

## How to Apply: A Step-by-Step Guide

There are two main ways to join us: starting Reception in September or an "In-Year" transfer if you are moving to the area mid-term.

### 1. Apply Through Kingston Council

All applications must be made online through the Kingston Council website.

- Where to go: Visit [kingston.gov.uk/schools](https://kingston.gov.uk/schools) and search for "Apply for a primary school place."
- The Deadline: For a September start in Reception, your application must be submitted by January 15th.
- Important: You will need to provide proof that you live permanently within the school's local area.

### 2. Check the "Supplementary Information Form" (SIF)

If you are applying for a place based on Church criteria, you must complete an additional form called a SIF.

- Where to find it: Go to our school website, click on 'Admissions' in the Quick Links, and download the Supplementary Information Form.
- Minister's Section: Your Minister must complete their portion of the form (including their registration number and signature).
- Submission: This form must be returned directly to the Malden Parochial School Office by January 15th.

Note: Please double-check that the SIF is fully completed. If sections are missing or incorrect, we unfortunately cannot process it under church criteria.

### 3. Check Your Parish

We advise parents to look at the "Roads in the Parish" document on our website. This helps you see if your home falls within the boundaries of the Parish of St. John the Baptist.

## Key Dates to Remember

- January 15th: Deadline for all Reception applications (Council and School).
- April 16th: "National Offer Day"—this is when you find out which school your child has been allocated.
- In-Year Applicants: You will usually hear back within about two weeks (excluding school holidays).

## Life at Malden Parochial

How big is the school? We are a friendly, "one-form entry" school, meaning we have one class per year group.

- Nursery: 26 places.
- Reception to Year 6: 30 children per class.
- Total: 236 students.

**Our Link with St. John the Baptist Church** We are proud of our strong Christian ethos. Our Vicar, Father Michael Roper, visits every Wednesday for collective worship and leads services for us in church. We warmly welcome families of all faiths and backgrounds who make up our diverse community.

**Moving from Nursery to Reception** If your child is in our Nursery, please remember that entry into Reception is not automatic. You will still need to apply through the Council. Generally, about 20 children move from our Nursery into our Reception class each year.

## Jargon Buster: What do these terms mean?

- EYFS (Early Years Foundation Stage): Children aged 3–5 (Nursery and Reception).
- KS1 (Key Stage 1): Children aged 5–7 (Years 1 and 2).
- KS2 (Key Stage 2/Juniors): Children aged 7–11 (Years 3 to 6).
- SEN / SEND: This stands for Special Educational Needs and Disabilities.

- SENDCo: This is the teacher who coordinates support for children with extra learning needs.

### Looking Ahead: Secondary School

Our children move on to a wide variety of schools. Many attend local schools like Coombe Boys'/Girls' or Tolworth Girls'. Some pupils transition to Richard Challoner or Holy Cross and some go to local Grammar schools via the 11+ or selective independent schools.