



Live Life, Love Learning, Guided by God



St Mary's C of E Primary School

Admissions Policy 2025/26

Our Core Purpose

St. Mary's is a Voluntary Aided Church of England Primary School, and the Christian faith guides our ethos and our worship. We strive to develop the potential of each pupil in partnership with pupils, parents, staff and governors within a secure and caring Christian environment.

We welcome and encourage applications from families of other faiths, or none, in addition to applications from church members. As we are a Church of England School we ask all parents to support and respect the ethos of the 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.

Governors will admit a child with an **Education Health and Care Plan** that names the school.

St Mary's Over-Subscription Criteria

In the event of there being more applicants than places available, the following criteria will determine the order of priority -

- 1. Looked After Children and previously Looked After Children** - Children who are in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, or any child who was previously in the care of the Local Authority or provided with accommodation by a 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. Previously looked after children also includes those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.
- 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.
NB: All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

3. **Siblings** - Children who have a brother or sister attending the school at the time of application, or whose brother or sister attended the school within the previous 2 years from the date of application. This includes an adopted, half, step or foster brother or sister living at the same address.
4. **Worshipping Families** - Children and/or their parent(s) (see below), who are **active members** of St Mary the Virgin Church, Chessington, or another Christian Church which is part of Churches Together in Chessington and Hook*.

'**Active Member**' means attendance by the child and/or parent(s) at acts of Parish Worship, at least once each month over a period of at least one year immediately preceding the date of application. Written evidence of an applicant's commitment to their place of worship will be required at the time of application, on the School's Supplementary Information Form (see details under 'Applications for September 2024').

'**Parent**' - a natural, adoptive, step or foster parent or other legal guardian.

*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.

5. Children whose parents wish them to attend this Church of England School

Applications for September 2025

Admission to the Reception Class takes place in the September of the school year in which a child reaches their 5th birthday. The school year runs from September 1st to August 31st and all children will be able to start school full time from the September of the school year in which they turn five. For the school year beginning 1st September 2025, pupils' birth dates will fall between 1st September 2020 and 31st August 2021.

All parents who wish to apply for a Reception place must name St Mary's school on their home Local Authority's **Common Application Form (CAF)**, which must be returned to their home local authority by **15th January 2025**. The school's **Supplementary Information Form** (available on the school's website and from the school office), must be completed for applicants wishing to be considered under criterion 4 - 'Worshipping Families'. Once completed, this form must be returned to the school at the time of application. If no form is completed, the applicant will be ranked on the information available on the CAF.

Applicants will be able to express a preference for up to six maintained primary schools or academies within or outside the home local authority although they will receive no more than one offer of a school place.

Parents will be informed whether their application has been successful in accordance with the Local Authority's co-ordinated admission arrangements 2025.

Deferred entry

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach the statutory school age or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred the school must hold your child's place and not offer it to another child. The latest a child can start school is at the beginning of the summer term 2025. If you wish to defer entry you will need to confirm this with the Headteacher at St Mary's. You will also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

Summer Born Children/Out of chronological year group requests

For children born between 1st April and 31st August 2021, parents may choose to delay admission to school until the term *after* their child turns five (when statutory school age is reached). A child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their chronological year group. In this instance parents should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The Headteacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made.

Parents applying for their child to enter the school in later years may also choose to seek places outside their child's chronological year group, but in all cases this should be discussed with the Headteacher.

Late Applications

It is important that applications are made by the closing date (as stated above). Late applications will be considered in accordance with the LA's co-ordinated admissions scheme.

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.

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 an independently supervised drawing of lots as a final tie-breaker.

Waiting List

Applicants who cannot be offered a place will be added to a waiting list, which will be kept until the end of the academic year for which the application was made. Parents wishing to remain on the waiting list for the following year should make an in-year application to the school by the end of the summer term. The waiting list will be operated using the same admissions criteria listed above and will not give priority to children based on the date their application was received or the date on which their name was added to the list.

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. Alternatively a copy can be downloaded from www.kingston.gov.uk. Places will be allocated on the basis of the above

criteria. When there are no places available, applications will be added to a waiting list. Please refer to 'Waiting list' information above

Appeals

Should a place not be allocated, parents can appeal against the decision to an independent appeal panel. **Details of the appeals procedure are available from the school office.**

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.

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.

Committee responsible	Pupil Progress
Approval required by	Committee / FGB
Statutory or Recommended	Statutory
Frequency of review	Annual
Date approved	
Date of next review	December 2024
Display on website	Yes
Link with other policies	