

This brochure includes
a summary of the
admission arrangements
for September 2027 entry

Kingston's infant, junior, primary and secondary schools



**achieving
for children**

This brochure, produced by Achieving for Children in partnership with the Royal Borough of Kingston upon Thames, offers information on state-funded schools within the Kingston borough. It should be used in conjunction with the relevant admissions guide found on the Achieving for Children website.

Unless specified otherwise, 'primary' school refers to primary, infant, or junior schools.

This brochure summarises the admission arrangements for September 2027 entry. For in-year applications for the 2026/27 academic year, check the relevant school's website for the relevant policy in case there have been changes.

The governing bodies of academies, voluntary aided, or free schools are responsible for the information presented here about their respective schools, not Kingston Council or Achieving for Children.

For assistance with reading this document due to a disability or language barrier, contact the School Admissions team via email, or have someone email on your behalf.

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[School Admissions website](#)

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SECTION 1: General information

This brochure outlines the oversubscription criteria for each school in the borough for the 2027/28 academic year. For a full understanding of these criteria and their application to your child's admission, you must consult the complete admissions policy on each individual school's website before applying.

Places become available after all children with an education, health and care plan (EHCP) naming the school have been admitted. However, children with an EHCP who are applying to one of the two grammar schools must also pass the required selection tests to be considered for entry.

For in-year transfer applications during the 2026/27 academic year, refer to the school website for current arrangements, as these may differ.

Types of school in Kingston

Kingston borough has 46 state-funded schools: 27 primary, four infant, four junior, and 11 secondary schools. The type of school dictates who decides the admission arrangements.

Community schools

Community schools are owned and managed by the council. The council also establishes the admissions policy, including the criteria for allocating places when a school receives more applications than available spaces.

Foundation schools

Foundation schools are maintained by the council, but their governing bodies own the buildings and land. These governing bodies handle admissions, establishing their own policies and criteria. Lime Tree Primary School and St Luke's CofE Primary School are the borough's only foundation primary schools.

Voluntary aided (church) schools

Voluntary aided schools, which are typically Roman Catholic or Church of England, have their admission policies and criteria determined by their governing bodies. While the buildings are usually owned by a church, the local council maintains these schools by funding teachers' salaries and daily operational costs.

Academies

Academies operate independently of the local authority, managed by an academy trust and its governors. They receive direct funding from central government, and the governing body establishes their admissions policy.

Free schools

A free school is an all-ability school governed independently of the local authority and directly funded by central government. Established to address local community needs, the governing body is responsible for determining the school's admissions policy.

You can [find and compare schools](#) on [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 typically start school in September of the academic year they turn 5, meaning most begin at 4 years old. A child reaches statutory school age at the start of the term following their 5th birthday. From this point, parents are legally required to ensure their child attends school or receives suitable education elsewhere.

Infant schools

Infant schools educate children aged 4 to 7, covering Reception, Year 1, and Year 2. Reception is for children turning 5, Year 1 for those turning 6, and Year 2 for those turning 7. Some infant schools also have nursery classes for 3 to 4 year olds. Regulations limit infant class sizes to a maximum of 30 pupils per teacher.

Junior schools

Junior schools in Kingston offer education for children aged 7 to 11, spanning Years 3 through 6. At the conclusion of Year 6, students transition to secondary school.

Primary schools

Primary schools in Kingston offer education for children aged 4 to 11, spanning from Reception to Year 6. Many also have attached nursery classes for 3 and 4 year olds. At the end of Year 6, children move on to secondary school.

Secondary schools

Secondary schools in Kingston offer education for students aged 11 to 16, spanning Years 7 through 11. Compulsory schooling concludes on the final Friday of June for students who will turn 16 by September. Following this, young people are expected to continue in education, employment, or training until the age of 18.

SECTION 2: Infant, junior and primary schools

List of schools by alphabetical order

(N) indicates school with maintained nursery

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

School details	Type of school	Admission number
Christ Church CofE Primary School DfE number 314 3302 Pine Gardens, Surbiton KT5 8LJ T: 020 8399 8166 E: office@ccp.rbksch.org W: www.ccp.kingston.sch.uk Headteacher: Ms E Hough	Voluntary aided	60
Coombe Hill Infant School DfE number 314 2004 Coombe Lane West, Kingston KT2 7DD T: 020 8942 9481 E: admin@chi.rbksch.org W: www.coombehillinfants.com Headteacher: Ms C Cook	Community	90
Coombe Hill Junior School DfE number 314 2028 Coombe Lane West, Kingston KT2 7DD T: 020 8949 1743 E: chjoffice@chj.rbksch.org W: www.coombehilljuniors.com Headteacher: Mrs L Mastrocola	Community	90
Corpus Christi Catholic Primary School (N) DfE number 314 3500 Chestnut Grove, New Malden KT3 3JU T: 020 8942 2645 E: office@corpuschristi.rbksch.org W: www.corpuschristikingston.co.uk Headteacher: TBC	Academy	60
Ellingham Primary School (N) DfE number 314 2005 Ellingham Road, Chessington KT9 2JA T: 020 8397 3864 E: office@elp.rbksch.org W: www.ellinghamschool.co.uk Headteacher: Ms M Johonett	Community	60

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

School details	Type of school	Admission number
Knollmead Primary School (N) DfE number 314 2007 Knollmead, Tolworth, Surbiton KT5 9QP T: 020 8337 3778 E: enquiries@knollmeadprimary.co.uk W: www.knollmeadprimary.co.uk Headteacher: TBC	Academy	30
Latchmere School (N) DfE number 314 2014 Latchmere Road, Kingston KT2 5TT T: 020 8546 7181 E: office@latchmereschool.org W: www.latchmereschool.org Headteacher: Mrs C Coles	Academy	90
Lime Tree Primary School DfE number 314 2006 South Bank Terrace, Surbiton KT6 6DG T: 020 8390 9544 E: admin@limetree.rbksch.org W: www.limetree.info Headteacher: Ms S Hawker	Foundation	60
Lovelace Primary School (N) DfE number 314 2036 Mansfield Road, Hook, Chessington KT9 2RN T: 020 8397 3265 E: office@lovelace.rbksch.org W: www.lovelace.kingston.sch.uk Headteacher: Ms K Dixon	Community	90
Malden Manor Primary and Nursery School (N) DfE number 314 2034 Sheephouse Way, New Malden KT3 5PF T: 020 8337 9620 E: schooloffice@maldenmanor.rbksch.org W: www.maldenmanor.kingston.sch.uk Headteacher: Mrs K Tremain	Community	30
Malden Parochial CofE Primary School (N) DfE number 314 3303 The Manor Drive, Worcester Park KT4 7LW T: 020 8337 4804 E: office@maldenparochial.school W: www.maldenparochial.co.uk Headteacher: Mrs L McMullan	Voluntary aided	30

School details	Type of school	Admission number
Maple Infants' School (N) DfE number 314 2030 Maple Road, Surbiton KT6 4AL T: 020 8399 3341 E: office@maple.rbksch.org W: www.mapleinfants.co.uk Headteacher: Mrs C Barwell	Community	90
Our Lady Immaculate Catholic Primary School DfE number 314 3501 399 Ewell Road, Surbiton KT6 7DG T: 020 8399 9854 E: admin@oli.school W: www.oli.kingston.sch.uk Headteacher: Mr B Martin	Academy	60
Robin Hood Primary and Nursery School (N) DfE number 314 2020 Bowness Crescent, Kingston Vale SW15 3QL T: 020 8546 7388 E: enquiries@robinhoodprimary.org.uk W: www.robinhoodprimary.org.uk Headteacher: Ms C Clarke	Academy	30
St Agatha's Catholic Primary School (N) DfE number 314 3503 St Agatha's Drive, Kingston KT2 5TY T: 020 8546 3879 E: office@stagathas.school W: www.stagathas.school Exec Headteacher: Mrs L Flower	Academy	60
St Andrew's and St Mark's CofE Junior School DfE number 314 3304 Maple Road, Surbiton KT6 4AL T: 020 8390 2976 E: office@sasm.rbksch.org W: www.sasm.kingston.sch.uk Headteacher: Mr M Gates	Voluntary aided	90

School details	Type of school	Admission number
St John's CofE Primary School (N) DfE number 314 3305 Portland Road, Kingston KT1 2SG T: 020 8546 7179 E: admin@stjohns.rbksch.org W: www.stjohns.kingston.sch.uk Headteacher: Mrs L Esua	Voluntary aided	30
St Joseph's Catholic Primary School (N) DfE number 314 3502 The Fairfield, Kingston KT1 2UP T: 020 8546 7178 E: office@stjosephs.rbksch.org W: www.stjosephs.kingston.sch.uk Exec Headteacher: Mrs L Flower	Academy	30
St Luke's CofE Primary School (N) DfE number 314 5200 Acre Road, Kingston KT2 6EN T: 020 8546 0902 E: office@stlukes.rbksch.org W: www.stlukes.kingston.sch.uk Headteacher: Mr G Dutton	Foundation	30
St Mary's CofE Primary School DfE number 314 3311 Church Lane, Chessington KT9 2DH T: 020 8397 9597 E: office@stmarys.rbksch.org W: www.stmaryschessington.co.uk Exec Headteacher: Mrs E Evans	Voluntary aided	30
St Matthew's CofE Primary School DfE number 314 3310 Langley Road, Surbiton KT6 6LW T: 020 8399 3909 E: admin@stmatthews.rbksch.org W: www.stmatthews.kingston.sch.uk Headteacher: Miss P Dryden	Voluntary aided	60
St Paul's CofE Primary School, Kingston Hill DfE number 314 3309 Princes Road, Kingston KT2 6AZ T: 020 8549 4555 E: admin@stpaulskh.kingston.sch.uk W: www.stpaulskh.kingston.sch.uk Headteacher: Ms S Stephenson	Voluntary aided	60

School details	Type of school	Admission number
St Paul's CofE Primary School (Chessington) DfE number 314 3308 Orchard Road, Chessington KT9 1AJ T: 020 8397 3553 E: office@sph.rbksch.org W: www.stpaulsp.kingston.sch.uk Exec Headteacher: Mrs E Evans	Voluntary aided	30
Tolworth Infant and Nursery School (N) Federated with Tolworth Junior School DfE number 314 2025 School Lane, Surbiton KT6 7SA T: 020 8399 4231 E: admin@tins.rbksch.org W: www.tolworthschool.org.uk Headteacher: Mrs R Seivright Nye	Community	90
Tolworth Junior School Federated with Tolworth Infant and Nursery School DfE number 314 2024 Douglas Road, Surbiton KT6 7SA T: 020 8399 4472 E: admin@tjs.rbksch.org W: www.tolworthschool.org.uk Headteacher: Mrs R Seivright Nye	Community	90

List of schools by planning area

Planning area	Schools
North Kingston	Alexandra Primary Fern Hill Primary Latchmere Primary St Agatha's Catholic Primary St Luke's CofE Primary St Paul's CofE Primary, Kingston Hill
Kingston Town and Norbiton	King Athelstan Primary King's Oak Primary St John's CofE Primary St Joseph's CofE Primary
Chessington and Hook	Castle Hill Primary Ellingham Primary Lovelace Primary St Mary's CofE Primary St Paul's CofE Primary
Surbiton	Lime Tree Primary Maple Infant St Andrew's & St Mark's Junior St Matthew's CofE Primary Tolworth Infant Tolworth Junior
Tolworth and Berrylands	Christ Church CofE Primary Grand Avenue Primary Knollmead Primary Our Lady Immaculate Catholic Primary
New Malden and Coombe	Burlington Infant Burlington Junior Christ Church New Malden CofE Primary Coombe Hill Infant Coombe Hill Junior Corpus Christi Catholic Primary
Old Malden and Worcester Park	Green Lane Primary Malden Manor Primary Malden Parochial CoE Primary
Coombe Hill	Robin Hood Primary

Admission arrangements for 2027

For all schools, children with a final education, health and care plan naming the school will be admitted ahead of all other children and included within the published admission number.

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 [Achieving for Children 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 in the 'Admission to Kingston's Primary Schools' brochure available on the [Achieving for children 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 as determined by the governing body.
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

Should the number of applicants exceed the available places within a given criterion, the proximity of the applicant's home to the school, as determined by the School Admissions' computerised geographical information system, will serve as a tie-breaker.

In cases where applicants live equidistant from the school, a final tie-breaker will be applied through random selection by drawing lots. Should applications for siblings of the same multiple birth fall either side of a school's PAN, the authority will admit above the PAN to allocate all siblings of the same multiple birth to the school.

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 [Achieving for Children 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 2027.
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 in the 'Admission to Kingston's Primary Schools' brochure available on the [Achieving for Children 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. Should applications for siblings of the same multiple birth fall either side of a school's PAN, the authority will admit above the PAN to allocate all siblings of the same multiple birth to the school.

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. Children moving from the school's specialist provision into mainstream school.
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 applications made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. 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.
6. 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 one year 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 one year 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 one year, 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 one year, 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. Children of families who are members of other non-Christian or Orthodox faiths, Churches and denominations. Evidence of Baptism (or dedication) or evidence of membership will be required.
8. 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) 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.
- c) Exceptional social, medical or pastoral needs 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.
- d) 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 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 in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child.

4. Places will then be offered to children of 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.

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.
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, Malden, and who have a sibling who will be attending the school at the time of admission and live within a 1km radius of the main school gate.
6. Children whose parent or guardian is a faithful and regular worshipper at St John the Baptist Parish Church, Malden and live within the Parish.
7. Children whose parent or guardian is a faithful and regular worshipper at St John the Baptist Parish Church, Malden and live within a 1km radius of the main school gate.
8. Children who will have a sibling at the school, at the time of admission.
9. Children whose parent or guardian is a faithful and regular worshipper at another Anglican or other Christian church and live in the Parish.
10. 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.

- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- All other baptised Catholic children.
- 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.
- Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
- 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.
- Children of other faiths. Evidence of membership provided by a priest, minister or religious leader of a designated place of worship will be required.
- 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 worships.

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](#).

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 enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Children of families who are members of other Christian denominations.
6. Children of other faiths.
7. 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. 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.
- III. 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.
- IV. 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 a Catholic: In the context of school admissions Baptised Catholics include children who have been received into the Church, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

Definition of Catechumen: A person undergoing instruction into the Catholic Church prior to baptism and will normally be evidenced by a certificate of reception into the order of catechumens.

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. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order, Catholic children who appear (to the admissions authority) to have been in state care outside of England as a result of being adopted.
2. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.

3. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order.
Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
4. Children enrolled in the catechumenate. Evidence will be required.
5. Children who are members of Eastern Orthodox churches. Evidence of Baptism will be required.
6. Children of other Christian denominations. Evidence of baptism/dedication will be required.
7. Children with a sibling (taken to include half siblings, step siblings, adopted siblings and foster children) attending the school at the time of admission.
8. Children who are members of other faiths, Churches and denominations. Evidence of Baptism, dedication or evidence of membership is required
9. 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. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The Governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last ranked within the school's admissions number.
- II. 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.
- III. Social, medical or pastoral needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest)
- IV. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the local authority using a 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.

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 two 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 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.

Churches Together in Chessington and Hook include St Paul's Church, Hook, Chessington Methodist Church, St Catherine of Siena RC Church, Chessington, The Community Church, Surbiton & Chessington

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%). A foundation place is for 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
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. Catherine of Siena, King's Church Chessington (formerly known as Chessington Evangelical Church), Hook Evangelical Church, St. Mary's in Chessington and the 365 Church. In such cases this will apply to families for whom St. Paul's is the nearest church school.
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.

C. 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	Admission number
Chessington School DfE Number: 314 4006 Garrison Lane, Chessington KT9 2JS T: 020 8974 1156 E: contactus@chessington.kingston.sch.uk W: chessington.kingston.sch.uk Headteacher: Ms S Wilson	Academy	150
Coombe Boys' School DfE Number: 314 5403 College Gardens, Blakes Lane, New Malden KT3 6NU T: 020 8949 1537 E: enquiries@coombeboysschool.org W: www.coombeboysschool.org Headteacher: Mr D Smith	Academy Boys	180
Coombe Girls' School DfE number: 314 4004 Clarence Avenue, New Malden KT3 3TU T: 020 8942 1242 E: enquiries@coombegirlsschool.org W: www.coombegirlsschool.org Headteacher: Ms E Barns	Academy Girls	240
The Hollyfield School DfE number: 314 5404 Surbiton Hill Road Surbiton KT6 4TU T: 020 8339 4500 E: office@hollyfield.kingston.sch.uk W: www.hollyfield.kingston.sch.uk Headteacher: Ms A Jackson	Academy	180
The Holy Cross School DfE number: 314 5402 25 Sandal Road, New Malden KT3 5AR T: 020 8395 4225 E: hxs@holycross.kingston.sch.uk W: www.holycross.kingston.sch.uk Headteacher: Mrs D McConn-Finch	Academy Girls	150

School details	Type of school	Admission number
The Kingston Academy DfE number: 314 4001 Richmond Road, Kingston KT2 5PE T: 020 8465 6200 E: enquiries@thekingstonacademy.org W: www.thekingstonacademy.org Headteacher: Mrs S Cavanagh	Academy	210
Richard Challoner School DfE number: 314 5401 Manor Drive North, New Malden KT3 5PE T: 020 8330 5947 E: office@challoner.kingston.sch.uk W: www.richardchalloner.com Headteacher: Mr S Maher	Academy Boys	150
Southborough High School DfE number: 314 4009 Hook Road, Surbiton KT6 5AS T: 020 8391 4324 E: office@southborough.kingston.sch.uk W: www.southborough.kingston.sch.uk Headteacher: Mr N Smith	Academy Boys	150
The Tiffin Girls' School DfE number: 314 4010 Richmond Road, Kingston KT2 5PL T: 020 8546 0773 E: contact@tiffingirls.org W: www.tiffingirls.org Headteacher: Miss E Kilburn	Academy Selective Girls	180
Tiffin School DfE number: 314 5400 Queen Elizabeth Road, Kingston KT2 6RL T: 020 8546 4638 E: office@tiffin.kingston.sch.uk W: www.tiffin.kingston.sch.uk Headteacher: Mr G Williams	Academy Selective Boys	180
Tolworth Girls' School DfE number: 314 4011 Tala Close, Surbiton KT6 7EY T: 020 8397 3854 E: admissions@tolworthgirlsschool.co.uk W: www.tolworthgirlsschool.co.uk Headteacher: Mrs J Botha-Smith	Academy Girls	240

Admission arrangements for 2027

Chessington 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 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.

Sixth form admissions are managed directly by the school. Refer to the [school's sixth form prospectus](#).

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. This includes staff who are employed by one of our schools, but who have worked at another one of our schools for two years or more, and who were 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. Refer to the [school's website](#).

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. This includes staff who are employed by one of our schools, but who have worked at another one of our schools for two years or more and/or who were 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. Refer to the [school's website](#).

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. Refer to the [school's website](#).

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.

Where the number of applicants exceeds 150, the governors will offer places using the criteria in the order stated below.

1. Looked after or previously looked after Catholic girls (see explanatory notes b and c).
2. a) Baptised Catholic Girls (see explanatory note c and d)
b) Baptised Catholic Girls without a CCP (see explanatory notes c and d)
3. Other Looked After or previously Looked After girls (see explanatory note b)
4. Girls enrolled and registered in the Catechumenate (see explanatory note f)
5. Siblings of non-Catholic girls on roll at the school who do not otherwise qualify under a higher criterion (see explanatory note e)
6. Girls who are baptised and verified members of Eastern Orthodox churches (see explanatory note g)
7. Girls who are members of other Christian denominations (see explanatory note h)
8. Non-Catholic girls attending a named Catholic primary feeder school (see explanatory note i)
9. Girls who are members of other faiths (see explanatory note j)
10. All other girls

Oversubscription tiebreakers within each criterion

Where the number of applicants exceeds the number of places available within any of the criteria listed above, the following tie-breakers will be applied in the order stated below. Note: Tie-breaker i is applied only to girls in criteria groups 1 to 4. Tie-breakers ii and iii are applied to applicants in all criteria groups.

- i. A girl with a sister or brother, including a step, half, adopted or foster sister or brother living at the same address currently on roll at the school and who will continue to be enrolled at The Holy Cross School in September 2027.
- ii. A girl whose parent or carer 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, and the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iii. 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 Kingston Council's 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. Where parents or carers 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 or carers at different addresses, parents or carers must decide who makes the application before applying to the local authority. Only one application can be made for the child. Proof of the equal shared care agreement and the child's residency at this address should be provided with the application in all such circumstances.

If the parent or carer with whom the child lives less of the time applies, the local authority will not accept that application. The local authority will not mediate between parents or carers if there is a dispute or when two applications are submitted, one by each parent or carer. Only one application will be accepted, and the final decision will rest with the local authority after all submitted evidence has been considered.

Explanatory notes

These notes form part of the admission arrangements.

- a. An education, health and care plan (EHCP) is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
- b. A looked after child, in accordance with section 22(1) of the Children Act 1989, is defined as any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (eg, children with foster parents) at the time of making an application to the school. A previously looked after child is a child who was looked after but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or became subject to a child arrangement order or special guardianship order.

Looked after and all previously looked after children, include those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. If you are applying under criterion 1 or 3, you must provide details of your circumstances along with supporting evidence (for example, from a social worker) and any relevant orders. Please submit this information to your local borough council when making the common application form application.

- c. Catholic means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). This will normally be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion of the Catholic Church.

For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (eg, a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Priority will be given to baptised Catholic girls in possession of a Certificate of Catholic Practice (CCP), followed by baptised Catholic girls.

- d. Certificate of Catholic Practice - the Certificate of Catholic Practice is a form signed by the parish priest to confirm that a child applying to a Catholic primary or secondary school is a practising Catholic. This determination is based on Mass attendance, as outlined in the Church's canon law, and is supported by reasonable, evidence-based observations. The definition of 'Catholic practice' aligns with the church's requirements and can be applied consistently by all priests. The priest concerned would be the priest of the church where the parent or carer normally worships.
- e. A sibling is defined as a sister or brother, half sister or brother, adopted sister or brother or step-sister or brother of the applicant, or child of the applicant's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday, as the sibling, and is on roll at The Holy Cross School at the time of admission. It would not include other relatives, eg, cousins. Where siblings are in Years 11 or 12 at the time of application, they will normally be deemed as being in the school at the time of admission unless the applicant has specifically expressed that they will not be continuing the following year.
- f. Catechumen is a person who wishes to be baptised and has been accepted into the Order of Catechumens through the appropriate liturgical rite. 'Enrolled and registered in the Catechumenate' means formally registered as undergoing instruction leading to baptism into the Catholic Church.
- g. Orthodox churches are those eastern churches not in full communion with the Catholic Church, who have retained the Catholic tradition regarding the sacraments. In this group are included (for the purpose of admissions) members of other churches which the Apostolic See judges to be in the same position as the aforesaid eastern churches as far as the sacraments are concerned.
- h. Other Christian denominations are children belonging to churches and ecclesial communities that acknowledge God's revelation in Christ and confess Jesus as Lord and Saviour.
- i. Named Catholic primary feeder schools Feeder school status applies to non-Catholic girls who attend one of the following six Catholic primary schools. The following schools have been identified as feeders based on historic patterns of applications to The Holy Cross School.
- Corpus Christi Catholic Primary School (New Malden)
 - Sacred Heart Catholic Primary School (New Malden)
 - St Agatha's Catholic Primary School (Kingston)
 - St Joseph's Catholic Primary School (Kingston)
 - Our Lady Immaculate Catholic Primary School (Tolworth)
 - St Cecilia's Primary Catholic School (North Cheam)
- j. Girls who are members of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law.

The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God and,
- A religion which does not involve belief in a God

Case law has identified certain characteristics which describe the meaning of religion for purposes of charity law, which are characterised by a belief in a supreme being and expression of belief in that supreme being through worship.

Sixth form admissions are managed directly by the school. Refer to the [sixth form's website](#).

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 application.
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. This priority applies to both teaching and support staff.
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. Refer to the [school's website](#).

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. (a) Applicants who are baptised Catholics evidenced by a copy of your son's signed Certificate of Baptism and a signed and stamped Certificate of Catholic Practice
(b) Applicants who are baptised Catholics evidenced by a copy of your son's signed Certificate of Baptism, but without a signed and stamped Certificate of Catholic Practice
3. (a) Other looked after or previously looked after applicants
(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. Application must be evidenced by a copy of your son's signed Baptismal Certificate or Certificate of Dedication (where applicable) and a signed letter from the Minister of religion on letterhead paper confirming membership of your son's Christian denomination
4. Applicants who are members of other faiths evidenced by a signed letter from the faith leader on letterhead confirming membership of your son's faith.
5. All other applicants.

If the number of applicants exceeds the number of places within criteria 2, tie breakers in Sections 1 and 2 will be applied in the order stated below

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

1. The strength of evidence of commitment to the applicant's faith, where appropriate. Priority will be allocated as follows: (a) Applicants who have provided a Certificate of Catholic Practice
(b) Applicants without a Certificate of Catholic Practice
2. Within each level of commitment stated in 1(a) and 1(b) above, 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 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 Kingston Council's 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. (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, parents must decide who makes the application before applying to the local authority. Only one application can be made for the child. Proof of the equal shared care agreement and the child's residency at this address should be provided with the application in all such circumstances. If the parent with whom the child lives less of the time applies, the local authority will not accept that application. The local authority will not mediate between parents if there is a dispute or when two applications are submitted, one by each parent. Only one application will be accepted, and the final decision will rest with the local authority after all submitted evidence has been considered.)

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.

Sixth form admissions are managed directly by the school. Refer to the [school's website](#).

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.

Sixth form admissions are managed directly by the school. Refer to the [school's website](#).

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 in rank order of the combined 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 combined mark 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 combined mark 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).
 - 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 rank order of the combined mark the following order of priority:
 - I. girls whose permanent place of residence is within the designated area of the school
 - 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 are 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. Refer to the [school's website](#).

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.

A. Boys with an education, health or care plan that specifically names Tiffin School on the plan 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.

B. To boys whose combined score is higher than or equal to the 450th ranked combined score of all applicants who sat the stage two test in the following order of priority.

- i. Currently looked after children and previously looked after children. 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 priority area.

The remaining places, less up to 18 places reserved for Sporting and Music Aptitude under section E, will be allocated in rank order of the Combined Score in the following order of priority:

C. Boys whose permanent place of residence is within the priority area; if there are any remaining places, then

D. Boys whose permanent place of residence is outside the priority area, then

E. Up to 18 reserved places will be offered to boys whose combined score is higher than or equal to the 450th ranked combined score of all applicants who sat the stage two test and who have not been offered a place under categories A, B, C, or D above, in the following order of priority.

- i. Up to nine places to boys who have demonstrated aptitude in sport (by achieving a score in the sporting aptitude assessment above the benchmark threshold) by rank order of performance in the sporting aptitude assessment and whose permanent place of residence is within the priority area.
- ii. Up to nine places to boys who have demonstrated aptitude in music (by achieving a score in the musical aptitude assessment above the benchmark threshold) by rank order of performance in the musical aptitude assessment and whose permanent place of residence is within the priority area.

In the event of a tied score to fill the 180th place, any place or places will be offered 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. Refer to the [school's website](#).

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. Refer to the [school's website](#).

SECTION 4: Commonly used oversubscription criteria and definitions

Always consult the complete admissions policy of your preferred schools. This will confirm which criteria are applicable and highlight any deviations from the standard definitions provided.

Looked after children or previously looked after children

Looked after children and previously looked after children, including those who were in state care outside of England and ceased to be in care due to adoption, will receive the highest priority.

Looked after children

A looked after child is defined as a child who, at the time of school application, is either (a) under the care of a local authority or (b) being provided accommodation by a local authority while they carry out their social services responsibilities, as outlined in Section 22(1) of the Children Act 1989.

You must provide a written statement from the child's social worker confirming the following:

- the child is currently a looked after child under a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority), an interim care order, or a final care order
- the name of the local authority where the child is in care
- the child's current placement with a foster carer or in local authority accommodation

Previously looked after children

A previously looked after child is one who was in state care and is no longer so because they were adopted (Section 46 Adoption and Children Act 2002), became subject to a child arrangements order (Section 12 Children and Families Act 2014), or a special guardianship (Section 14A Children Act 1989), immediately after being in care.

This also includes children who the admission authority believes were in state care outside of England (defined as being cared for or accommodated by a public authority, religious organisation, or any other care provider primarily for the benefit of society) and who left state care due to adoption.

If you are applying for a child who was previously under the care of an English local authority, you must provide evidence based on your child's specific situation.

- **Adoption order:** An adoption order issued under section 46 of the Adoption and Children Act 2002. This must include the schedule confirming the child's date and place of birth, and placement details.
- **Special guardianship order:** A written confirmation from the local authority that previously cared for the child, stating they were in local authority care immediately before the special guardianship order was issued. You must also provide the special guardianship order itself, which appoints one or more individuals as the child's special guardian(s) under section 14A of the Children Act 1989.

- **Child arrangements order:** A written confirmation from the local authority that previously cared for the child, stating they were in local authority care immediately before the child arrangements order was issued. You must also provide the child arrangements order, which determines the living arrangements for the child under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act).

For children adopted from outside of England, a photocopy of the official adoption order or proof that the child was in state care outside of England and was removed from that care due to adoption is required. If necessary, the order should be accompanied by a certified English translation.

Brother or sister attending the school (sibling link)

Children are considered siblings if they meet all of the following criteria:

- they are a full, half, step, adopted, or foster brother or sister
- they live at the same address as the child applying for admission
- they are currently enrolled at the preferred secondary school
- they will still be attending the school when the applicant is admitted

*Sibling priority is given to those attending Coombe Boys', Coombe Girls', and Coombe Sixth Form.

You **must** include the sibling's details on the application for sibling priority to be considered.

Be aware that:

- children from multiple births do not provide sibling priority to each other until at least one of them is enrolled in the school
- having multiple siblings already attending a school does not increase your priority for that school
- cousins, even if living at the same address, are not considered siblings

Exceptional family, social or medical need

Kingston schools regularly support children with diverse social and medical needs. Prioritisation based on exceptionally high social or medical needs is rare, with very few, if any, applications approved under this criterion annually. The standard for acceptance is extremely high, requiring needs which are highly uncommon within the general population.

The admissions authority for the school you are applying to decides whether to use this criterion for admissions and will assess priority requests. Review their admission arrangements, and follow the appropriate application instructions.

It is important to understand that if your child has special educational needs or may require extra support but does not have an education, health and care plan, their application cannot be prioritised under this criterion. All schools can effectively support children's educational needs through appropriate induction, support, and tailored teaching.

Reasons such as your work location, childcare arrangements, or family links to the school are not considered sufficient grounds for prioritisation under this criterion.

Applications for secondary schools and voluntary aided, free, foundation or academy primary, infant or junior schools (own admission authority schools) under the exceptional family, social or medical criteria

Voluntary aided, free, foundation, and academy schools handle their own social and medical need assessments for in-year transfer applications. This includes all secondary schools and some infant, primary, and junior schools, depending on their type.

The School Admissions team **does not** consider applications for these school types and has no influence on the decisions made for priority under this criterion.

To request priority admission under this criterion, it is your responsibility to review the school's admission policy for specific requirements. Your application, along with the necessary supporting documents explaining why the child can only attend this particular school and why no other school can meet their needs, must be sent directly to the school for consideration. This evidence must clearly detail the circumstances.

Submitting evidence does not guarantee school placement priority. Each case is assessed individually to determine if placement at a specific school is warranted over others. The school will directly inform you of their decision and notify the Admissions team if additional priority should be applied to your child's application. If you disagree with the school's decision, you must contact them directly. We cannot mandate schools to prioritise admissions under this criterion.

Applications for community primary, infant or junior schools under the exceptional family, social or medical criteria

The School Admissions team only evaluates exceptional family social and medical need applications for community schools within Richmond. Requests for other school types cannot be considered.

For this criterion, disability is defined by Section 6 and Schedule 1, Part 1 of the Equality Act 2010.

The family, social, or medical need can relate to the child or another family member. Each application is assessed individually and must include the following at the time of submission for the request to be considered.

- A written request detailing the reasons for the application under this criterion, explaining why the preferred school is considerably more appropriate than any other school for your child, and the difficulties that would likely arise if your child did not attend it. This letter must include a statement granting permission for the local authority to conduct any necessary investigations.
- Specific supporting evidence, on headed paper from a qualified professional involved with the child or family (eg, consultant, GP, psychiatrist, senior social worker), explaining why only the preferred school can meet the child's individual needs and the impact on the child if they do not attend this school. Evidence from family members, friends, or childminders is not accepted.

Hospital appointment letters or prescriptions are not considered relevant evidence.

Scan the supporting documents and send them to the [School Admissions Team](#) including your child's name and date of birth in the body of the email. Alternatively, documents can be mailed to the address provided on page 2.

All information provided is treated in the strictest confidence.

Applications missing the necessary supporting documents will be rejected. These incomplete applications will then be assessed under the next most suitable admission criteria.

Social or medical needs criterion considerations

The following will not be considered under the social and medical criterion:

- Applications seeking higher priority based on special educational needs without an EHCP. This policy addresses a range of neurodevelopmental conditions, including (but not limited to) autism spectrum condition, dyslexia, dyscalculia, dyspraxia, attention-deficit or hyperactivity disorder (ADHD), attention deficit disorder (ADD), and speech and language difficulties.
- Common medical conditions, including (but not limited to) asthma, eczema, food allergies, diabetes, and circumstances requiring medication administration training. Applications with medical evidence may be approved for exceptional illnesses or disabilities where only one school is a reasonable option.
- Emotional and social needs, including anxiety, stress and bullying.
- Reasons such as recent arrival in the UK, childcare or joint care arrangements, transport issues, workplace location, the necessity for staggered school times, nursery attendance connected to a particular school, or prior family links to a school.
- The maintenance of existing friendship groups.
- Preference for or against a school with a religious denomination.

We will evaluate whether alternative support can help the child or family attend a different school. This assessment will consider the legal requirement for schools to make reasonable adjustments as outlined in The Equality Act 2010.

Schools are legally prohibited from discriminating against current or potential students based on protected characteristics.

Applications are reviewed impartially by a minimum of three officers. These officers base their decisions on the evidence provided and will confer with another officer if they have differing opinions. All assessment officers have knowledge of the local authority's admissions procedures and the School Admissions Code.

If the request for priority under this criterion is refused, the reasons will be jointly documented by the officers.

The local authority's decision on applications under this criterion is final, without an internal appeal. However, there is a legal right to appeal to an independent school admissions appeal panel if your child is not offered a place under a lower criterion.

Applications are assessed for strength by a minimum of three officers. These officers base their decisions on the evidence provided and will confer with another officer if they have differing

opinions. All assessment officers possess knowledge of the local authority's admissions procedures and the School Admissions Code.

Applications are reviewed impartially by officers. If an application is denied based on this criterion, the officers will jointly document the reasons for the refusal.

The local authority's decision on applications under this criterion is final, without an internal appeal. However, if the preferred school does not offer a place, there is a legal right to appeal to an independent school admissions appeal panel.

Children of staff

For staff members to qualify for admission of their child to the school, they must meet one of the following criteria at the time of application:

- they have been directly employed by the school for two or more years
- they have been recruited to fill a vacant post where there is a clearly demonstrated skill shortage

Schools are required to detail the application of this priority in their admission policies. For community schools, this criterion is applicable to staff members directly employed by the school at the time of application, who meet one of the aforementioned criteria and remain employed when their child is admitted.

Staff priority does not apply to staff working at a linked infant or junior school, or between schools who are members of the same trust.

Distance from home to school

Kingston Council determines home to school proximity using a standardised straight-line calculation measured in meters.

This process uses the council's geographic information system (GIS) and Ordnance Survey (OS) data, calculating the distance from an internal coordinate within your property boundary (the seed point provided by the OS) to the closest designated school gate. In blocks of flats, a common entry seed point is used so higher floors are not disadvantaged.

The School Admissions Team does not provide home to school distance measurements ahead of a formal application and offer. However, publicly available websites can estimate distances, which may assist in choosing school preferences during the application process.

Only distances calculated by the council's GIS system will be used for school place allocation. This system exclusively uses Ordnance Survey grid reference points for the home address and measures only to the school gate(s) or admissions point as designated by the school.

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.

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

Attending the infant school is the second-highest criterion for allocating places at its paired junior school. Therefore, if your child attends one of the infant schools listed above and you apply for a Year 3 place at the paired junior school, they are likely to qualify for an offer. However, this transfer cannot be guaranteed. The highest priority for admission is given to children with an education, health, and care plan, and children who are currently or were previously in public care ('looked after' children). The number of applications received from these categories will affect available places.

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

St Andrew's and St Mark's CofE Junior School's governors manage pupil admissions. Their website provides admission criteria and details on place offers for the past three years. Remember to check if a supplementary information form is required and submit it directly to the school.