



**St Mary's Church of England (Voluntary Aided) Primary School  
ADMISSIONS POLICY – for entry in September 2017**

Live Life, Love Learning – Guided by God

*Within a secure and caring Christian environment we strive to develop the potential of each pupil in partnership with pupils, parents, staff and governors.*

St. Mary's is a Church of England Primary School, and the Christian faith guides our ethos and our worship. In addition to applications from church members, we also welcome applications from parents of other faiths or none. We ask all parents to support and respect the ethos of the school.

Admissions Criteria

1. Looked after and previously looked after children (see note 1)
2. Siblings (see note 2)
3. Children whose parent(s) are regular worshippers at St. Mary the Virgin, Chessington, attending
  - i. **at least twice each month for a period of at least 1 year or**
  - ii. **at least once each month for a period of at least 2 years** immediately prior to application.

A signed Supplementary Information Form from the Vicar or Church Leader will be required. (see note 3)

4. Children whose parent(s) are regular worshippers at another Christian church which is part of Churches Together in Chessington and Hook and attending
  - i. **at least twice each month for a period of at least 1 year or**
  - ii. **at least once each month for a period of at least 2 years** immediately prior to application.

A signed Supplementary Information Form from the vicar will be required (see notes 3 & 4)

5. Exceptional circumstances (see note 5)
6. Children whose parents want them to attend this Church of England school

As a Voluntary Aided school, admissions are determined by the Governors. The Published Admissions Number (PAN) is 30 places as agreed with the Local Authority and places will be offered through the Pan London Primary Co-ordinated Admissions Scheme.

Admission to the Reception Class takes place in the September of the school year in which a child reaches their 5<sup>th</sup> birthday. There will be a single point of entry into Reception, so that spring and summer born children will be able to start school full time from the September of the school year in which they turn five (although parents may defer their child's attendance within the academic year for which the application is accepted but not beyond the beginning of the term after their 5<sup>th</sup> birthday, nor beyond the beginning of the final term in the same academic year). A child may also attend part-time until statutory school age is reached during the same year of entry.

## **Out of Chronological Age Education**

For a small number of summer born children, parents may wish their child's admission to Reception to be delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological age group (please note however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry, when a fresh application must be made). Applications should be made to Kingston School Admissions and you may provide documentary evidence to support your request.

Parents applying for their child to enter the school in later years may also choose to seek places outside the correct year group, but in all cases this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit any supporting documentary evidence they may have. Governors will make their decision in the best interests of the child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for their decision will subsequently be set out for parents. Please note that there is no right of appeal if a place is offered that is not in the parents' preferred age group.

Parents who wish to apply for a Reception place at St. Mary's need to name the school on their home **Local Authority's Common Application Form** which must be returned to their home local authority, by the closing date, **15th January 2017**. The school's Supplementary Information Form is only required for applicants wishing to be considered under the school's faith criteria, 3 and 4. Once completed, this form must be returned to the school by the parent(s) at the time of application.

Parents will be informed whether their application has been successful in accordance with the guidelines in their **Local Authority Admissions booklet 2017**.

## Special Educational Needs

Governors will admit a child with a Statement of Special Educational Needs or Educational Health Care Plan that names the school. This is not an over-subscription criterion.

## Multiple Birth Children

Where the final place has been allocated to a child from a multiple birth and where places are also required for the remaining multiple birth sibling(s), governors will allow the Reception class to exceed the statutory infant class size limit of 30.

## Appeals

Should a place not be allocated, parents can appeal against the decision. **Details on the appeals procedure are available from the school office.**

## Late Applications

It is important that applications are made by the closing date. Late applications will only be considered after all those received by the closing date.

## Tie-Breaker

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 the drawing of lots as a final tie-breaker.

### Fair Access Protocol

St Mary's and all other primary schools in Kingston upon Thames, have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty in finding a suitable place.

### Waiting List

Applicants who cannot be offered a place will, on request, be added to the waiting list. The waiting list will consist of unsuccessful applicants held in order of the school's admission criteria and will include any late applications. Waiting list positions are subject to change and you should be aware that if an application is received from a parent who has a higher priority under the school's admission criteria or lives closer to school under the distance criteria, it may affect your child's position on the waiting list. Waiting lists are held for 1 term only. Any subsequent requests made to join the waiting list will be considered in criteria order for any year groups where there are no available places.

### Special Facilities & Access

The school has ramps at most entrances and all accommodation is on the ground floor with two accessible adapted toilets. The Governors are fully committed to access for all and, as far as possible, ensure that pupils with disabilities have access to the same opportunities as other pupils.

### In year admissions

All 'In Year' applications must be made using Kingston's In Year Application Form. To request a form please contact Kingston Schools Admissions by telephone on 020 8547 4610 or email [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk). Alternatively a copy can be downloaded from [www.kingston.gov.uk](http://www.kingston.gov.uk). Places will be allocated on the basis of the above criteria. When there are no places, applications will be added to a waiting list which will be held for one term only and thereafter places will be offered on a first come, first served basis. Where there is no waiting list all applicants will be considered under the schools admission criteria.

N.B. If the application is to be considered under the church criteria, a supplementary form must be completed and returned to the school. (Supplementary forms can be obtained from the school office or downloaded from the school website).

Please note that attendance in the Nursery does not guarantee admission to the Reception Class. A separate application must be made for a Reception place according to the procedure described above.

Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the home LA. Applicants will be advised that they will receive no more than one offer of a school place on 17 April 2017.

### **Notes:**

*For the purpose of this policy the term parent(s) includes a natural, adoptive, step or foster parent or other legal guardian.*

1. Looked after and previously looked after children are defined as:  
children who are in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989,  
or  
any child who was previously in the care of the Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status will be required from the Local Authority at the time of application.

2. Children who have a brother or sister attending the school at the time of admission. This includes an adopted, half, step or foster brother or sister living at the same address.
3. Applications made under criteria 3 & 4 must include the Supplementary Information Form. This can be obtained from the school office, downloaded from the school website or from Kingston Council's website. Parents must return the form to the school office **at the time of application**, by the published closing date. Failure to submit this form by the closing date may mean that the pupil will be considered under lower ranking criteria.
4. Churches Together in Chessington and Hook include, St Mary the Virgin Church, Chessington; St Paul's, Hook; Chessington Methodist Church; St Catherine of Siena RC Church, Chessington, The Community Church, Surbiton & Chessington.
5. Exceptional Circumstances – **a child** who has a serious medical condition, or if there are sensitive family circumstances which make it ***essential*** that the child attends St Mary's school rather than any other in both cases. 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 and reserve the right to consult a specialist if required.  
**NB.** All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.



St. Mary's C of E. Primary School  
SUPPLEMENTARY INFORMATION FORM  
FOR ADMISSION TO PRIMARY SCHOOL IN SEPTEMBER 2017

This form must be completed for applications under criteria 3 & 4 on the school's admissions policy. Once completed it must be returned to the school office, by the parent(s) at the time of application and no later than the closing date, as published in the Local Authority Admissions Booklet and on the Local Authority website.

Child's Last Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Boy [ ] Girl [ ] (Please tick Do Not leave blank)

Home Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

(The child's permanent address, or in cases of shared custody, where s/he lives for the majority of the school week)

Home Tel No \_\_\_\_\_ Daytime Tel No \_\_\_\_\_

Mobile Tel No \_\_\_\_\_ Email \_\_\_\_\_

Parents' details:

1. Full Name \_\_\_\_\_

For completion under admissions criteria 3 & 4

If you regularly attend a Church, please name below (See admissions criteria 3 & 4)

I/We attend \_\_\_\_\_

**Please ask the vicar/minister at your church to read and sign below**

I confirm that \_\_\_\_\_ has attended church worship at least **twice a month for the preceding year** or at least **once a month for the preceding two years**.

Please sign below:

Date \_\_\_\_\_ Signed \_\_\_\_\_ Vicar/Minister

**NOTE: This form to be returned to St. Mary's School Office by the applicant at time of application.**

**Closing date: 15<sup>th</sup> January 2017**

**This form does not constitute an application under the local authority's co-ordinated admission arrangements; parents applying under the Church criteria must ensure that they have named St Mary's C of E Primary as one of their preferences on the Common Application Form in addition to submitting this form to the school.**