

This brochure includes a  
summary of the admission  
arrangements for  
September 2024 entry

# Kingston's infant, junior, primary and secondary schools

The school admissions service is provided by Achieving for Children, in partnership with the Royal Borough of Kingston upon Thames.

This brochure provides information about the state-funded schools in the Kingston borough, and should be read together with the relevant admissions guide available on [the Kingston Council website](#).

When the brochure refers to 'primary' school, this will mean primary, infant or junior school unless otherwise differentiated.

Responsibility for information printed here relating to academies, voluntary aided or free schools lies with the governing body of the school concerned, and not with Kingston Council or Achieving for Children.

If you have difficulty reading this document because of a disability or because English is not your first language, we can help. Please email the School Admissions team or ask someone to email on your behalf.

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# SECTION 1: General information

## Types of school in Kingston

There are 46 state-funded schools in the Kingston upon Thames borough: 27 primary schools, four infant schools, four junior schools and 11 secondary schools. The type of school determines who is responsible for deciding admission arrangements.

### 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.

### 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 the Kingston borough.

### 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.

### Academies

An academy is a school that is run by an academy trust and its governors independently of the local authority, and is funded entirely by central government. The governing body is responsible for setting the admissions policy.

### Free schools

A free school is an all-ability school which is run by the governing body independently of the local authority, and is funded directly by central government. They are set up to meet the needs of the local community. The governors are responsible for setting the admissions policy.

You can find more information about the schools in the borough by looking at the council's website at [www.kingston.gov.uk](http://www.kingston.gov.uk). You can also [find and compare schools](#) on [GOV.UK](http://GOV.UK). If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and on the [Ofsted website](#).

## Age range of schools

### When children start school in Kingston

Children start school in the September of the school year in which they will become 5 years old, which means most children are 4 years old when they start school. 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).

### 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. Some 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.

### Secondary schools

Secondary schools provide education for children aged 11 to 16 years, and they cover Years 7 to 11. Children will finish statutory education on the last Friday in June if they will be 16 by September. They are then expected to participate in education, employment or training until they are 18 years old.

This brochure provides a summary of the oversubscription criteria for each school in the borough for the academic year 2024-25. It is your responsibility to visit the individual school's website to read the full admissions policy before making your application to ensure you understand the definition of the oversubscription criteria, and how they will be applied to your child application.

The oversubscription criteria listed here are for places available after all children with an Education, Health and Care Plan (EHCP) naming the school have been admitted. Children with an EHCP applying for a place at one of the two grammar schools will also be required to pass the required selection tests to be considered for entry into the school.

If you are intending to make an in-year transfer application during the academic year 2023-24, you should visit the school website for information about the current year's arrangements in case they are different.

## SECTION 2: Infant, junior and primary schools

### List of schools

(N) indicates school with maintained nursery PAN = published admission number

School details	Type of school	PAN
<p><b>Alexandra Primary School (N)</b>  <b>DfE number 314 2031</b>                      Alexandra Road, Kingston KT2 6SE                      T: 020 8546 7176                      E: <a href="mailto:alexandrasch@axi.rbksch.org">alexandrasch@axi.rbksch.org</a>                      W: <a href="http://www.alexandra.kingston.sch.uk">www.alexandra.kingston.sch.uk</a>                      Headteacher: Mr R Waiting</p>	Community	60
<p><b>Burlington Infant and Nursery School (N)</b>  <b>DfE number 314 2002</b>                      Burlington Road, New Malden KT3 4LT                      T: 020 8942 1586                      E: <a href="mailto:admin@burlingtoni.org.uk">admin@burlingtoni.org.uk</a>                      W: <a href="http://www.burlingtoni.kingston.sch.uk">www.burlingtoni.kingston.sch.uk</a>                      Headteacher: Mrs S Yay-Walker</p>	Community	120
<p><b>Burlington Junior School</b>  <b>DfE number 314 2001</b>                      Burlington Road, New Malden KT3 4LT                      T: 020 8942 2687                      E: <a href="mailto:admin@bjs.rbksch.org">admin@bjs.rbksch.org</a>                      W: <a href="http://www.burlingtonj.kingston.sch.uk">www.burlingtonj.kingston.sch.uk</a>                      Headteacher: Mrs P Utting</p>	Community	120
<p><b>Castle Hill Primary School (N)</b>  <b>DfE number 314 2000</b>                      Buckland Road, Chessington KT9 1JE                      T: 020 8397 2006                      E: <a href="mailto:admin@castlehill.rbksch.org">admin@castlehill.rbksch.org</a>                      W: <a href="http://www.castlehill-kingston.co.uk/index.asp">www.castlehill-kingston.co.uk/index.asp</a>                      Headteacher: Mrs D Johnson</p>	Academy	60
<p><b>Christ Church New Malden CofE Primary School (N)</b>  <b>DfE number 314 3301</b>                      Lime Grove, New Malden KT3 3TW                      T: 020 8336 7800                      E: <a href="mailto:office@ccnm.uk">office@ccnm.uk</a>                      W: <a href="http://www.ccnm.uk">www.ccnm.uk</a>                      Headteacher: Mr N Meehan                      The school's junior department is situated in Elm Road, New Malden KT3 3HN</p>	Voluntary aided	60

School details	Type of school	PAN
<p><b>Christ Church CofE Primary School</b>  <b>DfE number 314 3302</b>  Pine Gardens, Surbiton KT5 8LJ  T: 020 8399 8166  E: <a href="mailto:office@ccp.rbksch.org">office@ccp.rbksch.org</a>  W: <a href="http://www.ccp.kingston.sch.uk">www.ccp.kingston.sch.uk</a>  Headteacher: Ms E Hough</p>	Voluntary aided	60
<p><b>Coombe Hill Infant School</b>  <b>DfE number 314 2004</b>  Coombe Lane West, Kingston KT2 7DD  T: 020 8942 9481  E: <a href="mailto:admin@chi.rbksch.org">admin@chi.rbksch.org</a>  W: <a href="http://www.coombehillininfants.com">www.coombehillininfants.com</a>  Headteacher: Mrs J Berry</p>	Community	90
<p><b>Coombe Hill Junior School</b>  <b>DfE number 314 2028</b>  Coombe Lane West, Kingston KT2 7DD  T: 020 8949 1743  E: <a href="mailto:chjoffice@chj.rbksch.org">chjoffice@chj.rbksch.org</a>  W: <a href="http://www.coombehilljuniors.com">www.coombehilljuniors.com</a>  Headteacher: Mrs L Mastrocola</p>	Community	90
<p><b>Corpus Christi Catholic Primary School (N)</b>  <b>DfE number 314 3500</b>  Chestnut Grove, New Malden KT3 3JU  T: 020 8942 2645  E: <a href="mailto:office@corpuschristi.rbksch.org">office@corpuschristi.rbksch.org</a>  W: <a href="http://www.corpuschristi.kingston.co.uk">www.corpuschristi.kingston.co.uk</a>  Headteacher: Ms M Baxter</p>	Voluntary aided	60
<p><b>Ellingham Primary School (N)</b>  <b>DfE number 314 2005</b>  Ellingham Road, Chessington KT9 2JA  T: 020 8397 3864  E: <a href="mailto:office@elp.rbksch.org">office@elp.rbksch.org</a>  W: <a href="http://www.ellinghamschool.co.uk">www.ellinghamschool.co.uk</a>  Headteacher: Mrs L Keogh</p>	Community	60

School details	Type of school	PAN
<p><b>Fern Hill Primary School (N)</b>  <b>DfE number 314 2037</b>  Richmond Road, Kingston KT2 5PE  T: 020 8247 0300  E: <a href="mailto:office@fernhillprimary.org">office@fernhillprimary.org</a>  W: <a href="http://www.fernhill.kingston.sch.uk">www.fernhill.kingston.sch.uk</a>  Headteacher: Mr A Scott</p>	Academy	90
<p><b>Grand Avenue Primary and Nursery School (N)</b>  <b>DfE number 314 2033</b>  Grand Avenue, Surbiton KT5 9HU  T: 020 8399 5344  E: <a href="mailto:office@grandavenue.kingston.sch.uk">office@grandavenue.kingston.sch.uk</a>  W: <a href="http://www.grandavenue.kingston.sch.uk">www.grandavenue.kingston.sch.uk</a>  Headteacher: Mrs M Barrington</p>	Community	90
<p><b>Green Lane Primary and Nursery School (N)</b>  <b>DfE number 314 2008</b>  Green Lane, Worcester Park KT4 8AS  Phone: 020 8337 6976  Email: <a href="mailto:enquiries@greenlane.org.uk">enquiries@greenlane.org.uk</a>  Website: <a href="http://www.greenlane.org.uk">www.greenlane.org.uk</a>  Headteacher: Mrs S Berlemont</p>	Academy	60
<p><b>King Athelstan Primary School (N)</b>  <b>DfE number 314 2032</b>  Villiers Road, Kingston KT1 3AR  T: 020 8546 8210  E: <a href="mailto:admin@kingathelstan.rbksch.org">admin@kingathelstan.rbksch.org</a>  W: <a href="http://www.kingathelstan.kingston.sch.uk">www.kingathelstan.kingston.sch.uk</a>  Headteacher: Ms E Newton</p>	Community	60
<p><b>King's Oak Primary School (N)</b>  <b>DfE number 314 2035</b>  Dickerage Lane, New Malden KT3 3RZ  T: 020 8942 5154  E: <a href="mailto:admin@kop.rbksch.org">admin@kop.rbksch.org</a>  W: <a href="http://www.kingsoak.kingston.sch.uk">www.kingsoak.kingston.sch.uk</a>  Headteacher: Mr I Hutchings</p>	Community	90
<p><b>Knollmead Primary School (N)</b>  <b>DfE number 314 2007</b>  Knollmead, Tolworth, Surbiton KT5 9QP  T: 020 8337 3778  E: <a href="mailto:enquiries@knollmeadprimary.co.uk">enquiries@knollmeadprimary.co.uk</a>  W: <a href="http://www.knollmeadprimary.co.uk">www.knollmeadprimary.co.uk</a>  Headteacher: Mr D Tan</p>	Academy	30



School details	Type of school	PAN
<p><b>Latchmere School (N)</b>  <b>DfE number 314 2014</b>  Latchmere Road, Kingston KT2 5TT  T: 020 8546 7181  E: <a href="mailto:office@latchmereschool.org">office@latchmereschool.org</a>  W: <a href="http://www.latchmereschool.org">www.latchmereschool.org</a>  Headteacher: Mrs C Coles</p>	Academy	90
<p><b>Lime Tree Primary School</b>  <b>DfE number 314 2006</b>  South Bank Terrace, Surbiton KT6 6DG  T: 020 8390 9544  E: <a href="mailto:admin@limetree.rbksch.org">admin@limetree.rbksch.org</a>  W: <a href="http://www.limetree.info">www.limetree.info</a>  Headteacher: Ms S Hawker</p>	Foundation	60
<p><b>Lovelace Primary School (N)</b>  <b>DfE number 314 2036</b>  Mansfield Road, Hook, Chessington KT9 2RN  T: 020 8397 3265  E: <a href="mailto:office@lovelace.rbksch.org">office@lovelace.rbksch.org</a>  W: <a href="http://www.lovelace.kingston.sch.uk">www.lovelace.kingston.sch.uk</a>  Headteacher: Mr R Meakin</p>	Community	90
<p><b>Malden Manor Primary and Nursery School (N)</b>  <b>DfE number 314 2034</b>  Sheephouse Way, New Malden KT3 5PF  T: 020 8337 9620  E: <a href="mailto:schooloffice@maldenmanor.rbksch.org">schooloffice@maldenmanor.rbksch.org</a>  W: <a href="http://www.maldenmanor.kingston.sch.uk">www.maldenmanor.kingston.sch.uk</a>  Headteacher: Mrs K Tremain</p>	Community	60
<p><b>Malden Parochial CofE Primary School (N)</b>  <b>DfE number 314 3303</b>  The Manor Drive, Worcester Park KT4 7LW  T: 020 8337 4804  E: <a href="mailto:office@mps.rbksch.org">office@mps.rbksch.org</a>  W: <a href="http://www.maldenparochial.co.uk">www.maldenparochial.co.uk</a>  HeadteacherMs Lucy McMullen</p>	Voluntary aided	30
<p><b>Maple Infant School (N)</b>  <b>DfE number 314 2030</b>  Maple Road, Surbiton KT6 4AL  T: 020 8399 3341  E: <a href="mailto:office@maple.rbksch.org">office@maple.rbksch.org</a>  W: <a href="http://www.mapleinfants.co.uk">www.mapleinfants.co.uk</a>  Headteacher: Mrs C Barwell</p>	Community	90

School details	Type of school	PAN
<p><b>Our Lady Immaculate Catholic Primary School</b>  <b>DfE number 314 3501</b>            399 Ewell Road, Surbiton KT6 7DG            T: 020 8399 9854            E: <a href="mailto:admin@oli.rbksch.org">admin@oli.rbksch.org</a>            W: <a href="http://www.oli.kingston.sch.uk">www.oli.kingston.sch.uk</a>            Headteacher: Mr B Martin</p>	Voluntary aided	60
<p><b>Robin Hood Primary and Nursery School (N)</b>  <b>DfE number 314 2020</b>            Bowness Crescent, Kingston Vale SW15 3QL            T: 020 8546 7388            E: <a href="mailto:office@robinhood.rbksch.org">office@robinhood.rbksch.org</a>            W: <a href="http://www.robinhoodprimary.org.uk">www.robinhoodprimary.org.uk</a>            Headteacher: Ms C Clarke</p>	Academy	30
<p><b>St Agatha's Catholic Primary School (N)</b>  <b>DfE number 314 3503</b>            St Agatha's Drive, Kingston KT2 5TY            T: 020 8546 3879            E: <a href="mailto:office@stagathas.school">office@stagathas.school</a>            W: <a href="http://www.stagathas.school">www.stagathas.school</a>            Headteacher: Mrs E Cahill</p>	Academy	60
<p><b>St Andrew's and St Mark's CofE Junior School</b>  <b>DfE number 314 3304</b>            Maple Road, Surbiton KT6 4AL            T: 020 8390 2976            E: <a href="mailto:office@sasm.rbksch.org">office@sasm.rbksch.org</a>            W: <a href="http://www.sasm.kingston.sch.uk">www.sasm.kingston.sch.uk</a>            Headteacher: Mr M Gates</p>	Voluntary aided	90
<p><b>St John's CofE Primary School (N)</b>  <b>DfE number 314 3305</b>            Portland Road, Kingston KT1 2SG            T: 020 8546 7179            E: <a href="mailto:admin@stjohns.rbksch.org">admin@stjohns.rbksch.org</a>            W: <a href="http://www.stjohns.kingston.sch.uk">www.stjohns.kingston.sch.uk</a>            Headteacher: Mrs L Esua</p>	Voluntary aided	30
<p><b>St Joseph's Catholic Primary School (N)</b>  <b>DfE number 314 3502</b>            The Fairfield, Kingston KT1 2UP            T: 020 8546 7178            E: <a href="mailto:office@stjosephs.rbksch.org">office@stjosephs.rbksch.org</a>            W: <a href="http://www.stjosephs.kingston.sch.uk">www.stjosephs.kingston.sch.uk</a>            Headteacher: Mrs L Flower</p>	Voluntary aided	30

School details	Type of school	PAN
<p><b>St Luke's CofE Primary School (N)</b>  <b>DfE number 314 5200</b>  Acre Road, Kingston KT2 6EN  T: 020 8546 0902  E: <a href="mailto:office@stlukes.rbksch.org">office@stlukes.rbksch.org</a>  W: <a href="http://www.stlukes.kingston.sch.uk">www.stlukes.kingston.sch.uk</a>  Headteacher: Mr G Dutton</p>	Foundation	30
<p><b>St Mary's CofE Primary School (N)</b>  <b>DfE number 314 3311</b>  Church Lane, Chessington KT9 2DH  T: 020 8397 9597  E: <a href="mailto:office@stmarys.rbksch.org">office@stmarys.rbksch.org</a>  W: <a href="http://www.stmaryschessington.co.uk">www.stmaryschessington.co.uk</a>  Headteacher: Mrs E Lawlor</p>	Voluntary aided	30
<p><b>St Matthew's CofE Primary School</b>  <b>DfE number 314 3310</b>  Langley Road, Surbiton KT6 6LW  T: 020 8399 3909  E: <a href="mailto:admin@stmatthews.rbksch.org">admin@stmatthews.rbksch.org</a>  W: <a href="http://www.stmatthews.kingston.sch.uk">www.stmatthews.kingston.sch.uk</a>  Headteacher: Miss P Dryden</p>	Voluntary aided	60
<p><b>St Paul's CofE Primary School, Kingston Hill</b>  <b>DfE number 314 3309</b>  Princes Road, Kingston KT2 6AZ  T: 020 8549 4555  E: <a href="mailto:admin@stpaulskh.kingston.sch.uk">admin@stpaulskh.kingston.sch.uk</a>  W: <a href="http://www.stpaulskh.kingston.sch.uk">www.stpaulskh.kingston.sch.uk</a>  Headteacher: Mr K Edmonds</p>	Voluntary aided	60
<p><b>St Paul's CofE Primary School (Chessington)</b>  <b>DfE number 314 3308</b>  Orchard Road, Chessington KT9 1AJ  T: 020 8397 3553  E: <a href="mailto:office@sph.rbksch.org">office@sph.rbksch.org</a>  W: <a href="http://www.stpaulsp.kingston.sch.uk">www.stpaulsp.kingston.sch.uk</a>  Headteacher: Mrs E Evans</p>	Voluntary aided	30

School details	Type of school	PAN
<p><b>Tolworth Infant and Nursery School (N)</b>  Federated with Tolworth Junior School  <b>DfE number 314 2025</b>  School Lane, Surbiton KT6 7SA  T: 020 8399 4231  E: <a href="mailto:admin@tins.rbksch.org">admin@tins.rbksch.org</a>  W: <a href="http://www.tolworthschool.org.uk">www.tolworthschool.org.uk</a>  Headteacher: Ms R Seivright-Nye</p>	Community	90
<p><b>Tolworth Junior School</b>  Federated with Tolworth Infant and Nursery School  <b>DfE number 314 2024</b>  Douglas Road, Surbiton KT6 7SA  T: 020 8399 4472  E: <a href="mailto:admin@tjs.rbksch.org">admin@tjs.rbksch.org</a>  W: <a href="http://www.tolworthj.kingston.sch.uk">www.tolworthj.kingston.sch.uk</a>  Headteacher: Mrs R Seivright-Nye</p>	Community	90

## Admission arrangements for 2024

### Community infant and primary schools

Alexandra Primary	Grand Avenue Primary	Malden Manor Primary
Burlington Infant	King Athelstan Primary	Maple Infant
Coombe Hill Infant	King's Oak Primary	Tolworth Infant
Ellingham Primary	Lovelace Primary	

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the Kingston Council website](#) for further information about each criterion, and the information you must provide as the applicant, before making your application. These criteria will be applied to every application naming a community infant or primary school. The same criteria are used to order applications included on a community school's waiting list.

1. Places will be offered firstly to looked after children or previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered next to children who have a brother or sister (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.
3. 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. Information about applying under this criterion is available in the '*Admission to Kingston's Primary Schools*' brochure available on [the Kingston Council website](#).
4. 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.
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line in metres to the nearest school gate. All distances will be measured using the School Admissions' geographical information system (GIS). 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.

#### Tie breaker

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the School Admissions' computerised geographical information system. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used 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 (2).

## Community junior schools

Burlington Junior	Coombe Hill Junior	Tolworth Junior
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This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the Kingston Council website](#) for further information about each criterion, and the information you must provide as the applicant, before making your application. These criteria will be applied to every application naming a community school. The same criteria are used to order applications remaining on a school's waiting list.

1. Places will be offered firstly to looked after children or previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered secondly to children attending the paired community infant school. This criterion (2) will only apply until 31 August 2024.
3. 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.
4. 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. Information about applying under this criterion is available in the 'Admission to Kingston's Primary Schools' brochure available on [the Kingston Council website](#).
5. 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.
6. The remaining places will be offered to children who live nearest to the school, as measured by a straight line in metres to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system (GIS).

The paired infant schools are Burlington Infant and Nursery School with Burlington Junior School, Coombe Hill Infant School with Coombe Hill Junior School, Tolworth Infant and Nursery School with Tolworth Junior School.

### **Tie breaker**

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the School Admissions' computerised geographical information system. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used 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 (3).

## Academies, foundation, free and voluntary aided schools

Castle Hill Primary	Latchmere Primary	St John's CofE Primary
Christ Church New Malden	Lime Tree Primary	St Joseph's Catholic Primary
Christ Church Primary	Malden Parochial Primary	St Luke's CofE Primary
Corpus Christi Catholic Primary	Our Lady Immaculate Catholic Primary	St Mary's CofE Primary
Fern Hill Primary	Robin Hood Primary	St Matthew's CofE Primary
Green Lane Primary	St Agatha's Catholic Primary	St Paul's Kingston Hill
Knollmead Primary	St Andrew's and St Mark's CofE Junior	St Paul's CofE Primary

### Castle Hill Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children or previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered next to children who have a brother or sister (sibling), including an adopted, foster, half or step brother or sister, living at the same address and attending Reception to Year 6 at the time of admission.
3. 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 applications made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Places will then be offered in cases of exceptional family, social or medical need which makes the school the most suitable one for the individual child. Please note professional supporting evidence is required.
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the main entrance of the school in Buckland Road. All distances will be measured using the local authority's computerised geographical information system.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the distance from home to the school is used as a 'tie-breaker'. For applicants who live the same distance from the school, random selection by the drawing of lots will be used as a final tie breaker. Any random selection will be supervised by somebody independent of the school.

## Christ Church New Malden CofE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. Children with exceptional social or medical needs. Written supporting evidence should be supplied at the time of application from a relevant professional showing why Christ Church is the most suitable school and the difficulties that would be caused if the child has to attend another school.
3. Places will be offered to children of staff who have been employed by the school for at least two years prior to application, or to fill a post for which there was a demonstrable skills shortage.
4. Children who have a brother or sister, (including an adopted, foster, half or step brother or sister), living at the same address and attending Christ Church New Malden CofE Primary School at the time of admission.
  5. a. Children whose parent(s) or legal guardian(s) or family member such as grandparents or aunts and uncles, accompanying the child, worships at Christ Church or St John's New Malden, at least twice a month and has done so for a period of two years\*\* at the time of application.
  - b. Children whose parent(s) or legal guardian(s) or family member for example, grandparents or aunts and uncles, accompanying the child, worships at another church belonging to Churches Together in New Malden (as at 1 November 2018)\* at least twice a month and has done so for a period of two years\*\* at the time of application.
  - c. Children whose parent(s) or legal guardian(s) or family member for example, grandparents or aunts and uncles, accompanying the child, worships at another Trinitarian Christian Church (including non English language churches) at least twice a month and has done so for a period of two years\*\* at the time of application and who live within two kilometres of the school.
6. Children who live nearest to the school.

The total number of places allocated under category 5 will be 15 and will be applied in subcategory order (a, b, c). However, if the 15th applicant is the first of siblings (including adopted) applying for the same admissions year then the number will be increased accordingly to include all same school year siblings. Any children beyond the maximum number in category 5 will be automatically transferred to category 6.

\* These Churches are New Malden Baptist Church, New Malden Methodist Church, St James's, St Joseph's and New Malden United Reformed Church.

\*\*For category 5, if the parent, legal guardian or family member accompanying the child has been attending for less than two years, because they have lived in New Malden for less than two years, but previously attended another Trinitarian church or a non-English speaking church, then a form from the previous church is also required so that the full two year period is covered.



Written evidence of the applicant's commitment to their place of worship will be needed and the school requires the appropriate supplementary information form to be completed by parents and the clergy or minister. The form may be downloaded from the school website or collected from reception. This form must accompany any application for a place where church criteria is being used. If no supplementary information form is received before the application deadline the application cannot be considered under the church criteria and will default to category 6.

The distance from home to school, criterion 6, is used as a 'tiebreaker' if there are more applications than places available under any of the oversubscription criteria. For applicants from the same block of flats, or who live at the same distance, random allocation by the drawing of lots will be used as a final tiebreaker, supervised by someone independent of the school.

Distance is measured by a straight line from the applicant's home address to the main entrance of the Lime Grove site or the main entrance of the Elm Road site (whichever is closer). All distances will be measured using the School Admissions' computerised geographical information system.

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).

### **Christ Church CofE Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Children who are looked after or previously looked after by a local authority (including children adopted from state care outside of England).
2. Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence, such as from a doctor, social worker or educational psychologist which sets 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 brother or sister attending the school at the time of admission. This includes, half brothers and sisters, step brothers and sisters and adopted or foster children living at the same address at the time of admission. This also includes children whose parents have separated and who have chosen to live with different parents so that siblings can stay together regardless of where they live.
4. Children whose parents or guardians are committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth.
5. Children in order of proximity from the school to their home. All home to school distances will be measured by Kingston Council's School Admission system using a straight line to a centre point on the Christ Church School site defined and generated by the School Admissions' geographical information system. This single defined central point is used to ensure that no application or applicant is disadvantaged over other applicants by measurement to individual entrance gates.

In the event that two or more applicants have equal right to a place under any of 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 governing body will draw lots to decide between.

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

Committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth relates to those parents or guardians (one or both), and the child, who have attended worship at least fortnightly for at least two years prior to application.

To evidence this, they must submit the supplementary form for clergy which confirms that they have been and are attending a service on Sunday at least twice a month for at least two years prior to the application closing date as indicated in the Primary Schools Admissions Booklet. The form is to be verified by the Vicar or equivalent of Christ Church, Surbiton Hill or Emmanuel Church, Tolworth. In the absence of the vicar at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, the churchwarden of the church concerned should complete the form. Parents or carers who intend to apply for a place using this criterion may check with the Vicar, before the allocation of places is made whether their application currently meets the criterion.

Where parents or guardians (one or both) have been committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth within the above definition for at least three months, but for less than two years, or have moved into the area within three months and have been unable to attend church as described, having previously attended another church of a Christian denomination so that the total attendance at church is for at least two years, they must provide the form for clergy completed by the minister of that church, which confirms that they were attending a service on Sunday twice a month for the required period. This form is to be provided in addition to the form relating to their attendance at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth.

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).

### **Corpus Christi Catholic Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

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 or who have become the subject of a residence or guardianship order (including Catholic children adopted from state care outside of England).
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic church must accompany the supplementary information form.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order, (including children adopted from state care outside of England)
5. Children who are members of Eastern Orthodox churches. Evidence of Baptism (or dedication) will be required.

6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed places available and it is necessary to decide between them.

- a) The attendance of a sibling at the school at the time of admission.
- b) For categories 2 and 3 above, the strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents or guardians and endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the supplementary form. Firstly attendance at Mass weekly, secondly at least once a month, followed by those who attend less than once a month.
- c) 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 for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Exceptional social, medical or pastoral need of the child which make the school particularly suitable. Strong and relevant written evidence showing why this school meets the needs of the child must be provided by an appropriate professional such as a doctor, social worker or priest.
- e) The distance from the child's home to the school gate as measured by a straight line. This will be measured by the School Admissions' computerised geographical information system, which is consistent for all applicants. Where the last remaining place is to be allocated and two or more children are deemed to live the same distance from the school the place will be decided by the drawing of lots. This will be witnessed by a person independent of the school.

'Catechumen' means a member of the catechumenate of a Catholic church. This will normally be evidenced by a certificate of reception into the order of catechumens

Reference to other Christian denominations refers to other denominations that are full members of Churches Together in England.

A sibling is defined as a full or adopted brother or sister, or step or half brother or sister living at the same address, a child who is living as part of the family unit by reason of a court order or a child who has been placed with foster carers as a result of being looked after by the authority.

A member of staff is defined as an employee who is on the school's payroll.

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).

## **Fern Hill Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children or previously looked after children, (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered next to children who have a brother or sister (sibling) including a step, adopted, half-brother or sister or foster brother or sister, living at the same address, and attending the school at the time of admission.
3. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application and verified by professionally supported evidence) which makes Fern Hill Primary School the most suitable one for the child.
4. Places will then be offered to children of permanent 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.
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the distance from home to school, criterion (4), is used as a 'tie-breaker'. For applicants who live the same distance from the school, random selection by the drawing of lots by the School Admissions team will be used as a final tie breaker.

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

## **Green Lane Primary**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children or previously looked after children, (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered next to children who have a brother or sister (sibling) including a step, adopted, half-brother or sister or foster brother or sister, living at the same address, a child who, is living as part of a family unit by reason of a court order or a child who has been placed

with foster carers as a result of being looked after by the authority and attending the school at the time when the child would be admitted.

3. 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) which makes Green Lane Primary School the most suitable one for the child.
4. Places will then be offered to children of permanent 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.
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the distance from home to school, criterion (4), is used as a 'tie-breaker'. For applicants who live the same distance from the school, random selection by the drawing of lots by the School Admissions team will be used as a final tie breaker.

### **Knollmead Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children or previously looked after children, (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered next to children who have a brother or sister (sibling) including a step, adopted, half brother or sister or foster brother or sister, living at the same address, a child who is living as part of a family unit by reason of a court order or a child who has been placed with foster carers as a result of being looked after by the authority and attending Knollmead School at the time when the child would be admitted.
3. Places will then be offered to children of permanent members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. 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 Knollmead Primary School the most suitable one for the child.
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the distance from home to school, criterion (4), is used as a 'tie-breaker'. For applicants who live the same distance from the school, random selection by the drawing of lots by the School Admissions team will be used as a final tie breaker.

### **Latchmere School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children or previously looked after children, (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered next to children who have a brother or sister (sibling) including a step, adopted, half brother or sister, or foster brother or sister, living at the same address, a child who is living as part of a family unit by reason of a court order or a child who has been placed with foster carers as a result of being looked after by the authority and attending Latchmere School at the time when the child would be admitted.
3. 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) which makes Latchmere School the most suitable one for the child.
4. 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.
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the distance from home to school, criterion (5), is used as a 'tie-breaker'. For applicants who live the same distance from the school, random selection by the drawing of lots will be used as a final tie breaker.

### **Lime Tree Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children or previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).

2. Places will be offered next to children who have a brother or sister (sibling) including a step, adopted, half brother or sister, or foster brother or sister, living at the same address, and attending Lime Tree Primary School at the time when the child would be admitted.
3. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

The distance from home to school, criterion (5), is used as a 'tie-breaker' if there are more applications than places available under criterion (1) to (4). 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.

### **Malden Parochial CofE Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. Children with an exceptional and professionally supported medical or social need for a place at this school.
3. 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 (see note 3).
4. Children whose parent or guardian is a faithful and regular worshipper at St John the Baptist Parish Church, Old Malden, and who have a sibling who will be attending the school at the time of admission and live in the Parish.
5. Children whose parent or guardian is a faithful and regular worshipper at St John the Baptist Parish Church, Old Malden and live within the Parish.
6. Children who will have a sibling at the school, at the time of admission.
7. Children whose parent or guardian is a faithful and regular worshipper at another Anglican or other Christian church and live in the Parish.
8. Children who live within the Parish of St John the Baptist Parish Church, Malden in order of proximity to the school.
9. The remaining places will be offered to children who live nearest to the school, as measured by a straight line, from the address point of the child to the nearest school gate, 'marked main gate'. All distances will be measured using the School Admissions' computerised geographical information system. Where homes are deemed to be equidistant from the school, the governors will arrange for lots to be drawn to decide between applicants.



In the event of oversubscription in any of the above criteria, distance will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

'Faithful and regular worshipper' is defined as attendance of the parent or guardian at worship at least fortnightly for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Qualifying siblings are brothers and sisters, half or step brother or sister, foster and adopted brothers and sisters who will still be attending in September 2024, and living with the parent or carer at the same address as the child named in this application.

Please note that the older child must be currently attending the school and will be on the roll at the time the sibling will be admitted.

Staff is defined as teaching staff, full or part time and those posts where there is difficulty successfully recruiting specific skilled persons for specified posts.

A Christian church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.

The supplementary form to apply for denominational priority is available [on the school website](#).

### **Our Lady Immaculate Catholic Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. The following children will take precedence over all other applicants - Baptised Catholic children who are designated as looked after children by the local authority and non-Catholic children who are in the care of Catholic families, or any of these who have become adopted or become subject of a residence or guardianship order immediately after being looked after, including catholic children adopted from state care outside of England.
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. 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 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. 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 at least once a month.
8. All other baptised Catholic children.
9. Non-Catholic children who are designated as looked after children by the local authority and any of these who have become adopted or become subject of a residence or guardianship order immediately after being looked after, (including children adopted from state care outside of England) will take precedence over all other non-Catholic applicants.
10. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
11. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
12. Children of other faiths. Evidence of membership provided by a priest, minister or religious leader of a designated place of worship will be required.
13. Any other children.

Applications for priorities 1 to 8 and 10 to 12 above must be supported by a statement on the supplementary form from the priest, or minister of the parish where the family worship.

This form must be submitted by the closing date for applications.

Applications for places for children who are members of the Ordinariate or members of a church in full communion with the See of Rome, and which is recognised as such by the church authority, will be dealt with as belonging to categories 1 to 8 above - depending on their place of residence and evidence of practice as provided by their own priest. Such applications will be supported by that church's certificate of baptism or certificate of reception provided by the appropriate church authority.

Catechumens will be treated as full members of the church and placed in the appropriate category. Supporting evidence will be provided by a priest in the normal way.

Maps showing the boundaries of the parishes are held at the school and a link is available on the school website – [www.oli.kingston.sch.uk](http://www.oli.kingston.sch.uk) (Admissions).

In the event of further over-subscription within any one of the priorities (1 to 13) above, the following criteria will be used in the order listed (a) to (e).

- a) Sibling in the school at the time of admission. Sibling includes, step and adopted brothers and sisters.

- b) In the event of oversubscription in priorities 2 to 8. Up to 20% of the number of places agreed for admission into Reception will be 'ring-fenced' for those applicants living within the boundary of the parish of St Catherine of Siena, Chessington and Hook (so that they are not disadvantaged by the fact that they live a greater distance from the school).
- c) Pastoral and medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided by an appropriate professional authority such as a qualified medical practitioner, education welfare officer, social worker or priest. This information must be submitted by the closing date for applications.
- d) Distance from home to school under this criterion, places will be awarded to children in order of those who live nearest to Our Lady Immaculate School, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised geographical information system.

Distance from home to school – tie-break where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

The supplementary form to apply for denominational priority is available [on the school website](#).

### **Robin Hood Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. Children who have a brother or sister, including a step, adopted, half brother or sister, or foster brother or sister, living at the same address, a child who is living as part of a family unit by reason of a court order or a child who has been placed with foster carers as a result of being looked after by the authority and attending Robin Hood Primary School at the time when the child would be admitted.
3. Children of permanent staff where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Cases of exceptional family, social or medical need which makes Robin Hood Primary School the most suitable for the child. Written evidence from an appropriate professional must be provided at the time of application. There is a form on [the school website](#) which should be completed
5. The remaining places will be offered to children whose home is nearest to the school, as measured by a straight line to the central main entrance gate, measured using the School Admissions' computerised geographical information system.

Where the offer of places to all applicants in any of the categories listed above would lead to oversubscription, the distance from home to school, criterion (5), is used as a 'tie-breaker'. For applicants who live the same distance from the school, random selection by the drawing of lots by the School Admissions team will be used as a final tie breaker.

## St Agatha's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

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, or who have become the subject of a child arrangement order or special guardianship order, including Catholic children adopted from state care outside of England.
2. Baptised Catholic children.
3. Other looked after children or looked after children in the care of families and previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order, including children adopted from state care outside of England.
4. Children of families who are members of other Christian denominations.
5. Children of other faiths.
6. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied.

- I. The attendance of a sibling at the school at the time of admission will increase the priority of an application in each category.
- II. For categories 1 and 2 above, the strength of the evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays will increase the priority of an application in each category. This evidence will be provided by the supplementary application form.
- III. A child whose parent is a member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- IV. For Category 4 above the strength of the evidence of commitment to the faith by other Christian denominations as demonstrated by the level of the family's Church attendance on Sundays will increase the priority of an application in each category. This evidence will be provided by the supplementary application form.
- V. The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which makes St Agatha's School particularly suitable for the child in question.
- VI. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Definition of 'commitment to the faith' - In assessing 'commitment to faith' the governing body will take into account the frequency of attendance at Mass. Applications will be ranked in the order shown on the supplementary form. Missing Mass more than once a month would not be deemed as regular practice.

Definition of 'sibling' - Children who have a brother or sister, including a step, adopted, half-brother or sister, or foster brother or sister, living at the same address, a child who, is living as part of a family unit by reason of a court order or a child who has been placed with foster carers as a result of being looked after by the authority and attending the school at the time when the child would be admitted.

Definition of 'Other Christian Denominations' - Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

The supplementary form to apply for denominational priority is available [on the school website](#).

### **St Andrew's and St Mark's CofE Junior School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

#### **Foundation places**

The governing body has designated up to 10% 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 on the school's supplementary information form which must be returned to the school, and which will be forwarded by the school to the minister for completion of the minister's reference.

If you are applying for a foundation place you should collect a supplementary information form from the school office or print a copy from the school's website, and return the form to the school. If there are more than 10% of applicants who qualify for a foundation place, those places will be allocated according to the following criteria.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. Children with an exceptional and professionally supported medical or social need for a place at this school.
3. Children (including foster, half or step children) of staff who have been directly employed at the school for at least two years at the time of the application.
4. 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.
5. 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 and live up to a distance of one mile from the school.

6. Children whose parent or carer is a faithful and regular worshipper at St Andrew's and St Mark's parish churches and who live up to a distance of two miles from the school.

In the event of oversubscription in any of the above criteria, priority will be determined in order of proximity to the school. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by lottery or random allocation of the applicants involved.

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 under subscription remaining foundation places will be reallocated to open places.

### **Open places**

The governing body has designated the remaining 90% as open places to be offered to pupils who do not qualify for a foundation place. If there are more than 90% 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 (including children adopted from state care outside of England).
2. Children with exceptional and professionally supported social or medical need for a place at this school.
3. Children (including foster, half or step children) of staff who have been directly employed at the school for at least two years at the time of the application.
4. Children with a sibling at St Andrew's and St Mark's CofE Junior School at the time of admission.
5. Children who currently attend Maple Infants' School and who live within one mile of the school.
6. All other applicants in order of proximity.

**Worship:** This, which should be faithful and regular, is normally understood to mean attendance of at least one parent or carer for a minimum of two services in each month at their regular place of worship over a period of at least two years. This is to be supported by written evidence of a priest's or minister's letter. Should an applicant have moved into the area within that period, evidence of qualifying attendance will be sought from the previous priest or minister.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Proximity and distances:** This is as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

**Tie-breakers:** Where there is oversubscription in any criterion the nearest by distance measured as above will be used. Where the over-subscription occurs from equidistant measurements or from blocks of flats the tie-breaker will be by lottery or random allocation of the applicants involved.

The supplementary form to apply for denominational priority is available [on the school website](#).

## St John's CofE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application

There are 30 places for entry into Reception in September 2022. If the school is oversubscribed in the annual admissions round (more than 30 applications), Reception places will be offered using the following criteria, in priority order, down to space 27. These remaining three spaces, will be offered simply in accordance with criterion 6.

1. Places will be offered firstly to looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence.
2. Children with an exceptional and professionally supported medical or social need that makes St John's the most suitable school for that child. Applications must be verified by professionally supported evidence at the time of application, and set out the reasons why St John's is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Children who have a brother or sister, including an adopted, foster, half or step brother or sister attending the school at the time of admission.
4. Children whose parents or guardians are worshipping members at the parish churches of St John the Evangelist, Grove Lane, or All Saints, Market Place, Kingston or at Kingston Methodist Church, Fairfield South. This criterion does not apply to other churches or religious groups renting any of the premises of the three churches mentioned above.
5. At the published closing date for applications, children whose parents or guardians are worshipping members at another Christian church at the closing date for normal applications and who live within the area designated by the governors - see admissions criterion map included in the full admissions arrangements.
6. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the main school gate. All distances will be measured using the School Admissions computerised geographical information system.

If there are more applications than places under any single criterion, the governors will prioritise these applications according to distance from the applicant's home address to the school as described in criterion 6 above.

Where there are two or more applicants who live equidistant from the school and a tie-breaker is required, admission will be by the drawing of lots.

'Worshipping members': applicants seeking support from their church should ascertain from their minister, elder or person responsible for these matters what constitutes worshipping membership in their church setting. If an applicant has recently moved to the area, a reference from their previous church will be required.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance and for active involvement will only apply to the period when the church or alternative premises have been available for public worship.

In Criterion 5, Christian church is defined as a member of Churches Together in Britain and Ireland or the Evangelical Alliance. If an applicant has recently moved to the area, a reference from their previous church will be required. Where families have recently moved into the area whilst churches were closed, schools must require a reference from their previous church confirming their attendance in the relevant period prior to church closures.

The below applies to criterion 4 and 5.

The governing body of St John's Church of England Primary and Nursery School has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted whilst churches are closed or attendance at church is unsafe due to COVID-19. This statement has been shared widely with churches in order to ensure that determinations made by relevant ministers concerning church attendance are being made on a consistent basis.

If a parent or carer attended a given church prior to the closing of churches for public worship, then where a parent or carer has not subsequently attended worship at a given church for a given period a parent or carer will be considered to have attended worship at that church for that period where either of the following apply:

- a) the church was closed for public worship
- b) by returning to church the parent or carer would not be taking account of government guidance concerning shielding and protecting persons either moderately or extremely clinically vulnerable to COVID-19

Allocation of these final three (distance only) places applies only to the Reception class and only during the normal annual admissions round. Once the school term begins in September, the school itself will manage all in-year vacancies for all year groups, offering places, strictly according to its published criteria in (1 to 6) priority order.

The supplementary form to apply for denominational priority is available [on the school website](#).

### **St Joseph's Catholic Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application

1. Baptised Catholic looked after children and previously looked after children - those who were adopted, or subject to a residence order, or special guardianship order immediately following having been looked after (including children adopted from state care outside of England).
2. Baptised Catholic children, who are practising members of the Catholic church, living in the parish of St Raphael, where one or both parents are committed practising members of the Catholic Church.

3. Baptised Catholic children, who are practising members of the Catholic church, living outside the parish of St Raphael, 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 - those who were adopted, or subject to a residence order, or special guardianship order immediately following having been looked after (including children adopted from state care outside of England).
7. Children enrolled in the catechumenate. Evidence will be required.
8. Children who are members of Eastern Orthodox churches.
9. Children of families who are committed members of other Christian denominations.
10. Children with a sibling (taken to include half siblings, step -siblings, adopted siblings and foster children) attending the school at the time of admission.
11. Children of other faiths.
12. Children who are not members of a religion or faith.

Evidence required: Supplementary information, priests or religious leader form, Baptism certificate required to apply for priority under denominational grounds.

Where the offer of places to all of the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied.

- I. The attendance of a sibling at the school at the time of admission will increase the priority of an application in each category.
- II. For categories 1, 2, 3, 4, 5 and 8, the strength of the evidence of commitment to the Faith as demonstrated by the level of the parents', guardians' and child's attendance at Mass on Sundays, over a three year period, will increase the priority of an application within these categories. Applications will be ranked in the order shown on the supplementary form. Highest priority to those who attend Mass weekly, then fortnightly, monthly, festivals, never.
- III. For categories 9 and 11 the strength of the evidence of commitment to a faith as demonstrated by the level of the parents', guardians' and child's attendance at a religious service, over a three year period, will increase the priority of an application within each given category. Applications will be ranked in the order shown on the supplementary form. Highest priority to those who attend weekly, then fortnightly, monthly, festivals, never.
- IV. 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 for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- V. The governing body may increase the priority of an application within a category where evidence is provided by an appropriate professional e.g. doctor, social worker, priest. This will need to be supplied at the time of application and give evidence of an exceptional social, medical or pastoral need of the child which would make the school particularly suitable for the child in question.



VI. Proximity to the school. Measurement will be made by a straight line from the child's home address to the main entrance of the school. This will be measured by the School Admissions' geographical information system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Definition of sibling: children who have a brother or sister, including a step, adopted or foster brother or sister living at the same address, a child who is living as part of a family unit by reason of a court order, and a child who has been placed with foster carers as a result of being looked after by the authority and attending the school at the time when the child would be admitted.

The supplementary form to apply for denominational priority is available [on the school website](#).

### **St Luke's CofE Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after and previously looked after children (including children adopted from state care outside of England).. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (for example from a social worker).
2. Children with an exceptional and professionally supported medical or social need that makes St Luke's the most suitable place for the child. Applications must be verified by professionally supported evidence at the time of application.
3. Children who have a sibling in the school at time of admission. Sibling includes a step, adopted, foster or half- brother or sister, living at the same address.
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, either the Elm Road or Acre Road student entrance gates. All distances will be measured using the school admissions' computerised geographical information system.

In the event that two or more applicants have equal right to a place under any of 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.

### **St Mary's CofE Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked After Children and previously Looked After Children (including children adopted from state care outside of England).
2. Exceptional Circumstances - A child who has a serious medical condition, or where there are sensitive family circumstances which make it essential that the child attends St Mary's school rather than any other. Appropriate documentary evidence from a Consultant Doctor or from

the relevant support services must be submitted at the time of application, making clear why attendance at this school is essential. Governors will assess such evidence to make their decision.

3. Siblings - Children who have a brother or sister attending the school at the time of application, or whose brother or sister attended the school within the previous 2 years from the date of application. This includes an adopted, half, step or foster brother or sister living at the same address.
4. Worshipping Families - Children and/or their parent(s) (see below), who are active members of St Mary the Virgin Church, Chessington, or another Christian Church which is part of Churches Together in Chessington and Hook. A signed supplementary information form from the vicar will be required at the time of application.
5. Children whose parents wish 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 school, measured by a straight line from the Ordnance Survey point of the child's home address, to the nearest school gate available for pupils to use. All distances will be measured using the School Admissions computerised Geographical Information System. Where there are multiple residences with the same address point or where applicants are measured as living at the same distance from the school, priority will be decided by an independently supervised drawing of lots as a final tie-breaker.

The supplementary form is available on [the school website](#).

### **St Matthew's CofE Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

The governing body has designated that a maximum of 20 places will be offered under the faith based criteria, namely 4 and 5 combined.

1. Places will be offered firstly to looked after children or previously looked after children (including children adopted from state care outside of England).
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 that is 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 siblings, step siblings, adopted siblings and foster children) attending the school at the time of admission.
4. Children whose parent(s), legal guardian(s) or family member (grandparents, aunts and uncles, etc), 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 (grandparents, aunts and uncles, etc), 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 applicants are still tied, then the governors will draw lots to decide between applicants.

All distances will be measured using the School Admissions' computerised geographical information system.

Regular worship is defined as attendance, on average, once a fortnight for two years prior to the closing date of receipt of the supplementary 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.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Churches Together in Surbiton 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.

The supplementary form to apply for denominational priority is available [on the school website](#).

### **St Paul's CofE Primary School, Kingston Hill**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children, (including children adopted from state care outside of England)
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.

In the event of a tie, where all factors are equal, the name will be drawn by lot which will be independently verified.

Proximity is the straight line distance from home to the Alexandra Road school gate by St Paul's Walk, as measured by the School Admissions' computerised geographical information system. For more information, please can contact the School Admissions Team.

Siblings refers to brother or sister, step brother or sister, half brother or sister, foster brother or sister or adopted brother and sister and the child for whom the school place is sought is living at the same home as that sibling.

### **St Paul's CofE Primary School (Chessington)**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England).
2. Exceptional circumstances: children who are applying for a place with exceptional and professionally supported medical or social need for a place at St Paul's school. This must be supported by written evidence, such as from a specialist health professional, social worker, or educational psychologist which sets out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.
3. Siblings: those who are applying for a place having full, step, half, adopted or fostered brothers or sisters living in the same household and who will be attending the school at the time of admission.

The remaining places will be allocated proportionately, with 40% of places allocated to Foundation applicants and 60% of places allocated to Open applicants. Any unfilled Foundation places will be allocated to Open applicants. Any remaining places will be allocated to Open applicants.

**A. Foundation place:** The governing body has designated a proportion of places to be offered as Foundation places (40%). The definition of a Foundation place is: pupils whose parent or carer is an active member of the worshipping community in St Paul's, Hook or another Christian church in the parish of Hook with Southborough. An active member of a worshipping community 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.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. Written evidence of applicants' commitment to their place of worship will be required at the time of application on the school's supplementary information form which must be returned to the school. If there are more applicants than places, then places will be allocated according to the following criteria. These are stated in order of priority.

1. Those who are applying for a Foundation place having at least one parent (or person with parental responsibility) who is an active member of the worshipping community at St Paul's Church, Hook. If you are applying under this criterion, a supplementary form, 2022-2023 needs to be completed.

Those who have moved into the area in the previous year and have become a member of a church within the parish should have the supplementary form signed by their former minister as well as their current minister.

2. Those who are applying for a Foundation place having at least one parent or person with parental responsibility who is an active member of one of the following worshipping communities within Chessington and Hook: St Paul's Church, St Catherine of Siena, Chessington Evangelical Church, Hook Evangelical Church, St Mary's in Chessington and the Community Church in Surbiton. In all cases this will apply to families for whom St Paul's is the nearest church school.

All applications must be supported by the minister of the church attended. If you are applying under this criterion, a supplementary information form needs to be completed.

3. Those who are applying for a Foundation place living nearest to the school. All distances will be measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised geographical information system.

Unsuccessful applications for a Foundation place will automatically be considered for an Open place. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots. Any unfilled Foundation places will become additional Open places.

- B. **Open place:** The governing body has designated a proportion of places each year as Open places (60%), to be offered to pupils who do not qualify for a Foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for Open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the governing body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

Open places will be allocated according to the distance the applicant lives from school. All distances will be measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system. In the event of oversubscription in any of the above criteria, distance (as measured above) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

The supplementary form to apply for denominational priority is available [on the school website](#).

## SECTION 3: Secondary schools

### List of schools

School details	Type of school	PAN
<p><b>Chessington School</b>  <b>DfE Number: 314 4006</b>                      Garrison Lane, Chessington KT9 2JS                      T: 020 8974 1156                      E: <a href="mailto:contactus@chessington.kingston.sch.uk">contactus@chessington.kingston.sch.uk</a>                      W: <a href="http://chessington.kingston.sch.uk">http://chessington.kingston.sch.uk</a>                      Headteacher: Ms S Wilson, BSc (Hons), NPQH</p>	Academy	135
<p><b>Coombe Boys' School</b>  <b>DfE Number: 314 5403</b>                      College Gardens, Blakes Lane,                      New Malden KT3 6NU                      T: 020 8949 1537                      E: <a href="mailto:enquiries@coombeboysschool.org">enquiries@coombeboysschool.org</a>                      W: <a href="http://www.coombeboysschool.org">www.coombeboysschool.org</a>                      Headteacher: Mr D Smith BA (Hons), NPQH</p>	Academy Boys	180
<p><b>Coombe Girls' School</b>  <b>DfE number: 314 4004</b>                      Clarence Avenue, New Malden KT3 3TU                      T: 020 8942 1242                      E: <a href="mailto:enquiries@coombegirlsschool.org">enquiries@coombegirlsschool.org</a>                      W: <a href="http://www.coombegirlsschool.org">www.coombegirlsschool.org</a>                      Headteacher: Ms E Barns (BA Hons), MA Ed</p>	Academy Girls	240
<p><b>The Hollyfield School</b>  <b>DfE number: 314 5404</b>                      Surbiton Hill Road Surbiton KT6 4TU                      T: 020 8339 4500                      E: <a href="mailto:office@hollyfield.kingston.sch.uk">office@hollyfield.kingston.sch.uk</a>                      W: <a href="http://www.hollyfield.kingston.sch.uk">www.hollyfield.kingston.sch.uk</a>                      Headteacher: Ms A Jackson BSc (Hons), MA, NPQH</p>	Academy	180
<p><b>The Holy Cross School</b>  <b>DfE number: 314 5402</b>                      Sandal Road, New Malden KT3 5AR                      T: 020 8395 4225                      E: <a href="mailto:hxs@holycross.kingston.sch.uk">hxs@holycross.kingston.sch.uk</a>                      W: <a href="http://www.holycross.kingston.sch.uk">www.holycross.kingston.sch.uk</a>                      Headteacher: Mrs D McConn-Finch BA (Hons),                      PGCE, PgDip, NPQH</p>	Academy Girls	150

School details	Type of school	PAN
<p><b>The Kingston Academy</b>  <b>DfE number: 314 4001</b>  Richmond Road, Kingston KT2 5PE  T: 020 8465 6200  E: <a href="mailto:enquiries@thekingstonacademy.org">enquiries@thekingstonacademy.org</a>  W: <a href="http://www.thekingstonacademy.org">www.thekingstonacademy.org</a>  Headteacher: Mrs S M Cavanagh MEd NPQH</p>	Academy	180
<p><b>Richard Challoner School</b>  <b>DfE number: 314 5401</b>  Manor Drive North, New Malden KT3 5PE  T: 020 8330 5947  E: <a href="mailto:rcb@challoner.kingston.sch.uk">rcb@challoner.kingston.sch.uk</a>  W: <a href="http://www.richardchalloner.com">www.richardchalloner.com</a>  Headteacher: Mr S Maher BA (Hons)</p>	Academy Boys	150
<p><b>Southborough High School</b>  DfE number: 314 4009  Hook Road, Surbiton KT6 5AS  T: 020 8391 4324  E: <a href="mailto:office@southborough.kingston.sch.uk">office@southborough.kingston.sch.uk</a>  W: <a href="http://www.southborough.kingston.sch.uk">www.southborough.kingston.sch.uk</a>  Headteacher: Mr N Smith, MA (Cantab)</p>	Academy Boys	135
<p><b>The Tiffin Girls' School</b>  <b>DfE number: 314 4010</b>  Richmond Road, Kingston KT2 5PL  T: 020 8546 0773  E: <a href="mailto:contact@tiffingirls.org">contact@tiffingirls.org</a>  W: <a href="http://www.tiffingirls.org">www.tiffingirls.org</a>  Headteacher: Mr I Keary BA (Hons), NPQH</p>	Academy Selective Girls	180
<p><b>Tiffin School</b>  DfE number: 314 5400  Queen Elizabeth Road, Kingston KT2 6RL  T: 020 8546 4638  E: <a href="mailto:office@tiffin.kingston.sch.uk">office@tiffin.kingston.sch.uk</a>  W: <a href="http://www.tiffin.kingston.sch.uk">www.tiffin.kingston.sch.uk</a>  Headteacher: Mr G Williams</p>	Academy Selective Boys	180
<p><b>Tolworth Girls' School</b>  DfE number: 314 4011  Tala Close, Surbiton KT6 7EY  T: 020 8397 3854  E: <a href="mailto:contacttheschool@tolworthgirlsschool.co.uk">contacttheschool@tolworthgirlsschool.co.uk</a>  W: <a href="http://www.tolworthgirlsschool.co.uk">www.tolworthgirlsschool.co.uk</a>  Headteacher: Mrs S Lowe BSc (Hons), NPQH</p>	Academy Girls	240

## Admission arrangements for 2024

### Chessington School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the Kingston Council website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Siblings, including an adopted, foster, half or step brother or sister, living at the same address and attending Chessington School at the time of admission.
3. Cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
4. Children of staff directly employed by the school for two years or more 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.
5. Children who live nearest to the school as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

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

### Coombe Boys' School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Siblings, including an adopted, foster, half or step brother or sister, living at the same address and attending or on roll at Coombe Girls' School, Coombe Boys' School or Coombe Sixth Form at the time of admission.
3. Children of permanent staff directly employed by the school for two years or more at the time of application and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or educational welfare officer) that makes the Coombe Boys' School the most suitable one for the individual child.



5. Children who live nearest to the school as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system. Where a child lives with parents under a shared residence arrangement such as part of the week or year with one parent and part with another, the child's permanent home address will be where the child spends the majority of the school week. Where there is a genuine 50:50 shared care arrangement in place for the child, parents should decide between them which address to use for the application. Any dispute would be resolved by the home local authority.

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 which will be supervised by someone independent of the school.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The name of the remaining brother(s) will be added to the waiting list in accordance with the sibling criterion.

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **Coombe Girls' School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Siblings, including an adopted, foster, half or step brother or sister, living at the same address and attending or on roll at Coombe Girls' School, Coombe Boys' School or Coombe Sixth Form at the time of admission.
3. Children of staff directly employed by the school for two years or more at the time of application and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or educational welfare officer) that makes the Coombe Girls' School the most suitable one for the individual child.
5. Children who live nearest to the school as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system. Where a child lives with parents under a shared residence arrangement that is part of the week or year with one parent and part with another, the child's permanent home address will be where the child spends the majority of the school week.

Where there is a genuine 50:50 shared care arrangement in place for the child, parents should decide between them which address to use for the application. Any dispute would be resolved by the home local authority.

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 which will be supervised by someone independent of the school.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining sister(s) will be added to the waiting list in accordance with the sibling criterion.

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **The Hollyfield School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Places will be offered to those able to provide written evidence from a suitably qualified person such as a doctor, social worker or educational welfare officer at the time of application of particular social or medical needs which can only be met most appropriately by attendance at Hollyfield School.
3. Places will be offered to those with a brother or sister attending the school at the time of admission, including adopted, foster, step or half siblings living at the same address.
4. Places will be offered to children including step, half and adopted, of staff directly employed by The Hollyfield School for two years or more before the admission application.
5. The remaining places will be offered to those living nearest the school, as measured by the School Admissions' computerised geographical information system, in a straight line to the main steps at the front of Albury House, with those living nearer being afforded the higher priority.

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **The Holy Cross School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Catholic looked after or Catholic previously looked after girls (including Catholic girls adopted from state care outside of England) (see notes b and c).

2. Girls who are baptised Catholics whose current Mass attendance is verified by their priest. The application must be supported with a certificate of Catholic Baptism or Reception into the Catholic Church (see note c) and on the supplementary information form their parish priest's signature with the parish stamp or seal (see note d).

- I. Girls who are baptised Catholics who have attended Mass for three years or more.
- II. Girls who are baptised Catholics who have attended Mass between one and three years.
- III. Girls who are baptised Catholics who have attended Mass for less than one year.

For girls applying under criterion 2 and within each level (i, ii or iii), the strength of evidence of commitment to the applicant's faith, where appropriate, demonstrated by the child's level of Mass attendance on a Sunday, will be ranked according to evidence provided on the supplementary information form and must be endorsed by the priest where the child normally worships. Priority will be given to those who worship weekly, followed by those attending fortnightly, at least once a month and less often. If an applicant has moved parish within the last three years or practices in more than one parish, one form for each priest who will be completing the supplementary information form should be completed. Baptised Catholic girls who do not attend Mass will be considered after all other baptised Catholic girls.

3. Other looked after or previously looked after girls (see note b).

4. Girls enrolled and registered in the Catechumenate (see note e) proof of acceptance into the catechumenate should be by letter from the parish priest.

5. Girls who are baptised and verified members of Eastern Christian churches including Orthodox churches whose membership is supported by their religious leader (see note f). Application for girls from an Eastern Christian church or Orthodox church must be supported with a certificate of Baptism and a letter confirming membership of the applicable church, signed by the appropriate priest.

6. Girls who are baptised or dedicated members of other Christian denominations that are part of Churches Together in England whose membership is supported by their religious leader (see note g). The application must be supported by a letter confirming membership of the Christian denomination, signed by the minister of religion and a copy of your daughter's certificate of Baptism or Dedication if relevant.

7. Girls who are members of other faiths who attend a recognised place of worship and whose membership is supported by a recognised minister or religious leader (see note h). The application must be supported by a letter confirming membership of that faith, signed by the faith leader.

8. Any other girls.

Where the number of applicants exceeds the number of places available within any of the eight criteria listed above, the following tie-breakers will be applied in the order stated below.

a) A girl with a sister, including a step, half, adopted or foster sister, living at the same address and attending The Holy Cross School in September 2023.

b) A girl who has a strong medical, pastoral or social need for attending this school, making the school particularly suitable. When an application is made on medical, pastoral or on social grounds, governors will assess strong, relevant, up-to-date evidence in the form of two supporting letters: one provided by the current school and one other supporting letter from

a professional authority (such as a qualified medical practitioner, education welfare officer, social worker or religious leader). Letters must be submitted together with the supplementary information form before the Year 7 application closing date.

- c) A girl whose parent is a permanent member of staff and where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) A girl living nearest to the school, this being measured by a straight line to the school gate in Sandal Road. All distances will be measured using School Admissions' geographical information system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **The Kingston Academy**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Siblings, including an adopted, foster, half or step brother or sister, living at the same address and attending The Kingston Academy (including the sixth form) at the time of admission.
3. Priority will next be given to children for whom there are exceptional family, social or medical needs which only The Kingston Academy can meet. The full circumstances must be described on the application form, including the reasons why these needs cannot be met at any other school and verified by professionally supported evidence such as a letter from a GP, hospital consultant or other medical professional, educational psychologist or social worker.
4. Priority will next be given to children (including adopted, foster, half or step children) of staff who have been directly employed at the school for at least two years at the time of the application.
5. The remaining places will be offered to children who live nearest to The Kingston Academy, as measured by a straight line from the home address to the main Richmond Road school entrance. All distances 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. This process will be independently verified.

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

## Richard Challoner School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after or previously looked after applicants who are baptised Catholics (including baptised Catholics adopted from state care outside of England)
2. Applicants who are baptised Catholics.
3. (a) Other looked after or previously looked after applicants (including children adopted from state care outside of England)  
  
(b) Applicants who are baptised (where infant baptism is practised) or are members of other Christian denominations that are part of Churches Together in England, as well as Eastern Orthodox churches.
4. Applicants who are members of other faiths.
5. All other applicants.

If the number of applicants exceeds the number of places within criteria 2, 3(b) and 4, the following tie breakers will be applied in the order stated below.

If the number of applicants exceeds the numbers of places within criteria 1, 3(a) and 5, tie breakers (a) to € in Section 2 will apply.

1. The strength of evidence of commitment to the applicant's faith, where appropriate, as demonstrated by the child's level of Mass attendance on a Sunday or equivalent (for Catholic applicants), or level of attendance at religious services (for applicants of other faiths). Applicants will be ranked according to the evidence provided on the school's supplementary information form (SIF) which is available from the school or website and must be endorsed by the priest, minister or religious leader where the child normally worships. Priority will be allocated as follows.
  - a) Applicants who have attended at their place of worship for at least one year prior to application. (Those who have recently moved to the area and have therefore worshipped previously in a different place of worship are asked to supply an additional reference from their previous priest, minister or religious leader, to ensure that the one year period is covered).
  - b) Applicants who worship weekly, followed by those who worship fortnightly, monthly, less often than once a month or are non-practising.
2. Within each level of attendance stated in 1(a) and 1(b), the following tie breakers will apply.
  - a) A boy with a brother or sister on roll at the time of admission. A brother or sister is defined as a full, step or half brother or sister, or a legally adopted brother or sister living at the same address on the date of application.
  - b) A boy whose parent is a member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

c) A boy attending one of the following seven feeder primary schools.

- Corpus Christi Catholic Primary School (New Malden)
- Our Lady Immaculate Catholic Primary School (Tolworth)
- Sacred Heart Catholic Primary School (New Malden)
- St Agatha's Catholic Primary School (Kingston)
- St Cecilia's Catholic Primary School (North Cheam)
- St Clement's Catholic Primary School (Ewell)
- St Joseph's Catholic Primary School (Kingston)

Where there are more applicants from these feeder schools than places available, priority will be given to those applicants living in the Kingston or Sutton deaneries.

d) A boy not attending one of the above named feeder schools.

e) Distance from the school, as measured by a straight line from the applicant's home to the school gate (adjacent to the school garage) used by students, located on Manor Drive North. All distances will be measured using School Admissions computerised geographical information system.

Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

Please complete the school's supplementary information form if you would like your application to be considered under one of the faith criteria. If this information is not supplied, the governors will not be able to apply their admission criteria and this is likely to affect your son's chances of being offered a place.

For a Year 7 admission in the normal admissions round for the year 2023-24, the completed supplementary information form SIF, together with all supporting documents, should be returned to the school by 31 October 2022.

Documentation to be provided to support your supplementary information form.

- Criterion 1 Applicants: A copy of your son's signed Baptismal certificate.
- Criterion 2 Applicant: A copy of your son's signed Baptismal certificate.
- Criterion 3(b) Applicants: A copy of your son's signed Baptismal certificate or certificate of Dedication (where applicable), or evidence confirming membership of your son's Christian denomination, signed by the minister of religion.
- Criterion 4 Applicants: Evidence of your son's attendance at a recognised place of worship and signed verification that his membership is supported by a recognised religious leader.

The supplementary information form to apply for priority on a denominational basis can be found on [the school website](#).

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

## **Southborough High School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Siblings, including an adopted, foster, half or step brother or sister, living at the same address and attending Southborough High School at the time of admission.
3. Cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) that makes Southborough High School concerned the most suitable one for the individual child.
4. Children who live nearest to the school as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system.

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

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer places to all the siblings (adopted, half, step or foster brother or sister, living at the same address) the children's names will be added to waiting list in accordance with the published admissions criteria, in the same way as for other children.

Where there is one school place available and more than one child who is eligible for the place under the published admissions criteria, the parent will be asked whether or not they wish to accept the available place.

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

## **The Tiffin Girls' School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application. Make sure you fully [understand the transfer test arrangements](#), including key dates and how your daughter's test results relate to the admission process and oversubscription criteria.

Girls with an education, health and care plan must have demonstrated their academic ability through the school's test procedure and will be allocated places first.

Places will then be allocated on the basis of selection by ability as demonstrated in the school's test procedure by reference to the stage 2 test mark within the appropriate category listed below and in the following priority order.

1. Currently looked after children and previously looked after children (including children adopted from state care outside of England) whose mark in the stage 2 test is higher than or equal to the 350th ranked mark of all applicants who sat the stage 2 test

2. Up to 60 girls whose mark in the stage two test is higher than or equal to the 350th ranked mark of all applicants who sat the stage two test in the following order of priority:
  - I. girls whose permanent place of residence is within the inner area or within the designated area and who qualify for receipt of Pupil Premium Funding on the closing date to register for the stage one test (the 'SIF Deadline'), then
  - II. girls whose permanent place of residence is within the inner area

In the event of there being more than 60 girls who are eligible under (ii) and there is a tied-score to fill the 60th place, the place will be offered to the girl who lives nearest to the school. If more than one girl is on the 60th score and all live the same distance from the school, the place will be allocated by random selection and this process will be independently verified.

3. The remaining places after the initial allocation will all be allocated from applicants who sat the stage 2 test in the following order of priority:
  - I. girls whose permanent place of residence is within the designated area of the school, then
  - II. girls whose permanent place of residence is outside the designated area of the school

In the event of a tied score to fill the 180th place, the priority order of the oversubscription criteria as set out below will apply.

- III. girls who is currently a looked after child or a previously looked after child (including children adopted from state care outside of England). Evidence will be required. If there is more than one girl in this category, the girl who lives nearest the School will be offered a place first
- IV. girls whose school is currently in receipt of pupil premium or service premium funding for her. Evidence will be required. If there is more than one girl in this category, the girl who lives nearest the school will be offered a place first
- V. girls who lives nearest to the school

Living nearest to the school is measured by the council using 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 school's inner area comprises the following electoral wards.

- Berrylands
- Canbury Gardens
- Coombe Hill
- Coombe Vale
- Green Lane & St James
- KIngston Gate
- KIngston Town
- New Malden Village
- Norbiton
- St Mark's & Seething Wells
- Surbiton Hill
- Tudor
- Ham, Petersham and Richmond Riverside



The school's designated area comprises the following postal districts:

- KT1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 17, 19
- TW1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17
- SW13, 14, 15, 17, 18, 19, 20
- W3, 4, 5, 7, 13
- SM4
- CR4

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **The Tiffin School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application. Make sure you fully [understand the transfer test arrangements](#), including key dates and how your son's test results relate to the admission process and oversubscription criteria.

Boys with an Education, Health or Care Plan must have demonstrated their ability and aptitude through the school's test procedure and will be allocated places first.

Places will then be allocated on the basis of selection by ability as demonstrated in Tiffin School's test procedure in rank order of the combined score in the following order.

1. Boys whose combined score is higher than or equal to the 300th ranked mark of all applicants who sat the stage 2 test in the following order of priority:
  - I. currently looked after children and previously looked after children (including children adopted from state care outside of England) whose permanent place of residence is within the inner priority area. Applications under this criterion must be accompanied by professionally supported evidence, then
  - II. boys whose primary school receives pupil premium funding in respect of him and whose permanent place of residence is within the inner priority area

The remaining places will be allocated in rank order of the combined score in the following order of priority.

2. Boys whose permanent place of residence is within the priority area.
3. Boys whose permanent place of residence is outside the priority area.

In the event of a tied score to fill the 180th place, any place or places will be offered in the following order.

- I. To the boy who is a currently looked after child or a previously looked after child (including children adopted from state care outside of England). Evidence will be required. If there is more than one boy in this category the boy who lives nearest to Tiffin School, as measured by the Kingston Schools Admissions geographical information system will be offered a place first.

- II. To the boy whose school is currently in receipt of pupil premium funding for him. Evidence will be required. If there is more than one boy in this category, the boy who lives nearest to Tiffin School, as measured by the Schools Admissions computerised geographical information system, will be offered a place first.
- III. To the boy who lives nearest to Tiffin School, as measured by the Schools Admissions computerised geographical information system.

If more than one boy is on the 180th score and all live the same distance from Tiffin School, the place will be allocated by random selection, where a person independent to Tiffin School will make the draw.

### **Priority areas**

All applicants who live **less than 10 km** from Tiffin School live in the **priority area**.

Kingston's Schools Admissions (part of Kingston local authority), will measure straight line distances with their computerised geographical information system, using the permanent place of residence as supplied by the home local authority as part of the Pan-London Co-ordinated Admissions System.

The starting point is a grid reference point for the home address determined by the address point data supplied by the Ordnance Survey. The home address must be the 'permanent place of residence' of the student as defined by the home local authority. Residents of every floor in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is measured to the applicant's nearest Tiffin School pedestrian gate (there are

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **Tolworth Girls' School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Siblings, including an adopted, foster, half or step brother or sister, living at the same address and attending or on roll at Tolworth Girls' School or Tolworth Sixth Form at the time of admission.
3. Children of staff directly employed by the school for two years or more at the time of application and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or educational welfare officer) that makes the Tolworth Girls' School the most suitable one for the individual child.

5. Children who live nearest to the school as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions' computerised geographical information system. Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, we will require evidence of your care arrangements.

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

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 which will be supervised by someone independent of the school. If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining sister(s) will be added to the waiting list in accordance with the sibling criterion.

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

## SECTION 4: Commonly used oversubscription criteria and definitions

Please refer to the full admissions policy of the schools you are interested in to check whether a criterion applies and for any variation to the following definitions.

### Looked after children or previously looked after children

The highest priority must be given to looked after children and previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### Looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made.

#### Evidence requirements

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

#### Previously looked after children

A 'previously looked after child' is a child who was previously in state care, but ceased to be because they were adopted (Section 46 Adoption and Children Act 2002), or became subject to a child arrangements order (Section 12 of the Children and Families Act 2014), or a special guardianship (by Section 14A of the Children Act 1989), immediately before having been looked after. It also includes children who appear to the admission authority to have been in state care (defined as in the care of or accommodated by a public authority, religious organisation or any other provider of care whose sole or main purpose is to benefit society) outside of England and ceased to be in state care as a result of being adopted.

#### Evidence requirements

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

- 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.
- 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, and 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.

- 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, and 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).

For children adopted from overseas we require a photocopy of the relevant order of proof that the child was in state care outside of England and left that care as a result of being adopted. The order should be translated into English as necessary.

## Brother or sister attending the school (sibling link)

Children are defined as siblings if:

- they are a full, half, step, foster brother or sister
- they live at the same address as the child named on the application
- they currently attend the preferred secondary school
- they will still be on roll at the time your child will be admitted in September 2024

There is priority for siblings attending Coombe Girls', Coombe Boys' and Coombe Sixth Form.

It is your responsibility to make sure the relevant sibling's details are included on the application otherwise priority will not be considered.

Children of a multiple birth do not give each other sibling priority until at least one child of that multiple birth has started at the school.

Having more than one sibling currently on roll at a school does not give additional priority.

Please note cousins are not considered as siblings, even if they live in the same household.

## Exceptional family, social or medical need

All Kingston schools have experience of dealing with children with different social and medical needs. It is expected that no more than a small number of applications will be given this criterion in a year, if any at all. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

Requests for priority under this criterion are considered by the admissions authority of the school for which you are applying. It is your responsibility to read the school's admission policy to confirm the requirements to apply for priority under this criterion.

Information about applying under this criterion for admission into a community primary school is available in the 'Admission in Kingston's Primary Schools' guide available on [the Kingston Council website](#).

You must submit supporting documentary evidence with your application, and we will forward it to the school. 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.

You must provide this supporting evidence by the closing date.

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.

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. Your child's educational needs can be successfully supported through effective induction, support and differentiated provision at any school.

Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school 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 note that applicants who submit supporting information to be considered under this criterion will not be advised whether their application is likely to be successful in advance of receiving the outcome of their application on National Offer Day. If you apply under this criterion after initial offers are made, the decision will be sent to you after the school has arranged for the evidence to be considered.

### **Applying for family, social and medical priority at a community primary, infant or junior school**

The School Admissions team only assesses social and medical need applications for community schools within the borough. 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.

The family, social or medical need can apply to the child or another member of the family. All applications are considered individually and the following must be included at the time of application:

- a letter explaining the reasons for applying under this criterion, why the preferred school is significantly more suitable than any other school for your child, and the difficulties likely to be caused by not attending it. A statement must be included giving permission for the local authority to make such enquiries as it thinks necessary to investigate the matter further, and
- specific supporting evidence that gives reasons and providing supporting information why only the preferred school can meet a child's individual needs, and the effect on your child if they do not attend this school. This evidence must be on headed paper from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a childminder will not normally be acceptable

Please note: hospital appointment letters or prescriptions are not considered relevant documentary evidence.

If you apply online, documents can be scanned and attached to your application. If you make a paper application, please scan the documents and send them to [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk), including your child's name and date of birth in the body of the email.

All information provided is treated in the strictest confidence.

Applications lacking external objective evidence will be rejected under this category without further assessment. Any rejected application will then be considered under the next highest appropriate category for the child.

Please be aware of the following when considering whether to apply under the social or medical needs criterion.

- All community schools can provide support for a child's educational needs. If your child may need additional support in school but they do not have an education, health and care plan, we will not consider their application for a higher priority under this criterion. Special educational needs include the following non-exhaustive list of conditions: autism spectrum disorder, dyslexia, dyscalculia, dyspraxia, ADHD, ADD, speech and language difficulties.
- All Kingston borough schools are expected to manage medical needs. An application with medical evidence may be agreed where a child has an exceptional illness or disability (for example, limited mobility) which means that a child can only reasonably attend one school. We will not consider common ailments as exceptional medical needs, including the following non-exhaustive list of conditions: asthma, eczema, food allergies, diabetes, or where the dispensing of medication may require further training of school staff for its administration.
- All schools are expected to appropriately support their pupils' emotional and social needs, including anxiety and stress-related conditions, and applications on this basis will not be considered under this criterion.
- All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils, and applications on this basis will not be considered under this criterion.
- Domestic arrangements, such as joint care arrangements, child care arrangements, transport arrangements, the location of your place of work, the need to leave or meet children at more than one school at the same time, the fact that your child attended a nursery associated with a particular school, or there are previous family connections with a particular school, will not be considered under this criterion, without accompanying exceptional medical or social reasons.
- A preference to keep your child with their current friendship group, or a preference to attend or not attend a faith school will not be considered under this criterion.
- We will consider whether there is other support available to support the child or family member accessing another school, for example the duty for all schools to make reasonable adjustments for a child or family member under The Equality Act 2010.

It is unlawful for any school to discriminate against a pupil or prospective pupil by treating them less favourably because of a protected characteristic.

The strength of applications will be considered by two or more officers who will make an evidence-based decision, referring to another officer where disagreement exists. Those officers assessing the strength of an application will have knowledge of the local authority's admissions process and the School Admissions Code. The officers will consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion.

The local authority's decision is final and there will be no right of appeal to officers against refusal to consider an application under this category. You will have the legal right of appeal to an independent appeal panel if you are not offered a place at your preferred school.

## Children of staff

Children are defined as full, step, half, and adopted siblings living in the same household.

Staff should be directly employed by the school for two years or more before the admission application and at the point of admission or recruited to fill a vacant post for which there is a demonstrable skill shortage. Some schools further qualify how staff will qualify under this criterion. We will confirm your status with the school concerned.

## Distance from home to school

The popularity of Kingston schools and the increased number of applications has given a greater focus on home to school distance as an oversubscription criteria.

If your application is likely to be considered under the distance criterion, consider whether you live close enough to the school for your child to qualify for a place. The cut-off distance for admissions for September 2023, has been included in Section 5 of this brochure and is available on the individual school's website. This describes the pattern of admission by criteria for the school at the initial allocation date 1 March 2023.

Historic distance information is only a guide as the cut-off distances vary from year to year. Even if you live within the cut-off distances for a previous year, there is no guarantee your child will obtain a place at a particular school for next September. There are a number of factors which can affect the furthest distance met such as the number of siblings, whether the school previously had an additional class above their published admission number, and new housing developments in the area.

## Measuring home to school distance

In order to be fair to all applicants the council uses a standard method of measuring home to school distance. Distance is measured in a straight line in metres using the School Admissions' geographical information system (GIS) and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point within the property that is supplied by Ordnance Survey (the seed point). The end point is measured to the nearest named school gate set out in the admission arrangements.

Please refer to the individual school's published admissions policy for information on how places are allocated in the event that two or more children live at the same distance from the school.

Please note that we will not provide home to school distances to applicants ahead of a formal application being received and an offer being made. There are public websites available which can be used to calculate the distance between two points which will provide an indication of the home to school distance for the purpose of deciding which school preferences to name on your application.

Only distances generated by the School Admissions' GIS system will be used to determine the allocation of places. We will only use the grid reference points for the home address supplied by the Ordnance Survey and only measure to the school gate(s) determined by the school.



## Linked infant school

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.

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 and children under the 'looked after' category (these are children currently or previously in public care), which is the highest priority for admission.

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

The governors of St Andrew's and St Mark's CofE Junior School are responsible for the admission of pupils. Please read their admission criteria which can be found on the school's website, together with details of how places were offered in the last three years. Make sure to check if you need to complete the school's supplementary information form.

If you have any questions regarding school admissions, please contact:  
School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU  
E: [Kingston.admissions@achievingforchildren.org.uk](mailto:Kingston.admissions@achievingforchildren.org.uk)  
W: [www.Kingston.gov.uk](http://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. Please email the School Admissions team or ask someone to email on your behalf.