

This guide is for  
admission into  
school outside of the  
normal point of entry  
(in-year transfer)

# **Admission to a Kingston school as an in-year transfer**

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

The information in this guide relates to a child transferring into a Kingston school outside of the normal point of entry, known as an in-year transfer. This information was correct in August 2021 and is subject to change. It should be read together with the 'Kingston's infant, junior, primary and secondary schools' brochure available on [the Kingston Council website](#) which provides information about the state-funded schools in Kingston.

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

For the purpose of this brochure the term 'parent' is used to mean parent or carer unless otherwise differentiated.

Please provide a copy of any supporting documentation requested as we will not be responsible for the return, loss or damage to any original documents supplied.

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

If you have any questions regarding school admissions, please contact the team, including your child's name and date of birth in the body of the email.

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

E: [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk)

W: [www.kingston.gov.uk](http://www.kingston.gov.uk)

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

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## SECTION 1: Introduction

Please refer to the 'Kingston's infant, junior, primary and secondary schools' brochure available on [the Kingston Council website](#) for information about each of the state-funded schools in the Royal Borough of Kingston upon Thames.

This brochure is intended for parents who want to apply for a place at a Kingston school in any year group for primary or secondary school outside of the normal admissions round. This is known as an in-year transfer. The Achieving for Children School Admissions team coordinates in-year transfers for state-funded schools in the Royal Borough of Kingston upon Thames.

An in-year transfer differs from a normal phase admission which is when a whole year group of pupils are due to transfer into a school at the first point of entry e.g. primary to secondary or first year entry into a primary school at the beginning of reception etc.

An in-year transfer application should be made if you have:

- moved into the area and do not currently have a school place for your child
- moved within the area and wish to transfer your child to a closer school
- have moved or plan to move into the borough from overseas
- wish to transfer your child(ren) from their current school to another preferred school

An in-year transfer application should only be made if you require a school place in your child's existing year group, unless it is the last half term of the academic year and you are applying for a place in the next year group for September entry.

Please read the information in this guide carefully in order to understand how to make an application and your responsibilities as the applicant.

You can contact us if you need any further help using the information on page 2.

If you wish to apply for a school in any other local authority, please contact the relevant council or the school directly for further information on how to make your application. The Kingston Admissions team only manages in-year transfers into schools in our administrative area. Contact details for neighbouring boroughs can be found in Section 4.

## SECTION 2: Steps in applying for an in-year transfer

### Step 1: Collecting information about schools

You should gather as much information as possible before you decide which schools you want to apply for.

- Read the 'Kingston's infant, junior, primary and secondary schools' brochure available on [the Kingston Council website](#) which provides information about the state-funded schools in Richmond, and includes a map showing the location of the schools.
- Read about the schools on their individual school websites
- Arrange to visit the schools. Contact details for each Kingston school are available in the 'Kingston's infant, junior, primary and secondary schools brochure.
- 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](#).
- Consider your child's particular interests, abilities and views on the schools visited.
- Consider whether daily travel to and from school is possible within a reasonable time. It is your responsibility as the parent to make sure your child gets to school on time. Check the Transport for London [Plan a Journey](#) information.
- Information about school vacancies is available from the School Admissions team. Please note we can only provide information at the time of request - it is impossible for us to predict vacancy information weeks or months ahead as we are processing applications on a daily basis.
- If a school you are interested in applying for is full in the relevant year group, you can still apply in order for your child's name to be placed on the school's waiting list. You will receive an email to confirm the outcome of your application and this will provide details about your right of appeal. Please read the information in Section 3 before submitting an appeal.

### Step 2: Deciding which schools to apply for

The regulations allow for a parent to express a preference for a school, this is not the same as being able to choose which school your child attends. You should not assume you are entitled to a place at one of the schools named on your application.

The local authority and schools are committed to meeting parental preference as far as is possible within the number of places available. You are not guaranteed a place at a preferred school, and it is important to be realistic when considering which schools you name as a preference.

#### The admission oversubscription criteria

If there are more applications received than there are places available, the school will use its published oversubscription criteria to work out which children have the highest priority and can be offered a place.

Any children with an education, health and care plan (EHCP) which names the school must be admitted even if the relevant year group is full, and will be counted in the published admission number.

The oversubscription criteria for each Kingston school is printed on the individual school's websites. Make sure you understand the admission criteria, and address any questions directly to the school if you are applying for a voluntary aided, free school or academy.

Schools that have faith-based criteria may require a supplementary information form and/or a reference from a parish priest or other minister of religion. If you are applying for a place at one of these schools, make sure you understand their admission criteria and provide all required information to the school at the same time as you make your application. If you do not complete and return the form to the address provided on the form, the school will only consider your application using the information on the application, and this may reduce your chances of being offered a place at the school.

If you have any questions about the oversubscription for a community school, please contact the Admissions team using the details on page 2.

## Explanation of terms commonly used by schools in the oversubscription criteria

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

### Looked after children or previously looked after children

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

#### Looked after children

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

#### Evidence requirements

If you are applying for a child who is currently in the care of a local authority, you must provide a written statement from the child's social worker which confirms that:

- the child is currently a looked after child and is subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a **current** interim care order, or a current final care order **and**
- the name of the local authority the child has been placed in the care of **and**
- the child is currently placed with a foster carer or in local authority accommodation

#### Previously looked after children

A 'previously looked after child' is a child who was previously in state care but ceased to be because they were adopted (Section 46 Adoption and Children Act 2002), or became subject to a child arrangements order (Section 12 of the Children and Families Act 2014), or a special

guardianship (by Section 14A of the Children Act 1989), **immediately before** having been looked after.

It also includes children who appear to the admission authority to have been in state care (defined as in the care of or accommodated by a public authority, religious organisation or any other provider of care whose sole or main purpose is to benefit society) outside of England and ceased to be in state care as a result of being adopted.

### Evidence requirements

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

- an adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child **or**
- a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a special guardianship order was made, and a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989**or**
- a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements order was made, and a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act).

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

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

Children are defined as siblings if:

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

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

### Exceptional family, social or medical need

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

Requests for priority under this criterion are considered by the admissions authority of the school for which you are applying. It is your responsibility to read the school's admission policy to confirm the requirements to apply for priority under this criterion. You must submit supporting documentary evidence directly to the school for consideration, unless you are applying for a community primary school where you must follow the process set out on pages 8 to 10. This evidence must confirm the circumstances of the case and must set out why the child can only attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

**Please note** that if your child has special educational needs or if your child may need additional support in school, but does not have an education, health and care plan (EHCP), it is not possible to consider their application for a higher priority under this criterion. Your child's educational needs can be successfully supported through effective induction, support and differentiated provision at any school.

Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion. All applicants applying under this criterion are advised that the evidence provided to support their

### **Applying for family, social and medical priority at a community school**

The School Admissions team only assesses social and medical need applications for community schools within the borough. For the purposes of this criterion, the meaning of disability is pursuant to Section 6 and Schedule 1, Part 1 of the Equality Act 2010.

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

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

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

Please scan the supporting documents and send them to [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk), including your child's name and date of birth in the body of the email. If this is not possible they can be sent by post to the address on page 2.

All information provided is treated in the strictest confidence.

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

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

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

The strength of applications will be considered by two or more officers who will make an evidence-based decision individually and then together, referring to another officer where disagreement exists. Those officers assessing the strength of an application will have knowledge of

the local authority's admissions process and the School Admissions Code. The officers will consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion.

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

### Children of staff

Children are defined as full, step, half, and adopted siblings living in the same household. Staff should be directly employed by the school for two years or more before the admission application and at the point of admission and/or recruited to fill a vacant post for which there is a demonstrable skill shortage. Some schools further qualify how staff will qualify under this criterion. We will confirm your status with the school concerned.

### Distance from home to school

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

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

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

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

### Linked infant school

Community infant schools are paired with community junior schools as listed below.

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

If your child attends one of the above schools, any siblings will gain priority for admission to the same school, or the linked school as appropriate.

The sibling link for Maple Infants' School and St Andrew's and St Mark's CofE Junior School is administered by The governors of St Andrew's and St Mark's CofE Junior School. Make sure to check if you need to complete the school's supplementary information form.

## Step 3: The application process

### When to apply

Applications should be made no sooner than one term prior to hopeful entry, based on a six term school year. Your child will be expected to start at their allocated school within the same academic year, and within five school days of admission arrangements being confirmed with the school. If you are moving into Kingston borough we will not be able to complete the in-year admissions process to the point of offering a school place unless your child can start immediately.

**Please note:** If applying in the final half term of the current academic year to start school in the same academic year, your child will be expected to start school by the end June at the latest. If they do not start school by this time, any offer may be withdrawn and re-considered alongside any other children applying for a September start, in accordance with the oversubscription criteria.

**No applications for the current academic year will be accepted after 30 June.**

### Applying to start in September or to remain on the waiting list for the next academic year

If you are applying for your child to transfer into school in September, or if you are requesting for your child to remain on a waiting list, you can apply from 1st June.

All applications received by the end of June will be considered together from the first working day in July. We will write to you with your outcome before the summer break if possible, but it may not be possible to confirm whether a place can be offered until mid-September for one of more reason:

- the school you have applied for is an admission authority school and we cannot offer places until they return in September
- a vacancy cannot be confirmed until September, when the school returns and leavers are verified
- we are waiting for information from your child's previous school

Applications received later than 30 June will be considered on an individual basis after the main processing is complete, in the order of the date they are received.

Your application will normally be processed within 10 to 15 **school** days. Applications may take a little longer if you name schools which are full or you apply from June for a September start. Secondary school applications often take longer due to the need to consider the impact on timetables and option groups.

**Please note:** we will not start to process your application until you have provided us with all the required information and supporting documentation.

## Completing your application

You cannot make an application for an In-Year transfer via the eAdmissions portal used for the normal admissions round. You apply using the web page form available on [the Kingston Council website](#).

Depending on your responses you may be required to attach additional documents. For example:

- proof of address as set out below
- supporting evidence if you wish to be considered under the exceptional family, social or medical need criterion
- if you are moving into the UK from overseas you must provide evidence that you are entitled to remain in the UK. We will accept a copy of the visas for you and your child(ren)

The form will include a link to a form for you to send to the headteacher of your child's current school to complete. Please forward this link to the school at the same time that you apply to avoid delays in processing your application.

## Child's home address

We will make a decision as to whether or not to accept an address for admission purposes in accordance with the guidance set out below. This guidance applies to all applications and should be read in its entirety.

Your application must be made from a single address and only a single application can be made for a child. The address you provide on your application must be where you live with your child. If parents live separately, make sure you read the information about joint care arrangements before deciding on which address should be used on the application.

If your child lives elsewhere with someone who has legal care and control of your child which is due to a formal fostering arrangement through Social Services, you must submit official letters from the professionals involved to confirm this at the time of application.

Parents must notify the School Admissions team immediately of a change of address or other circumstances, including changes to custody arrangements, which occur at any time during the application process. Your application will be reassessed against the admission arrangements for your preferred schools using the new information.

If you fail to notify the School Admissions team of a change this may be treated as an attempt to obtain a school place on the basis of false information. Your application and any offer we have made will be withdrawn in accordance with the School Admissions Code.

## Joint care arrangements

If your child lives equally between two properties we will use one address to determine the outcome of an application: the principal parental address.

In the absence of a formalised legal care arrangement, we will usually determine the principal parental address to be the address where a parent who holds parental responsibility permanently

lives along with the child. In cases of shared care (both parents hold parental responsibility and care is split or shared), we will determine the principal parental address to be that of the parent who undertakes the majority of care during the school week. In cases where shared care is exactly equal, we consider all available evidence that you provide to support your application to determine the principal parental address.

**Please note:** the address provided on the application submitted by separated parents will be subject to the same address verification checks as all other applications. In addition, we will consider information such as the principal address held by the current school, and the address previously used to apply for any school places for your child or any siblings under the same care arrangements. This to ensure there is consistency in the address being used to apply for school places, and that separated parents do not gain an advantage for admission to a preferred school based on distance by using different addresses.

### The assessment of the home address for admissions purposes

The council is committed to following strict address verification procedures to ensure that only entitled pupils are offered places. We consider any school place obtained by deception to be unfair as another child is being deliberately denied their lawful claim to that place.

We will fully investigate any applications where there are doubts about the information provided, or where information has been received, that suggests a fraudulent or misleading application has been made, even if this is after a school place has been offered or your child has started at the school.

If an offer of a school place is made on the basis of false or misleading information, or information which changed before your child is admitted into the school, the place may be withdrawn. If you make a fraudulent application, your child's place can be removed even if they have started school. We will make a judgment based on the evidence available to us.

We will verify the address you use on your application using council records and systems, agencies, fraud departments, education settings or other resources available to us. This is to confirm that the address you have given in your application can reasonably be considered your child's permanent home address for admissions purposes.

If we are unable to verify your address information or you have moved to the address given on the application within the last 12 months, we may request further evidence. It is your responsibility as the applicant to provide evidence to support your application. The non-exhaustive list of evidence includes:

- most recent council tax statement
- child benefit statement or child tax credit notice if applicable
- driver's licence
- home and/or car insurance
- water, gas or electricity bill (dated within the last three months). Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not proof that you live at an address

If we do not receive the evidence required to verify your home address within the timeframe requested, your application may be withdrawn.

## The address to be used on the application

We expect your child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. We will not accept the address of a relative (unless it can be evidenced that you and your child have been living there as a long-term and permanent arrangement), friend or childminder, a temporary address, an address of a house you intend to move to (future address), or a commercial address.

Temporary addresses include (but are not limited to) an AirBnB, guest house, hotel or serviced apartment, or the address for a family member or friend where you are staying as you have just moved into the borough. If you are not able to provide a permanent address on your application, we will not apply any distance priority to your preferences until a permanent address is secured.

It is your responsibility to provide the School Admissions team with information about all the properties that you are connected to in order for us to make an assessment on whether a property can reasonably be disregarded for admission purposes.

If you own or rent a property, which is used, or has previously been used, as your home address which is within commutable distance of an oversubscribed school, and you state that you are living at, and apply from, a different address which is closer to the school, we will normally treat the second address as temporary, even if the property which is further away is not available for you to live in.

If you rent a property we will consider any break clauses included in the tenancy agreement when making an assessment of the permanency of your address. If your tenancy agreement expires prior to the start of term we will require further verification of continued occupancy following the date of expiration, even if this is after the school place has been offered.

If you use an incorrect address or you fail to inform the School Admissions team of other properties which you are connected to, this will be treated as an attempt to obtain a school place on the basis of false information, and your application may be withdrawn as permitted by the School Admissions Code.

## Moving into the borough or within the borough

The rules about being connected to more than one property detailed above will apply to all changes of address during the application process.

If you plan on moving, you can apply in advance using the address where your family is currently and provide us with details of the new address on your application form if it is known. It is your responsibility to tell us when you have actually moved and provide the evidence as set out below, before the address will be verified and changed on the system.

**Please note:** If we are able to offer your child a place at a preferred school from your current address your child will be expected to start at the allocated school once admission arrangements

have been made, usually within five school days. If you apply in June for the next academic year you will be expected to start in September.

We will not accept the address of a property under renovation which you intend to move into once the works are complete. You and your child must be living in the property as your permanent residence before the address will be accepted.

We will require you to provide proof that you are habitually resident in the new address. The non-exhaustive list of evidence includes:

- a solicitor's letter stating that the sale is complete, or a formal tenancy agreement which shows that the property leased is suitable for the family's needs. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted **and**
- proof that the previous property has been sold or the lease terminated, or sufficient evidence to allow the Admissions team to reasonably disregard the previous property for admissions purposes **and**
- a copy of two utility bills or contracts (less than three months old) to prove that the family is habitually resident in the new property. Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not proof that you live at the address

## **Children living abroad**

Please see the separate information below regarding children of UK service personnel if you are a HM Forces family or a UK Crown servant returning from abroad.

If you currently live abroad, but intend to move to Kingston borough before your child starts school, we will accept an admission application. This will normally be based on your address abroad even if you are returning to a property you own. We will only accept a Kingston borough address for admissions purposes once you and your child are habitually resident at this address.

If we are able to allocate a place at one of your preferred schools using your overseas address we will, but your child will be expected to start at the allocated school within five school days (or at the start of school in September if you applied in June for the next academic year) otherwise the offer may be withdrawn. Please bear this in mind when deciding when to submit your application ahead of your arrival in the UK.

You must provide evidence that you are entitled to remain in the UK. We will accept a copy of your and your child's visa.

## **Applications for families arriving from abroad, including from the EU, from 1 January 2021**

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

If you have recently arrived from abroad, we recommend that you check that you have a right of abode or that the conditions of your immigration status otherwise permit you to access a state-funded school.

Children aged under 18 are classed as dependent children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded school once in the UK.

Unaccompanied children may also enter the UK to access a school. To comply with their visa terms, unaccompanied foreign national children, and young people (including such EEA nationals entering the UK after 31 December 2020) who are entering on a Child Student visa or Student visa must, when accessing education in England, study at the independent school, sixth form college or further education college which is sponsoring them.

Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a school. Find out what these visas can be used for on the visa pages of [the Government site](#).

Find out more about visas and immigration and the EU Settlement Scheme for EEA and Swiss citizens. Irish citizens' right to live in the UK and access school places will not change. Irish citizens do not need to apply for the EU Settlement Scheme, but their family members, who are not Irish or UK citizens, will need to apply.

## Children of UK service personnel and crown servants

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning from abroad to this area, you can apply for a school place no sooner than four months ahead of your move into the area. Your application must be accompanied by official documentary evidence from your employer that confirms a relocation date and your intended address if known. If you are unable to provide an intended address please contact the School Admissions team.

Armed Service personnel and their families may obtain further information, advice and guidance from the [Children's Education Advisory Service](#), part of the Ministry of Defence's Children's Services Directorate and established to help Service families, schools, local authorities and other organisations with any issue relating to the education of Service children.

## Out of year group requests

Any request for admission outside of the normal age group will be considered by the admitting authority for the school. Admission authorities must make clear the process for requesting admission outside of the normal age group in their admission arrangements. We suggest you contact the schools to discuss your request before submitting your application.

Your application will be processed according to your child's chronological age group. If the school agrees that they can be taught out of year group, this will be organised by the school once a place has been offered.

**Please note:** The admission authority for an academy, voluntary-aided and free schools is responsible for making decisions on the admission of children outside of the normal age group in their school. The local authority cannot require them to agree with your request, and it is not appropriate for us to become involved in disputes where the parent does not agree with the decision that has been made. You must follow the school's complaint procedure which is published on the school's website.

## Step 4: Submitting your application

Before you submit your application please check that:

- you have read and understood the admissions criteria for each school included on your application, and considered whether your child is likely to get a place
- you are clear on the order you want your preferences to be listed in
- you understand how the home address will be assessed for admissions purposes
- you have provided the documentation required to support your application
- if applicable, you have sent the supplementary information form directly to the school
- have read and understood the declaration on the bottom of the form before submitting your application. This means you are agreeing to the terms and conditions in full, and understand your responsibilities as an applicant

### Parent and carer declaration

When making your application you will sign a declaration to confirm that you have read and understood the guide and your responsibilities as the applicant.

You will also confirm that you have parental responsibility for your child and that you have the agreement of all people with parental responsibility to make your application, or there is a court order allowing your application. It is not appropriate for the council to become involved in private disputes with parents or carers. You should attempt to resolve the matter of school preference between yourselves and inform us in writing, or through the Family Court by way of a specific issue order. Any applications subject to a dispute will not be processed until agreement can be reached, and this may affect your child's chance of being allocated a place at a preferred school or result in an offer being withdrawn.

## Step 5: Being offered a place

If we are able to offer your child a place at more than one of your preferred schools, we will look at your order of preference and offer you a place at the highest preferred school at which your child can be allocated a place.

If your child does not meet the admissions criteria for any of your preferred schools and you are a Kingston resident, the Admissions team will offer you a place at the nearest community school to your home address with places available where possible. This will not be done automatically if your child is currently at a school where they can remain or at an independent educational setting. We will also provide information on other schools with vacancies for you to consider.

Your offer letter will provide details of the school appeals process and referral to the Fair Access panel (where appropriate).

If you do not respond within the timeframe requested in your offer letter then the offer is likely to be withdrawn and may be offered to another child.

Once any offer is accepted the school will contact you to provide you with more information and to arrange a start date.

## School refusing to admit a child when they have places

If an admission authority refuses your child a place even though they have places, they must provide you with a letter outlining the reasons for their decision, information on your legal right of appeal, and inform you whether your application qualifies for consideration by the Fair Access Panel (see Section 3). Admission authorities cannot refuse to admit a child on behavioural grounds at any point in the normal year of entry (Reception, Year 3 at a junior school or Year 7) unless your child has been permanently excluded from two or more schools. In this case there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

## Withdrawing offers

Once the offer of a place has been made, the admissions authority may withdraw the offer in limited circumstances:

- where the offer was made in error
- where the application is considered fraudulent or intentionally misleading
- where a parent has not responded to the offer within a reasonable time

## Waiting lists

If we are unable to allocate a place at a higher preferred school, your child will automatically be added to the waiting list for the remainder of the academic year.

Waiting lists are maintained in accordance with the published oversubscription criteria and not by the date a child's name is added to the list, so waiting list positions are subject to change. You should be aware that if an application is received for a child who has a higher priority under the oversubscription criteria, it can affect your child's position on the waiting list. They can move down the list as well as up. You can request your child's position on the waiting list by contacting the school directly or by sending an email to the School Admissions team.

Should a place become available at a school, and your child is top of the waiting list for that school, you will be contacted and offered the place. You must then decide whether you wish to accept the place or not and let us know within the specified timeframe.

Waiting lists are maintained until the end of each academic year and then they are cleared. If you wish for your child to remain on the waiting list for the following year you will need to complete the request form which will be available on [the Kingston Council website](#) in June.

**Please note:** Waiting lists will be closed down on 30 June and remain closed until mid-August while we process new applications and compile the waiting lists for the new academic year. During this time no waiting list positions for schools will not be available. Please visit [the Kingston Council website](#) for more information during this time.

## SECTION 3: School appeals and Fair Access

### School appeals

You have a legal right to appeal against a decision not to offer your child a place at one or more of your preferred schools, even though your child may have a place at another school.

If you are appealing for an infant class (Reception, Year 1 and Year 2) please ensure you read the information on the infant class size regulations below.

The admissions authority for the school to which you are applying is required to explain to you why your child has not been offered a place at that school. They must also explain to you how you can appeal against this decision. This information will be published on their website.

Your appeal will be heard by an appeal panel that is independent of the admissions authority whose decision you are appealing against. To ensure their independence and impartiality, there are strict rules covering the appointment of panel members. You have the right to attend the hearing to explain your case to the independent appeal panel.

The appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place and the reasons given by the school's admission authority for refusing a place. The appeal panel's decision is binding on the school's admission authority, the parent and the local authority.

Appeals for Kingston community schools are managed by the Kingston Independent Appeal Service. More information can be found on [the Kingston Council website](#).

For information about appealing for a school place in another council area, please contact the school or relevant council directly. Contact details for neighbouring boroughs can be found in Section 4.

Pending the outcome of your appeal, your child will be offered a school place at a lower named preference school where possible, or at the nearest appropriate school with a place available.

If an appeal is unsuccessful there is no automatic right to a further appeal within the same academic year unless there are significant and material changes in the circumstances of the parent or carer, child or school since the time of the original appeal.

### Infant class size regulations

By law, infant classes (Reception, Year 1 and Year 2) must contain no more than a maximum of 30 pupils per qualified teacher. There are only a small number of permitted exceptions whereby an infant class can exceed this number. These exceptions are as follows.

- Children admitted outside the normal admissions round with an education, health and care plan specifying a school
- Looked after children and previously looked after children admitted outside the normal admissions round
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process

- Children admitted after an independent appeals panel upholds an appeal
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- Children of UK service personnel admitted outside of the normal admissions round
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- Children with an education, health and care plan who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

Pupils admitted for the above reasons are classed as excepted pupils until the infant class size drops back to 30.

### **How this affects the admissions appeal process**

If an infant class exceeds 30 pupils, for any reason other than those permitted exceptions listed above, then the school is required to take 'relevant measures'. 'Relevant measures' would mean a school would be required to employ an additional teacher and may also be required, in extreme circumstances, to provide an additional classroom. Either would involve significant expenditure.

Due to this, appeals for school places in infant classes which total 30 students are heard under infant class size regulations. These regulations remove the discretion from the Appeal Panel to consider individual extenuating circumstances when deciding whether to offer children a place, unless they find that your appeal is covered by one of the relevant grounds below.

- It finds that the admission of additional children would not breach the infant class size limit; that the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied, and
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998, and
- The decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case. In order for a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements, - it was beyond the range of responses open to a reasonable decision maker, or was a decision which was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.

If your appeal does not meet one of these grounds then your appeal will not be successful. You should keep this in mind when considering whether to appeal for a school which is covered by infant class size law. The Local Government Ombudsman office has produced a fact sheet for parents and carers on Infant Class Size appeals

<http://lgo.org.uk/make-a-complaint/fact-sheets/education/infant-class-size-appeals>

## Appeal rules followed for all other year groups (Years 3 to 11)

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

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

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

## Fair Access

The Council and all schools in Kingston upon Thames have agreed a fair access protocol to admit vulnerable and unplaced children who may have difficulty finding a suitable school place as an in-year transfer. Fair Access is not intended to be used in place of the normal in-year process and will only be used as the final resort.

The aims of the fair access protocol are to ensure that:

- a school place is found quickly for children with no school place who meet the criteria for consideration under the fair access protocol
- no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems
- the child is admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number

The Fair Access Panel, which considers applications under this protocol, consists of representative headteachers and senior council staff. The panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil's successful integration into school. There is no requirement for the panel to meet parental preference when allocating a school.

Children who are admitted to schools under this protocol take priority over any children on waiting lists.

## SECTION 4: Further information

### Early years settings (nurseries), post-16 education and special educational needs provision

The School Admissions team only deals with applications for children of statutory school age (Reception to Year 11) and cannot provide information on early years settings, post-16 education or special educational needs provision. There is information about these areas on [the AfC Info website](#) .

If you require further support, please contact the appropriate team:

Early Years: [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

Post-16 education: [14-25@achievingforchildren.org.uk](mailto:14-25@achievingforchildren.org.uk)

Special educational needs and disabilities team: [senteam@achievingforchildren.org.uk](mailto:senteam@achievingforchildren.org.uk)

### Free school meals

All infant age children (Reception, Years 1 and 2) will receive free school dinners, however it is still worth notifying your school if you meet the criteria below as they will receive additional funding.

For other year groups, in order to receive free school meals applicants must be receiving one of the following.

To receive free school meals, applicants must be receiving one of the following.

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you have any questions about free school meals please email:

[freeschoolmeals@rbk.kingston.gov.uk](mailto:freeschoolmeals@rbk.kingston.gov.uk)

Please speak to your child's allocated school about making an application.

## School uniform grant

Kingston Council does not provide school uniform grants to families on low incomes. Please contact your child's allocated school for information about any support they may be able to offer.

## Schools in other council areas and independent schools

If you are a Kingston resident and you wish to apply for schools in other council areas, you must contact the school or local authority directly. Details of the nearest five councils bordering Kingston follow.

<b>London Borough of Merton</b> Children, Schools and Families Civic Centre, Morden SM4 5DX T: 020 8274 4906 E: <a href="mailto:admissions@merton.gov.uk">admissions@merton.gov.uk</a> W: <a href="http://www.merton.gov.uk/admissions">www.merton.gov.uk/admissions</a>	<b>London Borough of Richmond upon Thames</b> School Admissions, Achieving for Children Guildhall 2, Kingston upon Thames KT1 1EU E: <a href="mailto:richmond.admissions@achievingforchildren.org.uk">richmond.admissions@achievingforchildren.org.uk</a> W: <a href="http://www.richmond.gov.uk/schools">www.richmond.gov.uk/schools</a>
<b>Surrey County Council</b> Admissions and Transport Team Quadrant Court, 35 Guildford Road, Woking GU22 7QQ T: 0300 200 1004 E: <a href="mailto:schooladmissions@surreycc.gov.uk">schooladmissions@surreycc.gov.uk</a> W: <a href="http://www.surreycc.gov.uk/admissions">www.surreycc.gov.uk/admissions</a>	<b>London Borough of Sutton</b> Cognus School Admissions Team Civic Offices, St Nicholas Way, Sutton SM1 1EA T: 020 8770 5000 E: <a href="mailto:suttonadmissions@cognus.org.uk">suttonadmissions@cognus.org.uk</a> W: <a href="http://www.sutton.gov.uk">www.sutton.gov.uk</a> Correspondence should be addressed to Sutton Schools Admissions Team.
<b>London Borough of Wandsworth</b> Pupil Services Section, Children's Services Town Hall Extension, Wandsworth High Street, London SW18 2PU T: 020 8871 7316 E: <a href="mailto:admissions@richmondandwandsworth.gov.uk">admissions@richmondandwandsworth.gov.uk</a> W: <a href="http://www.wandsworth.gov.uk/admissions">www.wandsworth.gov.uk/admissions</a>	

## Independent schools

A list of independent or private schools in Kingston can be found on Kingston Council's website at [www.kingston.gov.uk](http://www.kingston.gov.uk)

Information about independent schools can be obtained from:

**Independent Schools Council** First Floor, 27 Queen Anne's Gate, London SW1H 9BU  
T: 020 7766 7070 E: [www.isc.co.uk](http://www.isc.co.uk)

To apply, contact the independent or private school directly for further details and an application form. The Council cannot act as your agent in contacting a private school. It has no role at all in admissions to private schools, or in relation to any other aspect of education at a private school.

If you have any questions regarding school admissions, please contact the team, including your child's name and date of birth in the body of the email.

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

E: [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk)

W: [www.kingston.gov.uk](http://www.kingston.gov.uk)

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