

**St Luke's C.E. Primary School**  
Acre Road, Kingston upon Thames, KT2 6EN



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## **St. Luke's Church of England Primary School, Kingston upon Thames**

St. Luke's Church of England Primary School has a distinctive Christian ethos at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values.

We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

### **Admissions Policy and Procedure 2025 entry**

The governing body admits thirty children to the reception class each September, as agreed between the governing body and the local authority. The governing body is responsible for the admission arrangements but is required to consult with the local authority and other admission authorities in accordance with Department for Education regulations.

The school is part of Kingston's Primary Co-ordinated Admissions scheme and the timescales for applications to be received and processed are those agreed within the scheme. Parents must complete their local council's Common Application Form and return the form to their council; if applying for a place at this school, parents must name this school as one of the preferences on the form. The closing date for return of all forms is as indicated in Kingston's Primary School Admissions Booklet 2025.

The school admits children to the reception class in the September of the school year in which a child attains the age of five years. The school year runs from 1 September to 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 (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach 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. Applicants who are applying for their child to have a decelerated entry to school, that is start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the head teacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.



**Headteacher:** Gareth Dutton  
**Deputy Headteacher:** Dan Bates  
**Safeguarding:** Gareth Dutton  
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Dan Bates

## Oversubscription Criteria

**Places will be offered according to the following criteria in this priority order. If there are more applicants than places under each of the criterion, then distance from home to school will be applied in every case.**

1. Places will be offered firstly to looked after and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (for example from a social worker).
2. Children with an exceptional and professionally supported medical or social need that makes St. Luke's the most suitable place for the child. Applications must be verified by independent professionally supported evidence at the time of application.
3. Children who have a sibling in the school at time of admission.
4. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the school admissions' computerised Geographical Information System.

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the governing body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school, the governors will draw lots to determine between applicants.

### ***Explanation of terms***

**Looked after children** are children who are (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 of the Children Act 1989, at the time an application for a school is made.

**Previously looked after children** are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order (in accordance with Section 14A of the Children Act 1989). The governing body 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.

**Home to school distance** is measured by a straight line to the nearest school gate, either the Elm Road or Acre Road student entrance gates. The task of measurement will be undertaken by Kingston Council's School Admissions' computerised Geographical Information System.

**Sibling** includes a step-, adopted-, foster- or half- brother or sister, living at the same address. That sibling will be attending the school at the time of admission.

**Home** means the address which, to the satisfaction of the governing body, is the child's only or main weekday residence at the date of application to the school. If you change your address before the closing date for applications, you should inform your council of this in writing.

### **Exceptional circumstances**

Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence, for example from a doctor, social worker, or other recognised care professional which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Consideration cannot be given to exceptional circumstances disclosed after the allocation of places has been made.

### **Medical need**

If at the time of application, a child has a serious medical condition which parents feel necessitates attendance at this school then this must be stated on the preference form and will only be considered if substantive medical evidence is attached from a consultant or doctor. Please note a letter from a GP will not normally be deemed sufficient medical evidence on its own. The governing body reserves the right to consult with its own or the local authority's medical adviser. A priority placement will only be agreed if the medical officer considers attendance at St. Luke's will be extremely important.

### **Social Need**

If there are specific and compelling family circumstances, involving other agencies such as social workers, these also may be considered at the time of application. This must be set out in writing at the time of application by a recognised care professional or social worker, with the reasons why St. Luke's school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The governing body reserves the right to consult an appropriate local authority adviser.

### **Pupils with a Statement of Special Educational Needs**

Parents of pupils who have a Statement of Special Educational Needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, 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. The governing body will admit all those pupils whose statement, or EHC Plan, names the school where proper consultation has taken place.

### ***The waiting list***

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included on the waiting list in the order determined by the criteria given above. Late applications received after the closing date will be slotted into the waiting list in accordance with the admission criteria. Any places that become available before the beginning of the school year in September will be offered to children on the waiting list, in criteria order. The waiting list will be held until the end of the spring term.

### ***Admissions at any other time of the year.***

Applications for all year groups at any time of year must be for the class year appropriate to the child's age and will be allocated on the basis of the above criteria. When there are no places, a waiting list will be maintained and updated annually. When a place is offered there will be a deadline for acceptance, normally two weeks from when the offer is made and a deadline for taking up the place.

In-year applications must be made using Kingston's In-Year Application Form available from Kingston School Admissions tel 020 8547 4610 or email [school.admissions@kingston.gov.uk](mailto:school.admissions@kingston.gov.uk) to ask for a copy or download a copy from [www.kingston.gov.uk](http://www.kingston.gov.uk) ensuring that you include the name of the school on the form as one of your preferences.

Please note, all applications must be made via the applicants home local authority (the council area in which they live).

## ***The appeals procedure***

Parents who are not offered a place at St. Luke's can appear in person (accompanied, if they wish, by a friend or a supporter) at an independent appeals panel, whose decisions are binding. Parents must be notified in writing of the results of the appeal, with reasons for the decisions reached. Further details of the appeals procedure are available at the school. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## **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.

## **Education out of normal (chronological) age group**

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. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## ***Admission to the nursery***

The nursery has a maximum of 52 part-time places for pupils aged three and four. Admissions will be made at the start of the autumn or spring term following the child's third birthday providing there are places available. The majority of admissions are made at the start of the autumn term.

The admissions criteria described above apply for nursery entry as well.

**NOTE:** Attendance in the nursery does not guarantee admission to the reception class. A separate application must be made for a reception place according to the procedure described above.