



Admission Arrangements for Entry in 2017/2018
(Primary 4-11 School)

Approved Date			
Review Date			
Signed (Principal)		Name	
Signed (Chair of Local Governing Body)		Name	
Signed (Company Secretary)		Name	



Part of the Chapel St family of schools

This document sets out the admission arrangements for Kingston Community School (KCS) for entry in 2017/2018.

1. Introduction

Kingston Community School is a 4-11 Primary School.

KCS is founded on the virtues of grace, love and fellowship, which creates an inclusive learning community where each individual is respected and valued. Although our school has a Christian ethos, we will not seek to admit on the basis of faith, and will operate an inclusive admissions policy (open to all faiths and to none).

At KCS we understand how important the choice of school for your child is for you, and we want to do everything we can to support you and give you all relevant and helpful information, so please do contact us for clarification if you require this.

2. Pupil Admission Number

KCS will admit **60** students to Reception in 2017/18 and thereafter admit **60** students on an annual basis. This admission number relates to the year group of normal entry to KCS (Reception). Once admitted to KCS pupils will automatically transfer from one key stage to another.

3. Oversubscription Criteria for Kingston Community School

KCS wishes to work in harmony with the locally co-ordinated procedures throughout the admissions process. Where the number of applications for admissions is **lower** than the published admission number, all applicants will be admitted. Where the number of applications for admission is **greater** than the published admission number, applications will be considered using oversubscription criteria that mirror those in use by Kingston Council.

3.1 Children with Special Educational Needs

Children with a **statement of special educational needs** or **Educational Health & Care Plan B (EHC)** naming KCS on the statement/plan will be admitted before all other applicants.

3.2 Oversubscription Criteria - Primary (Reception year)

When KCS is oversubscribed for any year group and after the admission of children with a statement of special educational needs or Educational Health & Care Plan that names KCS, applications for entry in 2017/2018 will be prioritised by ranking in order against the following criteria:

- 1) Looked after children at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after, (see note (i) below), then
- 2) Applications for siblings (see note (iii) below)



- 3) Children for whom the Chapel Street Community Schools Trust accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned, (See note (ii) below), then
- 4) Other children.

4. Application Process

KCS is part of the Pan London co-ordinated admissions scheme for primary admissions. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date. Kingston's CAF is available on-line at www.eadmissions.org.uk or www.kingston.gov.uk (search for 'school admissions'). If you wish to apply for a place at KCS you must name the school as one of your preferences on the CAF.

KCS will work alongside Kingston Council ensuring that parents and carers can benefit from a prospectus and suitable information about the school at the earliest opportunity. KCS will of course ensure that website information is available to all prospective parents and carers.

4.1 Timetable for Applications

The timeline for applications to KCS for September 2017 is:-

Period	Activity
September 1 st 2016	<ul style="list-style-type: none"> • Online applications are open via www.eadmissions.org.uk or www.kingston.gov.uk (search for 'school admissions'). • KCS Prospectus available.
January 15 th 2017	<ul style="list-style-type: none"> • Closing date for all applications to be returned to Kingston LA to administer. • KCS are notified of applications received.
April 17 th 2017 National Offer Day	<ul style="list-style-type: none"> • Offers made to parents/carers.
May 1 st 2017	<ul style="list-style-type: none"> • Date by which parents/carers must accept or decline offer, (sent to Kingston LA). • Kingston LA provide KCS a list of those parents/carers who have accepted places.
May 15 th 2017	<ul style="list-style-type: none"> • Further offers made from this date onwards. • Closing date for receipt of appeals.
	<ul style="list-style-type: none"> • All appeals submitted by the deadline heard by an Independent Appeals Panel within 40 days of that deadline.
September 2017	<ul style="list-style-type: none"> • Start of the autumn term

5. Reception Admissions

KCS will offer full-time education to children from the September before the fifth birthday. Parents may request to defer their child's entry to Reception until later in the Reception year, or request to stagger entry from part-time to full time attendance, but *not beyond statutory school age*. If the parent of a summer born child wishes to defer their child's entry until the start of Year 1, they must re-apply for a school place at that time.¹

6. Tie-Breaker

Where there are more applicants for the available places within categories 2 to 4 then the straight line distance as described in Note (iv) below will be used as the final determining factor, nearer addresses having priority over more distant ones. If home to school distance is equal, for example two children living in the same block of flats or in the same house, rank order will be determined by RBK using random selection by the drawing of lots as a final tie-breaker. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case-by-case basis.

7. Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

Children with statements of special educational need naming the school and children referred under the Local Authority fair access protocol will take priority over children on a waiting list.

Waiting lists for entry to Reception in September 2017 will be maintained until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Kingston Admissions by 31st December 2017, stating their wish and providing their child's name, date of birth and the name of their current school. After 31st December 2017 parents whose children are not already on the waiting list but who wish them to be so must make an application through RBK's in-year admission process. Waiting lists for other year groups will be reviewed termly.

8. Appeals

Applicants who are not offered a place at KCS will be given a right of appeal, in accordance with the School Admissions Appeal Code (DfE, 1st February 2012).

¹ Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.] Sourced from DfE Free School Admissions Template Version 4.

Clerks Associates UK manage the appeals process on behalf of Chapel Street Community Schools Trust. Parents/carers may find out general information about the appeals process from their website (www.clerksassociates.co.uk).

Outcome letters will give full details of how to lodge an appeal for KCS along with advice on the relevant timescales and deadlines.

9. In-Year Admissions

Applications for KCS outside the normal points of entry to Reception should be made to the London Borough of Kingston, School Admissions.

10. Exceptional Admissions

In exceptional circumstances, a parent may request admission to KCS outside of their normal age group. These applications will be considered by RBK and Chapel Street Community Schools Trust on a case-by-case basis. The decision made will be based on the individual circumstances of the child. If accepted, such an application will be treated in exactly the same manner as all applications, and will be subject to the oversubscription criteria and waiting list arrangements as detailed in this policy. Parents have the right of appeal against the refusal of a place at the school, but have no right of appeal against the refusal of a place in a particular year group. If the child has priority for admission we may agree to admit them into an older or younger year group, or offer a place in the normal year group.

11. Notes:

i. Looked After Children and Previously Looked After Children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a child arrangements order, or special guardianship order, immediately following having been looked after.

ii. Professionally Supported Medical Reasons or Exceptional Social Reasons

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application.

This evidence should be in the form of a supporting letter from a relevant professional, e.g. a doctor's letter/certificate, or a letter from a Social Worker. Providing evidence does not guarantee priority under this criterion; School Admissions will consider if the evidence provided demonstrates that the child must attend KCS in particular and cannot reasonably attend an alternative school.

iii. **Siblings**

Siblings include stepchildren, half brothers and sisters and adopted and foster children who are living with the same family at the same address.

iv. **Straight Line Distance**

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

Applicants wishing to query a distance from home to school should contact School Admissions, Achieving for Children, Guildhall 2, Kingston, KT1 3EU, or online via https://www.kingston.gov.uk/info/200342/apply_for_a_school_place.

The child's home address excludes any business, relatives' or child minder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify School Admissions and the individual school of any change of address.

