss T White The junior department of this school is situated in Elm Road, New Malden KT3 3HN</p>	60	161
<p>Christ Church CofE Primary School (Voluntary aided school) DfE number 314 3302 Pine Gardens, Surbiton KT5 8LJ Phone: 020 8399 8166 Email: office@ccp.rbksch.org Website: www.ccp.kingston.sch.uk Headteacher: Miss T Coton</p>	60	272

	Number of places available in 2019	Number of applications received for 2018
<p>Coombe Hill Infants' School (Community school) DfE number 314 2004 Coombe Lane West, Kingston KT2 7DD Phone: 020 8942 9481 Email: admin@chi.rbksch.org Website: www.coombehillinfants.com Headteacher: Mrs J Berry</p>	90	377
<p>Coombe Hill Junior School (Community school) DfE number 314 2028 Coombe Lane West, Kingston KT2 7DD Phone: 020 8949 1743 Email: admin@chj.rbksch.org Website: www.coombehillj.kingston.sch.uk Headteacher: Mr M Clutterbuck</p>	90	208
<p>Corpus Christi Catholic Primary School (Voluntary aided school with a nursery) DfE number 314 3500 Chestnut Grove, New Malden KT3 3JU Phone: 020 8942 2645 Email: office@corpuschristi.rbksch.org Website: www.corpuschristikingston.co.uk Headteacher: Ms M Baxter</p>	60	133
<p>Ellingham Primary School (Community school with a nursery) DfE number 314 2005 Ellingham Road, Chessington KT9 2JA Phone: 020 8397 3864 Email: office@elp.rbksch.org Website: www.ellinghamschool.co.uk Headteacher: Ms M Fairweather</p>	60	155
<p>Fern Hill Primary School (Community school with a nursery) DfE number 314 2037 Richmond Road, Kingston KT2 5PE Phone: 020 8247 0300 Email: office@fernhill.rbksch.org Website: www.fernhill.kingston.sch.uk Headteacher: Mr A Scott</p>	90	368
<p>Grand Avenue Primary and Nursery School (Community school with a nursery) DfE number 314 2033 Grand Avenue, Surbiton KT5 9HU Phone: 020 8399 5344 Email: office@grandavenue.kingston.sch.uk Website: www.grandavenue.kingston.sch.uk Headteacher: Mrs M Barrington</p>	90	324

	Number of places available in 2019	Number of applications received for 2018
<p>Green Lane Primary and Nursery School (Community school with a nursery) DfE number 314 2008 Green Lane, Worcester Park KT4 8AS Phone: 020 8337 6976 Email: office@glp.rbksch.org Website: www.glpns.org.uk Headteacher: Mrs S Berlemont</p>	60	135
<p>King Athelstan Primary School (Community school with a nursery) DfE number 314 2032 Villiers Road, Kingston KT1 3AR Phone: 020 8546 8210 Email: admin@kingathelstan.rbksch.org Website: www.kingathelstan.kingston.sch.uk Headteacher: Ms E Newton</p>	60	187
<p>King's Oak Primary School (Community school with a nursery and pre-school) DfE number 314 2035 Dickerage Lane, New Malden KT3 3RZ Phone: 020 8942 5154 Email: admin@kop.rbksch.org Website: www.kingsoak.kingston.sch.uk Headteacher: Ms J Stodart</p>	90	97
<p>Kingston Community School (Free school) DfE number 314 4002 Temporary location: 204 Acre Road, Kingston KT2 6EU Phone: 020 3108 0360 Email: office@kingstoncommunityschool.com Website: www.kingstoncommunityschool.com Headteacher: Mrs A Cramp</p>	60	86
<p>Knollmead Primary School (part of the Coombe Secondary Schools Academy Trust, with a nursery) DfE number 314 2007 Knollmead, Tolworth, Surbiton KT5 9QP Phone: 020 8337 3778 Email: admin@knollmead.rbksch.org Website: www.knollmeadprimary.co.uk Headteacher: Mr D Tan</p>	30	60
<p>Latchmere School (Academy school with a nursery) DfE number 314 2014 Latchmere Road, Kingston KT2 5TT Phone: 020 8546 7181 Email: office@latchmereschool.org Website: www.latchmereschool.org Headteacher: Mrs J Ritchie</p>	120	408

	Number of places available in 2019	Number of applications received for 2018
<p>Lime Tree Primary School (Foundation school with a nursery) DfE number 314 2006 South Bank Terrace, Surbiton KT6 6DG Phone: 020 8390 9544 Email: admin@limetree.rbksch.org Website: www.limetree.kingston.sch.uk Headteacher: Ms S Hawker</p>	60	374
<p>Lovelace Primary School (Community school with a nursery and pre-school) DfE number 314 2036 Mansfield Road, Hook, Chessington KT9 2RN Phone: 020 8397 3265 Email: office@lovelace.rbksch.org Website: www.lovelace.kingston.sch.uk Headteacher: Mr R Meakin</p>	90	189
<p>Malden Manor Primary and Nursery School (Community school with a nursery) DfE number 314 2034 Sheephouse Way, New Malden KT3 5PF Phone: 020 8337 9620 Email: schooloffice@maldenmanor.rbksch.org Website: www.maldenmanor.kingston.sch.uk Headteacher: Mrs M Roberson</p>	60	164
<p>Malden Parochial CofE Primary School (Voluntary aided school with a nursery) DfE number 314 3303 The Manor Drive, Worcester Park KT4 7LW Phone: 020 8337 4804 Email: office@mps.rbksch.org Website: www.maldenparochial.co.uk Headteacher: Mrs S Pavlis</p>	30	116
<p>Maple Infants' School (Community school with a nursery) DfE number 314 2030 Maple Road, Surbiton KT6 4AL Phone: 020 8399 3341 Email: office@maple.rbksch.org Website: www.mapleinfants.co.uk Headteacher: Ms C Barwell</p>	90	353
<p>Our Lady Immaculate Catholic Primary School (Voluntary aided school) DfE number 314 3501 Ewell Road, Surbiton KT6 7DG Phone: 020 8399 9854 Email: admin@oli.rbksch.org Website: www.oli.kingston.sch.uk Headteacher: Mrs F Robertson</p>	60	163

	Number of places available in 2019	Number of applications received for 2018
<p>Robin Hood Primary and Nursery School (Community school with a nursery) DfE number 314 2020 Bowness Crescent, Kingston Vale SW15 3QL Phone: 020 8546 7388 Email: office@robinhood.rbksch.org Website: www.robinhoodprimary.org Headteacher: Mr P Boulton</p>	30	45
<p>St Agatha's Catholic Primary School (Academy school with a nursery) DfE number 314 3503 St Agatha's Drive, Kingston KT2 5TY Phone: 020 8546 3879 Email: office@stagathas.school Website: www.stagathas.school Headteacher: Mrs E Cahill</p>	60	167
<p>St Andrew's and St Mark's CofE Junior School (Voluntary aided school) DfE number 314 3304 Maple Road, Surbiton KT6 4AL Phone: 020 8390 2976 Email: office@sasm.rbksch.org Website: www.sasm.kingston.sch.uk Headteacher: Mrs A Vigurs</p>	90	141
<p>St John's CofE Primary School (Voluntary aided school with a nursery) DfE number 314 3305 Portland Road, Kingston KT1 2SG Phone: 020 8546 7179 Email: admin@stjohns.rbksch.org Website: www.stjohns.kingston.sch.uk Headteacher: Mrs L Esua</p>	30	126
<p>St Joseph's Catholic Primary School (Voluntary aided school with a nursery) DfE number 314 3502 The Fairfield, Kingston KT1 2UP Phone: 020 8546 7178 Email: office@stjosephs.rbksch.org Website: www.stjosephs.kingston.sch.uk Acting Headteacher: Ms S Keefe</p>	30	95
<p>St Luke's CofE Primary School (Foundation school with a nursery) DfE number 314 5200 Acre Road, Kingston KT2 6EN Phone: 020 8546 0902 Email: office@stlukes.rbksch.org Website: www.stlukes.kingston.sch.uk Headteacher: Mr G Dutton</p>	30	261

	Number of places available in 2019	Number of applications received for 2018
<p>St Mary's CofE Primary School (Voluntary aided school with a nursery) DfE number 314 3311 Church Lane, Chessington KT9 2DH Phone: 020 8397 9597 Email: office@stmarys.rbksch.org Website: www.stmaryschessington.co.uk Headteacher: Mrs S Hodgson</p>	30	98
<p>St Matthew's CofE Primary School (Voluntary aided school) DfE number 314 3310 Langley Road, Surbiton KT6 6LW Phone: 020 8399 3909 Email: admin@stmatthews.rbksch.org Website: www.stmatthews.kingston.sch.uk Headteacher: Miss P Dryden</p>	60	289
<p>St Paul's CofE Primary School, Kingston Hill (Voluntary aided school) DfE number 314 3309 Princes Road, Kingston KT2 6AZ Phone: 020 8549 4555 Email: admin@stpaulskh.kingston.sch.uk Website: www.stpaulskh.kingston.sch.uk Headteacher: Mr K Edmonds</p>	60	241
<p>St Paul's CofE Primary School (Chessington) (Voluntary aided school) DfE number 314 3308 Orchard Road, Chessington KT9 1AJ Phone: 020 8397 3553 Email: office@sph.rbksch.org Website: www.stpaulsp.kingston.sch.uk Headteacher: Mrs K Hemming</p>	30	123
<p>Tolworth Infant and Nursery School (Community school with a nursery) Federated with Tolworth Junior School DfE number 314 2025 School Lane, Surbiton KT6 7SA Phone: 020 8399 4231 Email: admin@tins.rbksch.org Website: www.tolworthschool.org.uk Headteacher: Mrs R Seivright-Nye</p>	90	337
<p>Tolworth Junior School (community school) Federated with Tolworth Infant and Nursery School DfE number 314 2024 Douglas Road, Surbiton KT6 7SA Phone: 020 8399 4472 Email: admin@tjs.rbksch.org Website: www.tolworthj.kingston.sch.uk Headteacher: Ms R Seivright-Nye</p>	90	125

The location of any additional classes will be announced as appropriate in advance of the 15 January 2019 application deadline. Please refer to our website at www.kingston.gov.uk for the most up-to-date information.

Section 3

Six steps in applying for a primary school place

Children born between 1 September 2014 and 31 August 2015 are eligible to start primary school in September 2019. You apply for schools through your own home council. This is the council area where you live and to which you pay Council Tax.

Step 1: Understanding the admission process

- You may apply for up to six state funded schools, including academies and free schools, on one application.
- You must list the schools in 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 to. 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 19.
- You must make an application even if your child currently attends the nursery at your preferred school.
- If your child has a brother or sister already in the school, you must still apply for a place by 15 January 2019. Brothers and sisters must still be attending the school in September 2019 to give your child sibling priority for a place.
- If you think there are exceptional family, social or medical needs that make a school the most suitable for your child, you should make it clear on your application and attach supporting evidence. See page 18 for more guidance on applying under this criterion.
- If you are applying for more than one child, for example twins, you must complete a separate application for each child.
- If you apply for a church school, you need to read the admission criteria carefully to decide if your child is likely to be offered a place. The criteria are on pages 32 to 4.
- If applying for a church school, please check if you need to complete the school's own extra form, known as the supplementary information form. Completed supplementary information forms must be sent direct to the school to be received no later than the closing date of 15 January 2019. The school governors are responsible for admissions to these schools, therefore any questions you have about admission to these schools should be addressed directly to the school.

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 on which 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 which you named as a higher preference.

The following example illustrates the importance of the order of preference.

Preference	School	Qualify for place?	Outcome
1st	Fern Hill	No	On waiting list
2nd	St Agatha's	Yes	Offer
3rd	Latchmere	Yes	withdrawn
4th	Meadlands	Yes	withdrawn
5th	The Russell	No	withdrawn
6th	None named	-	-

Think carefully about your preferences

You need to be realistic in making your preferences. This is because you may not receive an offer at any of your preferred schools if your child is unlikely to meet the criteria. This could happen if you live too far away from the schools or if you name a church school but do not attend the church connected to that school. Due to the high demand for places, you are advised to include your closest community school where your application can be considered on home to school distance.

Changing your preferences or changing the order

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

The decision about which school you would like your child to attend is an important one. To help you decide you should gather as much information as possible.

- Read about Kingston schools in this brochure or at www.kingston.gov.uk which has links to school websites.
- Look at the map on pages 6 and 7 that shows you where the schools are located.
- Look at the table on pages 28 to 31 that shows you how the places have been allocated for the last three years at all the community infant and primary schools.
- On pages 32 to 57 we have briefly summarised each academy, foundation, free and church school's admission criteria in a table showing how places have been allocated at these schools for entry in the last three years.
- Look at the school's website for their own individual information about their school and details of their admission criteria.
- Visit schools. It is important for parents to visit schools before deciding which ones to apply for. Please contact the schools you are interested in for information and details of open days and visiting times.
- 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

Step 3: Deciding which schools to apply for

How schools decide which children to admit

If fewer people apply to a school than there are places available, every applicant will be offered a place. If more people apply for a school than there are places available, the school will use admission criteria (rules) to work out which children can be offered places in the following order of priority (after taking account of any children for whom the school is named in an education, health and care plan (EHCP).

The admission criteria are also known as oversubscription criteria. You will find the admission criteria for each Kingston community primary school in this section. The admissions criteria for schools vary depending on the type of school you are applying for and can be found in Section 6. For example, schools that have faith-based criteria may require 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 for 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 community school or a school that will consider your application on home to school distance and use all six preferences. This will maximise your chances of being offered a preferred school.

A summary of the admission criteria used by academy, foundation, free and church schools can be found on pages 32 to 47. You are advised to view the full details of these criteria on the school's website before making your application.

The admission criteria for community infant and primary schools

These criteria will be applied to every application for a community school named. The same criteria are used to order applications remaining on a school's waiting list.

- (i) **Places will be offered firstly to looked after children or 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).
- (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 Reception to Year 6 at the same school (or the paired junior school) at the time of admission.
- (iii) **Places will then be offered in cases of exceptional family, social or medical need** (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
- (iv) **Places will then be offered to children of members of staff** who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (v) **The remaining places will be offered to children who live nearest to the school**, as measured by a straight line to the nearest school gate. All distances will be measured using School Admissions' computerised geographical information system. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the School Admissions' computerised geographical information system.

For applicants 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 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 primary, infant or paired junior 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 currently attending the same school and will be on roll at the same school 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.

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, **15 January 2019**. You need to supply this evidence even if you apply online.

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.

We 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. 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

If you are a member of staff who has 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 you have been 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) in the tables on pages 28 to 31.

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 or nearest school gate where the school has more than one school gate.

Please note that 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 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 in this box 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 FAQ (frequently asked questions) section at the top of the eAdmissions web pages, to help you find an answer to your question.

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 choose option 1 to speak to someone on the Support Desk.

On the evening of 16 April 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.

Complete 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 16 April 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 primary schools, the DfE numbers are listed on pages 8 to 13.
- For primary schools in other areas, please see pages 54 to 57 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. Please check whether any schools you are applying for, including those 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, it may not be possible for the school to apply their admission criteria to your application and 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 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 22.

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 **15 January 2019** 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 8 February 2019. All applications received after 8 February 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 8 February 2019, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2019.

If you move into the area after 8 February 2019, your application will only be considered after those received by the closing date. Please note no changes at all can be made after this date. However, if we are unable to offer your child a place at one of your preferred schools on 16 April 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 from overseas, you can apply for a Reception year school place for September 2019 by the closing date of 15 January 2019. 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 Reception in September 2019, please see Section 7.

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 (SEN) team. To contact the SEN team please call 020 8547 5872. If your child is undergoing an education, health and care needs assessment, but it is not yet complete, please fill in the online or paper application form.

If you are in any doubt whether to complete a school application, 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 15 January 2019.

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 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 **16 April 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 **16 April 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 **16 April 2019**.

If you applied online and have been offered your first preference school, you will only receive an e-mail, 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 **16 April 2019** that will give you more information about the process and what to do next.

You must accept or decline your offer by 30 April 2019 either through the eAdmissions system if you applied online, or on the reply slip if you applied on paper.

After **10 May 2018**, 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 after the initial allocation on 16 April 2019

Your child's name will automatically be put on the waiting list, in criteria order, of any school that is a higher preference to 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.

Waiting lists for community schools will be held in criteria order (regardless of when an application is received) until the end of the academic year in July 2020. After this date, parents will have to request in writing to have their child's name added to a waiting list for any community school.

For waiting list arrangements at academies, church, free and foundation schools, please contact the school for relevant information.

Waiting lists 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 4

Transferring to junior school

Step 1: The junior school admission process

Children in separate infant schools (for 4 to 7 year olds) transfer to a junior school in the September following their seventh birthday, at the start of Year 3. **If your child is currently attending an infant school and was born between 1 September 2011 and 31 August 2012, they are due to attend a junior school from September 2019.** You will therefore need to complete a junior school application.

School preferences

Each school listed on your application considers your child's application separately against its admission criteria only and not according to the order of preference you give the school. This guarantees that, for example, an application from a parent who has ranked the school as a second preference is treated in the same way as an application on which the school is ranked as first preference.

If you name junior schools in other council areas, your home council will pass details of your application to the admissions authority of each school you wish to apply to.

The admissions authority will then determine whether a place can be offered using their published admission criteria. This information will be passed back to your home council, for example, if you live in Kingston upon Thames and name a Richmond Borough school as a preference, Richmond Council will let us know whether your child has qualified for an offer.

If your child meets the admission criteria for more than one of your preferred schools, you will be offered a place at your highest preferred junior school by your own home council.

Step 2: Deciding which junior schools to apply for

Community infant schools and their paired community junior schools offer the same number of places and are listed below.

- Burlington Infant and Nursery School **and** Burlington Junior School
- Coombe Hill Infant School **and** Coombe Hill Junior School
- Tolworth Infant and Nursery School **and** Tolworth Junior School

If your child attends one of the above infant schools and you apply for a place at the paired junior school, you are likely to qualify for an offer of a place. This is because attending the infant school is the second highest criterion for allocating places if the school receives more applications than places (see the table on page 31). However, your child's transfer cannot be guaranteed as this will depend on how many applications are received for children with an education, health and care plan (EHCP), formerly known as a statement of special educational needs, and children under the 'looked after' category (these are children currently or previously in public care), which is the highest priority for admission.

School paired with a voluntary aided (church) junior school

- Maple Infants' School **and** St Andrew's and St Mark's CofE Junior School

The governors of the voluntary aided junior school are responsible for the admission of pupils. A guide to their admission criteria is given on page 40 together with details of how places were offered in the last three years. Make sure you contact the individual church junior schools for full details of their admissions policy, published on the school's website, before naming the school on your junior application. Make sure you check if you need to complete the school's own extra form, known as the supplementary information form. Please see page 26, 'Applying for church junior schools,' for further information.

Step 3: Applying for junior school places

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. If you are unable to access the website you can complete a paper form which is available from School Admissions on 020 8547 4610. **The closing date for applications is 15 January 2019.** If you live in another council area, you must apply on their junior school application form that will be available from your home council or online via your own council's website.

Complete the application naming your preferred junior schools, whether they are in the Kingston borough or outside the borough. **Do not name any primary schools or private schools.**

If you have a child already attending your preferred junior school or paired infant school, **who will still be there in September 2019**, make sure you give that child's details on the application under the sibling details. See page 17 for further details about applying under the sibling (brothers and sisters) criterion.

If you think there are exceptional family, social or medical needs that make a school the most suitable for your child, you should make it clear on your application and attach supporting evidence. See page 18 for more guidance on applying under this criterion.

If you are applying for more than one child, for example twins, you must complete a separate application for each child.

You must only submit one junior school application per child. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

Late applications

Applications received after the closing date of **15 January 2019** 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 8 February 2019. All late applications received after 8 February 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 8 February 2019, and you can provide satisfactory documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2019.

If you move into the area after 8 February 2019, your application will only be considered after those received by the closing date. However, if we are unable to offer your child a place at one of your preferred schools on 16 April 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 from overseas, you can apply for a school place by the closing date of 15 January 2019. 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.

Applying from abroad or elsewhere in the UK

Please note that we are unable to offer a place unless you are living in the area. The only exception is children of UK service personnel (HM Armed Forces or Crown Servants). Please see above.

Children who have an education, health and care plan

If your child has an education, health and care plan, you do not need to fill in an application. This is because they will be offered a place at the junior school named in their plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice. Similarly, an assessment placement at a particular school considered most suitable for the child's needs, can be reserved pending the outcome of an education, health and care needs assessment.

Applying for church junior schools

To apply for a church junior school place you must name the school as one of your preferred schools on your application. You may also need to complete an extra form, known as a supplementary information form, because church schools may need additional information to apply their admission criteria. For example, they may require a reference from a parish priest or other minister of religion.

Please make sure that you read and fully understand the school's admission criteria before naming the school on your application. If the school requires you to complete a supplementary information form and you do not return this, your application for the school may not be given full consideration.

Completed supplementary information forms must be sent direct to the school, to be received no later than the closing date of 15 January 2019. Any questions you have about admission to these schools should be addressed directly to the school.

A brief summary of criteria for the church junior school in our borough is listed on page 40 together with details of how places were allocated in the last three years. This is only a guide. Please make sure that you read and fully understand the school's admission criteria published on their website or in their own school prospectus before naming the school on your application form

Admission criteria for the community junior schools

These criteria will be applied to every application for a community junior school named as a preference on your application. The same criteria are used to order applications remaining on a school's waiting list.

- (i) **Places will be offered firstly to looked after children or 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).
- (ii) **Places will be offered secondly to children attending the paired community infant school**
(criterion (ii) will only apply until 31 August 2019).
- (iii) **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 Reception to Year 6 at the same school (or the paired infant school) at the time of admission.
- (iv) **Places will then be offered in cases of exceptional family, social or medical need** (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
- (v) **Places will then be offered to children of members of staff** who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (vi) **The remaining places will be offered to children who live nearest to the school**, as measured by a straight line to the nearest school gate. All distances will be measured using School Admissions' computerised geographical information system. If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the School Admissions' computerised geographical information system.

For applicants 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 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 (iii).

The looked after children and previously looked after children criterion (i), the brother and sister criterion (iii) and the exceptional family, social or medical need criterion (iv) are explained in more detail on pages 17 to 19. The importance of your home address and how the distance from your home to school is measured is also explained on page 19 and pages 20 to 21.

To apply for a Year 3 place in a primary school

If your child is in Year 2 at an infant school and you wish to apply for a Year 3 place at a primary school, please contact us to find out if there are places available. If the school has places available in Year 2, your child may transfer when you apply.

If you only want to transfer your child in September 2019 and not before, you should contact us towards the **end of the summer term** (the summer term ends on 23 July 2019), to see if the school has a place available in September 2019. This is because places available during the school year cannot be reserved for children whose parents only wish them to start in September. As there is no guarantee that your preferred primary school will be able to offer your child a place, you are still advised to complete a junior application by the closing date of 15 January 2019. You **must not** name your preferred primary schools on this form.

Step 4: Being offered a junior school place

Your application outcome

If you applied online, you will be sent an email with the outcome of your application during the evening of **16 April 2019**. After you receive this email, you will be able to log in and view your application result online.

If you applied on paper, you will not be able to access the outcome of your application electronically. You will be sent a letter by first class post on **16 April 2019**.

If you applied online and have been offered your first preference school, you will only receive an email, 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 **16 April 2019** that will give you more information about the process and what to do next.

You must accept or decline your offer by 30 April 2019, either through the eAdmissions system if you applied online, or on the reply slip if you applied on paper.

After **10 May 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 list arrangements

Please see page 23 for information about waiting lists.

Section 5 How places have been allocated

How places have been allocated at community infant and primary schools over the last three years

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Having a brother or sister in the school or the paired school	Criterion (iii) Exceptional family, social or medical need	Criterion (iv) Distance of home address to school	Distance of the last child offered a place under criterion (iv) at offer date	Furthest distance offered from the waiting list at 9 July 2018	Appeals heard (number successful)
Alexandra School	2016 (60)	1	-	15	-	44	0.300km	0.300km	1(0)
	2017 (60)	-	-	18	1	41	0.655km	0.734km	0
	2018 (60)	-	-	43	-	17	0.239km	0.240km	0
Burlington Infant and Nursery	2016 (120)	-	-	52	-	68	0.808km	0.847km	1 (0)
	2017 (120)	-	1	59	2	58	0.676km	0.710km	2 (0)
	2018 (90)	1	1	55	3	60	0.836km	0.839km	3 (0)
Coombe Hill Infants'	2016 (90)	-	-	36	-	54	1.278km	1.603km	1 (0)
	2017 (120)	-	-	39	-	81	1.577km	1.676km	1 (0)
	2018 (120)	-	1	45	-	44	1.219km	1.290km	0
Ellingham Primary	2016 (60)	-	1	25	-	34	2.917km	2.917km	0
	2017 (60)	-	-	25	-	31	5.662km	5.562km	0
	2018 (60)	-	1	22	-	35	3.931km	4.144km	0
Fern Hill Primary	2016 (90)	-	-	46	-	44	0.791km	0.803km	1 (0)
	2017 (90)	-	-	27	1	59	6.680km	3.965km	0
	2018 (90)	-	-	35	-	55	1.069km	1.177km	0

*SEN - Place reserved for a child with an education, health and care plan

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Having a brother or sister in the school or the paired school	Criterion (iii) Exceptional family, social or medical need	Criterion (iv) Distance of home address to school	Distance of the last child offered a place under criterion (iv) at offer date	Furthest distance offered from the waiting list at 9 July 2018	Appeals heard (number successful)
Grand Avenue Primary and Nursery	2016 (90)	-	3	39	1	47	1.176km	1.179km	0
	2017 (90)	-	-	43	-	47	1.143km	1.155km	0
	2018 (90)	1	1	42	-	46	1.006km	1.140.km	0
Green Lane Primary and Nursery	2016 (60)	-	-	33	1	26	0.542km	0.542km	1 (0)
	2017 (60)	-	-	17	-	43	1.147km	1.096km	0
	2018 (60)	1	1	33	-	24	3.099km	1.408km	0
King Athelstan Primary	2016 (60)	-	1	29	-	30	0.537km	0.537km	1 (0)
	2017 (60)	1	1	22	-	36	0.638km	0.718km	0
	2018 (60)	-	-	28	-	32	0.647km	0.602km	0
King's Oak Primary	2016 (90)	-	-	30	-	60	Not applicable	-	0
	2017 (90)	-	-	19	-	27	5.925km	2.342km	0
	2018 (90)	-	-	20	-	31	4.128km	-	0
Kingston Community School	2017 (60)	-	1	-	-	8	5.434km	-	0
	2018 (60)	-	-	6	-	8	Not applicable	-	0

*SEN - Place reserved for a child with an education, health and care plan

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Having a brother or sister in the school or the paired school	Criterion (iii) Exceptional family, social or medical need	Criterion (iv) Distance of home address to school	Distance of the last child offered a place under criterion (iv) at offer date	Furthest distance offered from the waiting list at 9 July 2018	Appeals heard (number successful)
Lovelace Primary	2016 (90)	-	2	41	1	46	Not applicable	-	0
	2017 (90)	-	-	26	-	42	4.556km	1.514km	0
	2018 (90)	-	-	36	-	54	3.067km	4.018 km	0
Malden Manor Primary and Nursery	2016 (60)	-	-	23	-	37	0.973km	0.982km	0
	2017 (60)	-	-	15	-	45	3.625km	1.352km	0
	2018 (60)	-	-	21	-	39	2.051km	0.114 km	1 (0)
Maple Infants'	2016 (90)	1	-	35	-	54	0.703km	0.736km	0
	2017 (90)	-	-	25	-	65	1.234km	1.988km	0
	2018 (90)	-	1	36	2	51	0.532km	0.687km	0
Robin Hood Primary	2016 (30)	-	-	7	-	23	Not applicable	-	0
	2017 (30)	-	-	14	1	15	3.319km	0.489km	0
	2018 (30)	-	-	9	-	15	2.980km	2.344km	0
Tolworth Infant and Nursery	2016 (90)	1	-	44	1	44	0.755km	0.755km	0
	2017 (90)	-	-	44	4	42	0.540km	0.623km	0
	2018 (90)	-	-	43	2	45	0.540km	1.672km	0

*SEN - Place reserved for a child with an education, health and care plan

How places have been allocated a at community junior schools over the last three years

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Children attending the paired infant school	Criterion (iii) Having a brother or sister in the school or the paired school	Criterion (iv) Exceptional family, social or medical need	Criterion (v) Distance of home address to school	Distance of the last child offered a place under criterion (v) at offer date	Furthest distance offered from the waiting list at 10 July 2017	Appeals heard (number successful)
Burlington Junior	2016 (120)	1	1	118	-	-	-	-	0.102km	0
	2017 (120)	-	-	116	1	-	3	0.170km	-	0
	2018 (120)	1	-	116	-	-	3	0.524km	0.822km	0
Coombe Hill Junior	2016 (120)	2	-	112	1	-	5	1.025km	1.334km	0
	2017 (90)	-	1	85	-	-	4	1.875km	1.809km	0
	2018 (120)	-	-	118	-	-	2	0.229km	1.149km	0
Tolworth Junior	2016 (120)	-	1	108	-	-	2	2.197km	-	0
	2017 (90)	3	-	83	-	-	3	2.862 m	-	0
	2018 (120)	-	-	85	-	-	4	1.833km	-	0

*SEN - Place reserved for a child with an education, health and care plan

Section 6

Academy, foundation, free and voluntary aided schools' admissions criteria

A summary of each academy, foundation, free and voluntary aided school's admission criteria and details of how places were offered in the last three years

In this section, we give a simple guide outlining each school's admission criteria. We advise you to contact the school direct for further details of the admission criteria the school uses if they receive more applications than available places. Please make sure you note the criteria to understand which criterion your application is likely to be considered under and whether you will need to complete the school's own supplementary information form.

Each school's detailed admission arrangements and supplementary forms are also available to download from their websites, which you can also access via our website www.kingston.gov.uk

As a guide we have also shown you how places were offered on National Offer Day in the last three years at each school on pages 33 to 47. For any further historical information, please contact the schools directly.

General notes

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

Siblings are brothers or sisters (including adopted, half, step or fostered) living at the same address and attending the same school at the time of admission.

Exceptional need means any exceptional family, social or medical needs supported by evidence at the time of application.

Proximity means the distance from the home to the school – all schools use distances in a straight line as measured by the School Admissions' computerised geographical information system. 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.

Catechumenate means being prepared for baptism.

Castle Hill Primary School admission criteria

1. Looked after children and previously looked after children
2. Children with a sibling in the school at the time of admission
3. Staff children, who have been employed at the school for two or more years
4. Children with exceptional family, social or medical need
5. Children in order of proximity from the school to their home

How places have been offered on National Offer Day (60 places)

	2016	2017	2018
Number of applications	152	160	150
Children with a statement	0	0	0
Looked after children	0	0	0
Siblings	17	23	22
Exceptional family, social or medical need	0	0	0
Distance	43	35	38
Home to school distance of last child offered under 'Distance'	3.188km	0.988km	1.668km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	0

Christ Church New Malden CofE Primary School admission criteria

1. Looked after children or previously looked after children
2. Children with known social or medical needs where Christ Church is the most suitable school
3. Sibling at the time of admission
4. Parent(s) or legal guardians or other family members accompanying the child to worship at least twice a month as Christ Church or St John's, New Malden and have done so for two years at the time of application
5. Parents or legal guardians or other family members accompanying the child to worship at least twice a month at another church belonging to 'Churches Together in New Malden' and have done so for a period of two years at the time of application. These churches are New Malden Baptist Church, New Malden Methodist Church, St James's, St Joseph's and New Malden United Reformed Church

For categories 4 and 5, if the family has been attending for less than two years, but previously attended another church belonging to 'Churches Together in Britain and Ireland,' a form from the previous church is also required.

6. Children who live nearest the school, as measured by a straight line to the school from the applicant's home to the main entrance of the Lime Grove site or the main entrance of the Elm Road site (whichever is closer). In the event of a tie within any category, preference will be given to the child living closer to the school

How places have been offered on National Offer Day (60 places)

	2016	2017	2018
Number of applications	197	212	159
Looked after children	0	1	0
Children with siblings	33	26	20
Social or medical grounds	0	0	0
Church attendance at Christ Church/St John's	11	8	5
Attendance at 'Churches Together in New Malden'	0	0	2
Proximity to school	16	20	33
Home to school distance of last child offered under 'other'	0.579.km	0.430km	1.606km
Children with a statement	0	0	0
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
Is there a waiting list	Yes	Yes	Yes

Christ Church CofE Primary School admissions criteria

1. Looked after children or previously looked after children in order of proximity
2. Exceptional medical or social need for a place at this school in order of proximity
3. Sibling in school at the time of admission in order of proximity
4. Parents or guardians (one or both) are committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, ie attended worship with the child at least twice a month for at least two years prior to application, in order of proximity
5. Children in order of proximity from the school to their home. All home to school distances will be measured by a straight line to a centre point on the Christ Church School site

How places have been offered on National Offer Day (60 places)		2016	2017	2018
Number of applications		251	277	276
	Looked after children	0	2	1
	Children with supported exceptional circumstances	0	2	1
	Siblings at the time of admission	37	39	43
	Committed members of Christ Church, Surbiton and Emmanuel Church, Tolworth	12	9	7
	Distance	41	38	8
	Home to school distance of last child offered under 'Distance'	1.130km	1.724km	0.343km
Number of appeals heard		0	0	0
Number of successful appeals		0	0	0
There is a waiting list		No	Yes	Yes

Corpus Christi Catholic Primary School admissions criteria

1. Looked after Catholic children or looked after children in the care of Catholic families, and previously looked after Catholic children
2. Baptised Catholic children. Evidence of baptism is required
3. Children enrolled in the catechumenate. Evidence of enrolment is required
4. Other looked after children and previously looked after children
5. Children who are members of Eastern Christian churches including Orthodox churches
6. Children of families who are members of other Christian denominations as verified by a minister of the church where the family regularly worships
7. Any other children

If oversubscribed in any category the following will be applied in priority order: i) sibling at the time of admission, ii) for categories 2 and 3 strength of evidence of commitment to the faith by the level of family's mass attendance on Sundays ranked firstly by attendance at mass weekly, secondly at least once a month, followed by those who attend less than once a month, iii) a child whose parent is a member of staff who has been employed at the school for two or more years at the time at which the application is made iv) exceptional social, medical or pastoral need which make this school particularly suitable, v) distance measured by a straight line from the home to the nearest school gate

How places have been offered on National Offer Day (60 places)		2016	2017	2018
Number of applications		161	187	132
	Looked after children	0	0	0
	Baptised Catholics/Christian Orthodox	60	60	43
	Other Christian	0	0	2
	Other	5	0	15
	Home to school distance of last child offered under 'Other'	0.952km	0	1.366km
	Children with a statement	0	0	0
Number of appeals heard		0	2	0
Number of successful appeals		0	0	0
There is a waiting list		Yes	Yes	Yes

Kingston Community School's

1. Looked after children and previously looked after children
2. Children with a sibling in the school at the time of admission
3. Children with exceptional family, social or medical need
4. Children in order of proximity from the school to their home

How places have been offered on National Offer Day (60 places)		2016	2017	2018
Number of applications		108	88	109
	Children with a statement	0	0	0
	Looked after children	0	1	0
	Siblings	3	0	8
	Exceptional family, social or medical need	0	0	0
	Distance	57	9	31
	Home to school distance of last child offered under 'Distance'	n/a	n/a	n/a
Number of appeals heard		0	0	0
Number of successful appeals		0	0	0
There is a waiting list		No	No	No

Knollmead Primary School's admission criteria

1. Looked after children and previously looked after children
2. Children with a sibling in the school at the time of admission
3. Children of staff
4. Children with exceptional family, social or medical need
5. Children in order of proximity from the school to their home

How places have been offered National Offer Day (30 places)		2016	2017	2018
Number of applications		44	74	68
	Children with a statement	0	0	0
	Looked after children	0	0	0
	Siblings	8	11	11
	Exceptional family, social or medical need	0	0	1
	Distance	22	16	17
	Home to school distance of last child offered under 'Distance'	n/a	2.885km	1.893km
Number of appeals heard		0	0	0
Number of successful appeals		0	0	0
There is a waiting list		Yes	No	No

Latchmere School's admission criteria

1. Looked after children and previously looked after children
2. Children with a sibling in the school at the time of admission
3. Children with exceptional family, social or medical need
4. Children of members of staff
5. Children in order of proximity from the school to their home.

How places have been offered National Offer Day (120 places)		2016	2017	2018
Number of applications		471	414	414
Children with a statement		0	0	0
Looked after children		1	0	0
Siblings		75	63	40
Exceptional family, social or medical need		1	0	1
Distance		43	57	79
Home to school distance of last child offered under 'Distance'		0.450km	0.689km	1.146km
Number of appeals heard		1	0	0
Number of successful appeals		0	0	0
There is a waiting list		Yes	Yes	Yes

Lime Tree Primary School's admission criteria

1. Looked after children and previously looked after children
2. Children with a sibling in the school at the time of admission
3. Children with exceptional family, social or medical need
4. Children in order of proximity from the school to their home.

How places have been offered (60 places)		2016	2017	2018
Number of applications		364	357	387
Looked after children		0	0	1
Siblings		21	17	31
Exceptional family, social or medical need		0	0	0
Distance		39	43	28
Home to school distance of last child offered under 'Distance'		0.885km	0.979km	0.550km
Number of appeals heard		1	0	0
Number of successful appeals		0	0	0
There is a waiting list		Yes	Yes	Yes

Malden Parochial CofE Primary School's admission criteria

1. Looked after children and previously looked after children
2. Exceptional and professionally supported medical or social need
3. Sibling whose parent or carer is regular worshipper at St John the Baptist Parish Church
4. Children whose parent or carer is regular worshipper at St John the Baptist Parish Church
5. Children who will have a sibling in the school at the time of admission
6. Children whose parent or carer is regular worshipper at another Anglican or other Christian church
7. Children who live within the parish of St John the Baptist Parish Church in order of proximity to the school
8. Children in order of nearness of home to the school

If oversubscribed in any of the above criteria, distance will be used to determine between applicants.

How places have been offered (30 places)

	2016	2017	2018
Number of applications	114	103	115
Looked after children	2	0	0
Exceptional medical/social	1	0	0
Sibling where parent is regular worshipper	13	4	4
Committed church members	6	17	17
Sibling	8	8	8
Distance	0	0	0
Home to school distance of last child offered under 'Distance' as tiebreaker for 1-3 above	n/a	n/a	n/a
Home to school distance of last child offered under 'Distance' only	n/a	n/a	n/a
Number of appeals heard	1	1	0
Number of successful appeals	1	0	0
There is a waiting list	Yes	Yes	Yes

Our Lady Immaculate Catholic Primary School's admission criteria

1. Baptised Catholic looked after children and non-Catholic children in the care of Catholic families or any of these who were previously looked after children
2. Baptised Catholic children, where one or both parents or guardians live within the boundaries of either Our Lady Immaculate parish, Tolworth or St Catherine of Siena parish, Chessington and Hook and attend Sunday mass every week
3. Baptised Catholic children, where one or both parents or guardians live outside the boundaries of Our Lady Immaculate parish, Tolworth or St Catherine of Siena parish, Chessington and Hook and attend Sunday mass every week
4. Baptised Catholic children, where one or both parents or guardians live within the boundaries of either Our Lady Immaculate parish, Tolworth or St Catherine of Siena parish, Chessington and Hook and attend Sunday mass at least twice a month
5. As 4 above, but living outside the parish boundaries and attend Sunday mass at least twice a month.
6. Baptised Catholic children, where one or both parents or guardians live within the boundaries of either Our Lady Immaculate parish, Tolworth or St Catherine of Siena parish, Chessington and Hook and attend Sunday mass at least once a month
7. As 6 above, but living outside the parish boundaries and attend Sunday mass at least once a month
8. All other baptised Catholic children
9. Non-Catholic looked after children
10. Children who are members of Eastern Orthodox churches
11. Children of families who are members of other Christian denominations that are part of Churches Together in England
12. Children of other faiths
13. Any other children

Applications for categories 1 to 8 and 10 to 12 above must be supported by a statement from the priest or minister of the parish where the family worship and must be submitted by the closing date for applications.

If oversubscribed in any category, priority will be given to: a) sibling at the time of admission
 b) oversubscription in Priority 2 only – up to 20% (currently 12) of the number of places will be ring-fenced for those applicants living within the boundary of St Catherine of Siena parish, Chessington and Hook
 c) pastoral and medical needs which make the school the most suitable, d) those with special educational needs who are not in receipt of a statement, e) distance from home measured by a straight line to the school gate.

How places have been offered (60 places)

	2016	2017	2018
Number of applications	171	171	158
Looked after children	0	1	0
Baptised Catholics	49	54	50
Other Christian	1	2	0
Other faiths	0	2	1
Other	10	1	9
Home to school distance of last child offered under 'Other'	1.185km	0.812km	1.259km
Children with a statement	0	0	0
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

St Agatha's Catholic Primary School's admission criteria

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted
2. Baptised Catholic children and children enrolled in the catechumenate
3. Other looked after children or looked after children in the care of families and previously looked after children who have been adopted
4. Children of families who are members of other Christian denominations
5. Children of other faiths
6. Any other children

If oversubscribed in any category, the following criteria will be applied in order: i) sibling at the time of admission, ii) in categories 1 and 2 the strength of evidence of commitment to the faith by the level of family's mass attendance on Sundays, iii) in category 4 the strength of evidence of commitment to the faith by the level of family's church attendance on Sundays, iv) exceptional social, medical or pastoral need which makes the school the most suitable, v) the distance from the child's home measured by a straight line to the school gate.

How places have been offered (60 places)

	2016	2017	2018
Number of applications	198	183	175
Baptised Catholics	51	43	31
Other Christians	2	8	7
Other faiths	7	0	0
Exceptional, social medical needs	0	0	0
Home to school distance of last child offered under 'Other'	n/a	n/a	n/a
Children with a statement	0	0	0
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	No	No

St Andrew's and St Mark's CofE Junior School's admission criteria

Foundation places

Up to 20% of places to be offered to pupils whose parent or carer is a faithful and regular worshipper at St Andrew's and St Mark's CofE parish churches. Written evidence of applicant's commitment to their place of worship will be required at the time of application. If there are more than 20% of applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority according to the definitions stated.

1. Looked after children or previously looked after children
2. Children with an exceptional and professionally supported medical or social need for a place at this school
3. Children whose parent or carer is a faithful and regular worshipper at St Andrew's and St Mark's parish churches and who will have a sibling in the school at the time of admission
4. Children whose parent or carer is a faithful and regular worshipper at St Andrew's and St Mark's parish churches and who are currently in Year 2 of Maple Infants' School up to a distance of one mile
5. Children whose parent or carer is a faithful and regular worshipper at St Andrew's and St Mark's parish churches up to a distance of two miles

In the event of oversubscription in any of the above criteria priority will be determined in order of proximity to the school.

If there are insufficient places for all foundation applicants, those not offered a foundation place will be considered for an open place alongside the open applicants. In the event of undersubscription, remaining foundation places will be reallocated to open places.

Open places

The remaining 80% open places to be offered to pupils who do not qualify for a foundation place. If there are more than 80% of applicants, places will be allocated according to the following criteria. These are stated in order of priority according to the definitions stated.

1. Looked after children or previously looked after children
2. Children with exceptional and professionally supported social or medical need
3. Children with a sibling at St Andrew's and St Mark's CofE Junior School at the time of admission
4. Children who currently attend Maple Infants' School and who live within one mile of the school
5. All other applicants in order of proximity

How places have been offered (90 in '15, 60 in '16 and 90 in '17)

	2016	2017	2018
Number of applications	117	134	141
Children with statements	0	0	0
Foundation: looked after or previously looked after	0	0	0
Foundation: exceptional social or medical need	0	0	0
Foundation: sibling at SASM at time of admission	0	0	0
Foundation: attend Maple Infants and live within one mile	0	0	0
Foundation: up to two miles from the school	1	0	0
Open: looked after or previously looked after	1	1	2
Open: exceptional social or medical need	0	0	1
Open: sibling at SASM at time of admission	15	17	30
Open: attend Maple Infants and live within one mile	37	58	55
Open: all other applicants in order of proximity	6	14	2

St John's CofE Primary School's admission criteria

There are 30 places for entry into Reception in September 2017. If the school is oversubscribed, places will be offered using the following criteria, in priority order, down to space 27. The remaining three spaces will be offered simply in accordance with criterion 6.

1. Looked after children and previously looked after children
2. Children who have an exceptional, social or medical need that makes the school the most suitable
3. Sibling in the school at the time of admission
4. Children whose parent(s) are worshipping members at the parish churches of St John's or All Saints in Kingston or at the Fairfield Methodist Church in Kingston
5. Children whose parent(s) are worshipping members at another Christian church and who live within the area designated by the governors. Map available via the link: www.stjohns.kingston.sch.uk
6. Other children who live nearest the school using a straight line measurement

For categories 4 and 5, worshipping members must be confirmed by the relevant minister by filling out the school's supplementary form for confirming church membership. If oversubscribed in any category, order of proximity to the school will be used.

How places have been offered (30 places)	2016	2017	2018
Number of applications	121	122	116
Looked after and previously looked after	0	1	0
Children with statements	0	0	1
Exceptional, social medical needs	2	1	0
Siblings	12	21	10
Worshipping members at St John's or All Saints	8	4	8
Worshipping members at another Christian church	0	0	0
Distance	8	3	11
Home to school distance of last child offered under proximity	0.367km	0.182km	0.486km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

St Joseph's Catholic Primary School's admission criteria

1. Baptised Catholic looked after children and previously looked after children, ie those who were adopted, or subject to a residence order, or special guardianship order immediately following having been looked after
2. Baptised Catholic children, who are practising members of the Catholic church or are enrolled in the catechumenate, living in the parish of St Raphael's, where one or both parents are committed members of the Catholic church
3. Baptised Catholic children, who are practising members of the Catholic church or are enrolled in the catechumenate, living outside the parish of St Raphael's where one or both parents are committed practising members of the Catholic church
4. Baptised Catholic children who are not currently practising members of the Catholic church
5. Children where one of the parents is baptised Catholic but the child has not yet been baptised
6. Other looked after children and previously looked after children, ie those who were adopted, or subject to a residence order, or special guardianship order immediately following having been looked after
7. Children who are members of Eastern Christian churches
8. Children of families who are committed members of other Christian denominations
9. Children with a sibling (taken to include half siblings, step siblings, adopted siblings and foster children) attending the school at the time of admission
10. Children of other faiths (evidence of religious commitment will be required)
11. Any other children

If oversubscribed in any category the following provisions will be applied.

i) sibling at the time of admission, ii) for categories 2-5, the strength of evidence of commitment to the faith as demonstrated by the level of the parent or guardian and child's attendance at mass on Sundays, for categories 7, 8 & 10, the strength of evidence of commitment to a faith as demonstrated by the level of the parent or guardian and child's attendance at a religious service will increase the priority of an application, iv) exceptional social, medical or pastoral need, v) proximity to the school as measured by a straight line. Strength of commitment is demonstrated by parents' or guardians' and child's level of attendance, highest priority to those who attend mass weekly, then fortnightly, monthly, festivals, never.

How places have been offered (30 places)

	2016	2017	2018
Number of applications	110	118	95
Children with statements	0	0	0
Baptised Catholics	19	10	13
Christian denominations	7	11	4
Other looked after children	0	0	0
Other faiths	2	0	3
Siblings	1	2	0
Distance	1	7	10
Number of appeals heard	1	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

St Luke's CofE Primary School's admission criteria

1. Looked after children and previously looked after children
2. Children with an exceptional and professionally supported medical or social need that makes St Luke's the most suitable place for the child
3. Children who have a sibling in school at the time of admission
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 Kingston's School Admissions' computerised geographical information system

In the event that two or more applicants have equal right to a place under the above criteria and there are insufficient places, the governing body will use distance, in the first instance, to decide between applicants. If applicants live equidistant from the school, the governors will draw lots to determine between applicants.

How places have been offered (60 places in 2015, 30 in 2016, 60 in 2017)		2016	2017	2018
Number of applications		322	290	261
	Children in care	0	0	0
	Siblings	17	13	16
	Committed members of St Luke's Church, within two kilometres	n/a	n/a	n/a
	Committed members of other CofE churches, within two kilometres	n/a	n/a	n/a
	Committed members of other Christian denominations, within two kilometres	n/a	n/a	n/a
	Exceptional family, social or medical need	0	0	0
	Other children by distance	13	47	14
Number of appeals heard		1	0	0
Number of successful appeals		0	0	0
There is a waiting list		Yes	Yes	Yes

St Mary's CofE Primary School's admission criteria

1. Looked after children or previously looked after children, children who are or who have been in the care of the local authority
2. Children who have a sibling at the school at the time of admission
3. Children whose parent(s) are regular worshippers at St Mary the Virgin Church in Chessington attending at least twice a month and for a period of at least one year, or at least once a month for a period of at least two years immediately prior to application. A supplementary information form from the vicar will be required
4. Children whose parent(s) are regular worshippers, attending at least twice a month and for a period of at least one year, or at least once a month for a period of at least two years, immediately prior to application at another Christian Church which is part of the Churches Together in Chessington and Hook. A supplementary information form from the vicar will be required
5. Exceptional circumstances
6. Children whose parents want them to attend this Church of England school

Where there are more applicants than places in any category, places will be allocated on distance from home to the school as measured using a straight line. Families who have moved in and attend church at least twice a month for less than one year should obtain a reference from their previous vicar. Where there are two or more applicants living the exact same distance from the school and a tie-breaker is required, admission will be by the drawing of lots.

How places have been offered (30 places)

	2016	2017	2018
Number of applications	115	101	99
Children with a statement	0	0	0
Looked after child	2	0	0
Sibling	16	12	18
Worships at St Mary's Church	8	6	3
Worships at other Christian church in 'Churches Together in Chessington and Hook'	0	1	0
Requesting church school education	n/a	n/a	n/a
Exceptional circumstances	1	0	0
Other children by distance	3	11	9
Distance from school of last place offered	0.329km	0.423km	0.170km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

St Matthew's CofE Primary School's admission criteria

1. Places will be offered firstly to looked after children or previously looked after children
2. Children with an exceptional and professionally supported medical or social need for a place at this school who live within one kilometre of the school. This must be supported by written evidence at the time of application, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Children with a sibling (taken to include half, step or adopted siblings and foster children) attending the school at the time of admission
4. Children whose parent(s), legal guardian(s) or family member (eg, grandparents, aunts and uncles), accompanying the children are regular worshippers* at St Matthew's Church or St George's Tolworth
5. Children whose parent(s), legal guardian(s) or family member (eg, grandparents, aunts and uncles), accompanying the children are regular worshippers* at another church belonging to Churches Together in Surbiton **
6. Children who live nearest to the school, as measured by a straight line to the Langley Road school gate

In the event that two or more applicants have equal right to a place under any of the above criteria, the governing body will apply the subsequent criteria in order of priority to these applicants. If despite this applicant are still tied, then the governors will draw lots to decide between applicants.

*Regular is defined as attendance, on average, once a fortnight for two years prior to the closing the date of receipt of application form by the school. If the family has been attending for less than two years (because they have lived in Surbiton for less than two years) but previously attended another church belonging to Churches Together in England, a Supplementary Information Form from the previous church will also be required.

**From 1 September 2017, these Churches are Christ Church Surbiton Hill, DoxaDeo Community Church, Emmanuel Tolworth, New Life Baptist Church, Our Lady Immaculate, Rivers of Water Surbiton, St Andrew's and St Mark's Surbiton Hill Methodist Church, St Raphael's and Tolworth United Reformed Church.

How places have been offered (60 places)

	2016	2017	2018
Number of applications	237	286	290
Looked after children	0	0	1
Siblings	25	21	13
St Matthew's and St George's churches	8	3	3
Medical or social	0	1	0
Other churches	0	0	0
Distance	27	35	43
Further distance offered	1.230km	1.027km	0.818km
Number of appeals heard	0	1	1
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

St Paul's CofE Primary School, Kingston Hill's admission criteria (previously known as St Paul's CofE Junior School)

Primary admissions criteria 2019 (60 places)

1. Looked after children and previously looked after children
2. Children with exceptional and professionally supported medical or social need for a place at this school
3. Children who have a sibling in St Paul's School during the term of entry
4. All other applicants in order of proximity

How places have been offered (60 places)

	2016	2017	2018
Number of applications	213	212	241
Looked after children and previously looked after children	0	1	0
Children with exceptional and professionally supported medical or social need for a place at this school	0	0	0
Children who have a sibling in St. Paul's School during the term of entry	17	10	20
All other applicants in order of proximity (furthest distance 1.8km for 2018)	43	36	40
Number of appeals heard	0	0	0
Is there a waiting list	Yes	No	Yes

St Paul's CofE Primary School's admission criteria

Ten 'foundation' places will be offered to pupils whose parent or carer is an active member of the worshipping community in an Anglican or other Christian church. If there are more applicants than places the following criteria will be applied.

1. Looked after children and previously looked after children
2. Children who have an exceptional, medical or social need that makes the school the most suitable
3. Sibling living in the same household at the time of admission
4. Children with a parent who is an active member of the worshipping community at St Paul's Church, Hook
5. Children with a parent who is an active member of the worshipping community of another Christian church situated within the parish boundaries of Hook with Southborough or of Chessington, or who is an active member of The Community Church in Surbiton for whom St Paul's is the nearest church school. This application must be supported by their minister
6. Proximity to school as measured by a straight line

Any unsuccessful foundation place applicants will automatically be considered for one of the 20 'open' places. If there are more applicants than places, criteria 1 to 3 and 6 above will be applied.

An active member is defined as an adult attending at least two acts of parish worship each month over a period of at least one year prior to application, one of which should be a communion service.

How places have been offered (30 places)

	2016	2017	2018
Number of applications	127	113	127
Looked after children	2	1	0
Exceptional and medically supported reasons	0	0	0
Siblings	9	10	8
St Paul's Church Hook	5	5	2
Hook with Southborough or of Chessington, or who is an active member of the Community Church in Surbiton for whom St Paul's is the nearest church school	2	1	3
Distance	12	13	17
Distance of last child offered	0.330km	0.141km	0.725km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

Section 7

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

In-year admissions

How to apply for a school place if you move into the borough

If you move into the area and want to apply for a Kingston primary school place, you will need to complete a Kingston in-year application form. Please phone the Council's 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 maintained schools, academies or free schools in this borough in the order that you prefer them. Kingston Council coordinates in-year applications for schools in the borough. We will pass on your child's details to the admissions authorities for 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 school with a vacancy and you will be able to make another application.

Please refer to Section 3 (Applying for a primary school place) on pages 14 to 23, for details on admission criteria, child's home address and waiting lists.

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

Your family must already be living in the property before you can be offered a school place 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 from overseas, 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 54 to 57.

Transfers between schools

If you want your child to transfer to another school because you have moved house and the journey is proving difficult, please advise your child's present headteacher before you make an application.

If you want to transfer your child for reasons other than moving house, you should first discuss your concerns with your child's present headteacher. This is because a child's education usually benefits most when they have continuity of teaching and learning in the same school. This also ensures that your child's present headteacher is fully aware of your reasons for wanting to transfer your child and has the opportunity to discuss this with you.

If you still want to move your child, please phone the School Admissions Team on 020 8547 4610 for information on schools with places and we will send you an application form to complete or you can download the in-year application form from our website at www.kingston.gov.uk

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.

If you are not given a place at the school you prefer, you have the right to appeal. The right to appeal applies to all schools and is explained in Section 8.

Fair access protocol

The Council and all primary schools, including academies and free schools in the Kingston borough 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 8

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's decision is binding on the admissions authority and the school, in other words the admissions authority and the school must accept the appeal panel's decision.

Appeal rules followed for all infant classes (Reception, Years 1 and 2)

The law states that there must not be more than 30 pupils in an infant class. If your child has been refused a place an appeal can only be successful in very limited circumstances. The appeal panel must consider the following:

- that the admission of additional children would not breach the infant class size limit
- whether the child would have been offered a place if the admission arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998 (in other words, the admission arrangements are found to be unlawful)
- whether the child would have been offered a place if the admissions arrangements had been followed properly
- whether the decision to refuse admission was not one that a reasonable admission authority would have made in the circumstances of the case

For the panel to judge that an admission authority had acted unreasonably, they would have to be satisfied that the decision not to admit the child was 'perverse in the light of the admission arrangements', ie the decision taken was so outrageous in its defiance of logic or of accepted moral standards that no sensible person could ever have reached it.

Appeal rules followed for all other year groups (Years 3 to 6)

When considering an appeal for any other year group, appeal panels follow a two stage process in reaching decisions.

First, a factual stage: at which the panel considers whether the school's published admission arrangements were correctly applied in the individual's case, and decides whether prejudice (or harm) would arise to the efficient provision of education and/or the efficient use of resources in the school if the child was admitted.

Second, a balancing stage: at which the panel exercises its discretion, balancing between the degree of prejudice to the school (or harm) and the weight of the parent's case, before arriving at a decision.

Appeals for community schools

You have the right to appeal against a decision not to offer your child a place at your preferred community school. Full details of how to make an appeal will be given to you if your child is refused a place at your preferred school.

Appeals for all other schools

You are entitled to appeal against the decision of the governing body of an academy, foundation, voluntary aided or free school not to offer your child a place. Full details on how to make an appeal will be given to you by the school if your child is refused a place. An independent appeal panel will hear your appeal.

This independent appeal panel will be bound by the same rules as an independent appeal panel for a community school (see above). This includes appeals for admission to infant classes because the legal limit of 30 on the size of an infant class applies to all types of state school. The decision of the appeal panel is binding on the governing body of the school, the parents and the local authority.

Section 9

Special educational needs

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

Both the Council and schools have a duty to provide for all pupils, including those with special educational needs. Schools place great importance on identifying SEN early so that they can help children as quickly as possible. If you think your child may have a special educational need that has not been identified through medical screening or by your child's nursery class or early education setting, you should talk to your child's class teacher, the SEN coordinator (SENCo) or the headteacher.

All children with SEN should have a broad and well-balanced education and council-maintained schools must do their best to see that special help is provided for all children with SEN. Most children's needs can be met from within the resources normally available to the school through its funding for additional educational needs.

However, if your child has significant special needs that cannot be met from within the school's resources (currently known as SEN support) and the provision required is likely to exceed that which is normally available to mainstream schools, the school will gather the necessary evidence and with your agreement, ask the Council to carry out a statutory education, health and care needs assessment. If the Council decides that a statutory assessment is necessary further advice might be sought from you, the school, an educational psychologist, the health service, social services and any other professional or service involved, in line with the Government's SEN Code of Practice.

Further information

For further information, please phone the SEN team on 020 8547 5872.

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 10

Home to school transport

All children under 11 years old who live in a London borough and are in full-time education, travel free of charge on London buses and trams. Children over 11 years old are able to travel free of charge provided they have a valid Oyster Photocard.

Oyster Photocard application forms are available from main post offices. If you require further information on Oyster cards or bus routes please contact Transport for London on 0343 222 1234 or visit their website www.tfl.gov.uk

The local authority expects free bus and tram travel to be used by all pupils where the journey time is scheduled by Transport for London at 45 minutes or less for primary aged pupils. The local authority may provide a travel card to enable your child to travel by train if they are of primary school age and attend their nearest suitable school which is over two miles away and the scheduled bus journey time is over 45 minutes.

Further consideration may be given to those families on low incomes and children who are attending a school for denominational reasons.

If you require further information about mainstream home to school travel you can visit the Kingston Council website at www.kingston.gov.uk or contact the School Services and Benefits Officer on 020 8547 5448.

Section 11

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 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Nursery aged children eligible for free school meals can be provided with a free school meal if they are receiving education before and after lunch.

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.

A free school meal consists of a nutritionally balanced lunch which meets the current government nutritional standards for primary schools. Where schools serve hot meals, a free hot meal will be provided to children who are eligible.

Section 12

Schools in other council areas

If you are a Kingston borough resident and you wish to apply for schools in other council areas, you must include these on your Kingston application. Every council produces a brochure similar to this one that gives full details of schools and their admission criteria. To obtain a copy of this contact the relevant council.

Listed in this section are schools located in neighbouring authorities that Kingston families tend to apply for. This list is not exhaustive and there are other schools in each of these council areas that have not been included here. For more information please contact the relevant council.

If your child lives outside the Kingston borough, you should obtain and complete the primary admission application form of the council where your child lives. All councils within London and its surrounding areas are working together to process primary admission applications in accordance with a common timetable. Admission policies vary from council to council and from school to school. You must therefore obtain full details of, and make sure that you find out the order in which places are offered at any schools that you prefer.

For admission details and advice on an individual school's admission policies, contact the education office of the home council shown for the school. Alternatively, you may contact the schools direct to ask about the policy followed if the school receives more applications than places available. Please note the national closing date for all Reception and junior school applications is 15 January 2019.

Details of the nearest schools within the five councils bordering Kingston

London Borough of Merton

Children, Schools and Families Department

Merton Civic Centre, London Road, Morden SM4 5DX

Phone: 020 8274 4906

Email: admissions@merton.gov.uk

Website: www.merton.gov.uk/admissions

Hollymount Primary School DfE number 315 2061

Cambridge Road, London SW20 0SQ

Phone: 020 8946 0454

Sacred Heart RC Primary School DfE number 315 3501

Burlington Road, New Malden KT3 4ND

Phone: 020 8942 0215

St John Fisher RC School DfE number 315 3505

Grand Drive, London SW20 9NA

Phone: 020 8540 2637

St Matthew's CE Primary School DfE number 315 3302

Cottenham Park Road, London SW20 0SX

Phone: 020 8947 7227

West Wimbledon Primary School DfE number 315 2081

Bodnant Gardens, West Barnes Lane, Raynes Park SW20 0BZ

Phone: 020 8946 1620

London Borough of Richmond upon Thames

School Admissions, Achieving for Children

Guildhall 2, Kingston upon Thames KT1 1EU

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

Email: richmond.admissions@achievingforchildren.org.uk

Website: www.richmond.gov.uk/schools

Hampton Wick Infant and Nursery School DfE number 318 2010

Normansfield Avenue, Teddington TW11 9RP

Phone: 020 8977 3971

Meadlands Primary School DfE number 318 2015

Broughton Avenue, Ham TW10 7TS

Phone: 020 8940 9207

Sacred Heart Primary School DfE number 318 3320

St Mark's Road, Teddington TW11 9DD

Phone: 020 8977 6591

St John the Baptist CE Junior School DfE number 318 3312

Lower Teddington Road, Hampton Wick KT1 4HQ

Phone: 020 8977 4114

St Richard's CE Primary School DfE number 318 3303

Ashburnham Road, Ham TW10 7NL

Phone: 020 8940 7911

The Russell Primary School DfE number 318 2019

Petersham Road, Richmond TW10 7AH

Phone: 020 8940 1446

Surrey County Council

Admissions and Transport Team

Quadrant Court, 35 Guildford Road, Woking GU22 7QQ

Phone: 0300 200 1004

Email: schooladmissions@surreycc.gov.uk

Website: www.surreycc.gov.uk/admissions

Claygate Primary School DfE number 936 2929

Foley Road, Claygate KT10 0NB

Phone: 01372 465348

Cuddington Community Primary School DfE number 936 2095

Salisbury Road, Worcester Park KT4 7DD

Phone: 020 8716 2677

Cuddington Croft Primary School DfE number 936 2355

West Drive, Cheam SM2 7NA

Phone: 020 8642 4325

Danetree Primary School DfE number 936 2092

Danetree Road, West Ewell KT19 9SE

Phone: 020 8393 6406

Hinchley Wood Primary School DfE number 936 2100

Claygate Lane, Hinchley Wood KT10 0AQ

Phone: 020 8398 1310

Long Ditton Infant & Nursery School DfE number 936 2101
Ditton Hill Road, Long Ditton, Surbiton KT6 5JB
Phone: 020 8398 4398

Long Ditton St Mary's CofE (Aided) Junior School DfE number 936 3343
Sugden Road, Long Ditton, Surbiton KT7 0AD
Phone: 020 8398 1070

Riverview CofE Primary & Nursery School DfE number 936 3065
Riverview Road, West Ewell KT19 0JP
Phone: 020 8337 1245

St Clement's Catholic Primary School DfE number 936 3470
Fennells Mead, West Ewell KT17 1TX
Phone: 020 8393 8789

St Paul's Catholic Primary School DfE number 936 3446
Hampton Court Way, Thames Ditton KT7 0LP
Phone: 020 8398 6791

Thames Ditton Infant School DfE number 936 2103
Speer Road, Thames Ditton KT7 0NW
Phone: 020 8398 5842

Thames Ditton Junior School DfE number 936 2102
Mercer Close, Thames Ditton KT7 0BS
Phone: 020 8398 3039

The Mead Infant School DfE number 936 2091
Newbury Gardens, Ewell KT19 0QG
Phone: 020 8393 0966

West Ewell Infant and Nursery School DfE number 936 2093
Ruxley Lane, West Ewell KT19 0UY
Phone: 020 8393 2417

London Borough of Sutton

Children, Young People and Learning Directorate

Civic Offices, St Nicholas Way, Sutton SM1 1EA

Phone: 020 8770 5000

Email: admissions@sutton.gov.uk

Website: www.sutton.gov.uk

Correspondence should be addressed to Sutton Schools Admissions Team.

Cheam Common Infants' School DfE number 319 2007
Balmoral Road, Worcester Park KT4 8SS
Phone: 020 8337 4152

Cheam Common Junior Academy DfE number 319 2013
Kingsmead Avenue, Worcester Park KT4 8UT
Phone: 020 8337 1844

Dorchester Primary School DfE number 319 2038
Dorchester Road, Worcester Park KT4 8PG
Phone: 020 8330 1144

London Borough of Wandsworth

Pupil Services Section, Children's Services Department

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

Phone: 020 8871 7316

Email: admissions@wandsworth.gov.uk

Website: www.wandsworth.gov.uk/admissions

All Saints (CofE) Primary School DfE number 212 3304

Putney Common, London SW15 1HL

Phone: 020 8788 5196

Granard Primary School DfE number 212 2781

Cortis Road, London SW15 6XA

Phone: 020 8788 3606

Heathmere Primary School DfE number 212 2786

Alton Road, London SW15 4LJ

Phone: 020 8788 9057

Hotham School DfE number 212 2314

Charlwood Road, London SW15 1PN

Phone: 020 8788 6468

Oasis Academy Putney DfE number 212 9999

The Former Hospital Site, Comondale, Putney SW15 1HW

Phone: 020 7921 4656

Our Lady of Victories (RC) Primary School DfE number 212 3387

1 Clarendon Drive, London SW15 1AW

Phone: 020 8788 7957

Roehampton (CofE) Primary School DfE number 212 3390

245 Roehampton Lane, London SW15 4AA

Phone: 020 8788 8650

Sacred Heart (RC) Primary School DfE number 212 3629

Roehampton Lane, London SW15 5NX

Phone: 020 8876 7074

The Alton Primary School DfE number 212 2877

Danebury Avenue, London SW15 4PD

Phone: 020 8876 8482

Independent schools

These are schools where you pay fees for your child to attend. Kingston Council does not pay for places at independent schools. Further information can be obtained from:

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

Phone: 020 7766 7070 Website: www.isc.co.uk

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

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

Phone: 020 8547 4610

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

Email: kingston.admissions@achievingforchildren.org.uk

Website: 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.