



Malden Parochial Church of England Primary School
Reflecting the Kingdom of God by Enriching and Transforming Lives

Governors' Policy for Admission of Pupils
and information for applicants – Academic Year September 2026/2027

Malden Parochial Church of England Primary School is a Voluntary Aided School, and is closely linked to the Church and Parish of St. John the Baptist Parish Church, Malden. As a Church School, it exists both for the benefit of children in the Parish of St. John the Baptist Parish Church, Malden whose families belong to the Church and also for the Christian benefit of children in the Parish of St. John the Baptist Parish Church, Malden who live near the school, irrespective of their families' religious affiliations. In accordance with these aims, the Governors have established the following policy for admission.

RECEPTION PLACES

The Board of Governors is responsible for the admission of pupils to the school and admits 30 pupils to the reception class each year. The Board of Governors is required to abide by the limits for infant classes (5, 6 and 7 year olds) i.e. 30 pupils per class.

OVERSUBSCRIPTION CRITERIA

If there are more than 30 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children or Internationally adopted previously looked after children (see note 1 coming into effect 1.9.21.)
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 2);
- (iii) children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see note 3);
- (iv) children whose parent/guardian is a faithful and regular worshipper (see note 4) at St John the Baptist Parish Church, Malden, and who have a sibling (see note 5) who will be attending the school at the time of admission and live in the Parish.
- (v) children whose parent/guardian is a faithful and regular worshipper (see note 4) at St John the Baptist Parish Church, Malden and live within the Parish.
- (vi) children who will have a sibling (see note 5) at the school, at the time of admission.
- (vii) children whose parent/guardian is a faithful and regular worshipper (see note 4) at another Anglican or other Christian church (see note 6) and live in the Parish.

- (viii) children who live within the Parish of St John the Baptist Parish Church, Malden in order of proximity to the school (see note 7).
- (ix) all other children in order of nearness of home to the school.

In the event of oversubscription in any of the above criteria, distance (as measured in note 6) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

Notes:

1. 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption child arrangement, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An Adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) of 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 f the Children and Families Act 2014, Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked, after, or previously looked after, and will be so at the time of making an application to the school.
2. This must be supported by written evidence at the time of application to give full details of the medical or social need from all specialist health professionals, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would cause if the child had to attend another school.
3. Staff is defined as teaching staff, full or part time and those posts where there is difficulty successfully recruiting specific skilled persons for specified posts.
4. "Faithful and regular worshipper" is defined as attendance of the parent/guardian at worship at least fortnightly for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship.

"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".

5. Qualifying siblings are brothers and sisters, half or step-brother or sister, foster and adopted brothers and sisters who will still be attending in September 2021, and living with the parent/carer at the same address as the child named in this application. Please note that the older child must be currently attending the school and will be on the roll at the time the sibling will be admitted.
6. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.
7. The remaining places will be offered to children who live nearest to the school, as measured by a straight line, from the address point of the child to the nearest school gate. All distances will be measured using the Kingston Council's School Admissions computerised Geographical Information System. Where homes are deemed to be equidistant from the school, the Governors will arrange for lots to be drawn to decide between applicant

APPLICATION PROCEDURE

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents/guardians must complete their home Local Authority's Common Application Form and return the form to the Authority by the closing date of **15 January 2026**; if applying for a place at this School, parents/guardians must name this School as one of the preferences on the Common Application Form. **If applying under the church criteria, (iii), (iv) or (vi), parent/guardian must also complete the school's supplementary information form and return this to the school by the 15 January 2026. Failure to return the supplementary information form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form. On-line applications may be made via www.eadmissions.org.uk.** Offers of places will be sent to applicants by their home local authority on **16 April 2026**.

Please note that applications will be considered on the basis of the home address (for children who are being adopted this is taken to be the address of the prospective foster parents) that applies on the closing date for applications. Proof of a child's age and address should be submitted at the same time as the application form is submitted to the home Local Authority

Late Applications

The School will consider late applications in accordance with the procedure in the local authority's published booklet. This means that late applicants will be considered after the

initial round of offers is made, therefore, your chance of gaining a place is likely to reduce considerably where the school is oversubscribed.

Where a parent moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the applications as on time up to 10 February 2026 on the basis that an on-time application already exists within the PAN London System.

APPEALS

Parents who are not offered a place have the right to appeal to an independent appeal panel. Any parent wishing to appeal should refer to the 'Information about Appeals', which will be sent to parents with the reply from the Governors, and must register their appeal, in writing, to the Clerk to the Admissions Appeal Panel. The appeal must be received within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Board of Governors will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

DEFERRED ENTRY/PART-TIME ENTRY

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31 August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term, whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

WAITING LIST

The school operates a waiting list which is ordered in accordance with the admission criteria. Each child that may be added will require the list be ranked again in line with the published oversubscription criteria. Unsuccessful applications will be kept on a waiting list at the school until **1 September 2026**. If you wish your child to remain on the waiting list after this date, please contact the school by **14 July 2026**.

ADMISSIONS LATER IN THE YEAR OR TO OTHER YEAR GROUPS

If you are applying for a place in any year group at any other time during the year, your application must be made using Kingston School Admissions in-year application form. If you are applying under the church criteria you will also need to complete a supplementary information form available from the school and return this to the school. The Governors will consider the application according to the admissions criteria above.

The Kingston residents in year application form is available from Kingston School Admissions tel: 020 8547 4610 or email kingston.admissions@achievingforchildren.org.uk to ask for a copy. ***Ensure that you include the name of Malden Parochial Church of England Primary School on the form as one of your preferences.***

SPECIAL EDUCATIONAL NEEDS

Parents/carers of pupils who have an EHCP (Educational Health Care Plan) are required to apply for school places separately through the local authority from whom advice is available. If a child with an EHCP is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP

If you would like your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of **15 January 2026**. You will need to put your request to Kingston School Admissions in writing. You may also provide supporting documentation should you wish to do so, and this should be submitted at the time of application. Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Further details of how to make such a request are available from the school.

For summer born children, if it is agreed that they can be educated in a younger year group, parents/carers will need to re-apply in the following year for entry into Reception in September 2027.

FAIR ACCESS

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

PLEASE NOTE THAT OBTAINING A PLACE (UNDER ANY CATEGORY) IN THE NURSERY DOES NOT GUARANTEE A PLACE IN RECEPTION. PARENTS MUST RE-APPLY FOR A RECEPTION PLACE.

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