



*Live Life, Love Learning, Guided by God*

## **St Mary's C of E Primary School**

# Applying for a Reception Class place

September 2023



# How to apply





- Children born between 1 September 2018 and 31 August 2019 are due to start reception class at primary school in September 2023.
- Use the eAdmissions website from 1 September to apply online for your child's primary school place.


A screenshot of the eAdmissions website homepage. The page has a white header with navigation links: Admissions, Home, Help and Information, About, and Local Authority Details. On the right side of the header are buttons for Register and Sign In. Below the header is a section titled 'Welcome to eAdmissions' with three main buttons: 'First time visitors' (purple) with a plus icon, 'Returning visitors' (blue) with a lock icon, and 'Find schools' (grey) with a location pin icon. Below these buttons is a teal box titled 'Important information' containing text about application dates and school types, and instructions on how to edit application details and supporting documentation.

[Admissions](#) [Home](#) [Help and Information](#) [About](#) [Local Authority Details](#) [Register](#) [Sign In](#)

### Welcome to eAdmissions

**First time visitors**  
Create a new account.   
[Register](#)

**Returning visitors**  
Sign into an existing account.   
[Sign In](#)

**Find schools**  
In your area.   
[Find](#)

#### Important information

From the 1st September 2022 you can apply for a school place for September 2023. You can apply for a place in:

- A Primary school (Reception)
- A Junior school (Year 3)
- A Secondary school (Year 7)
- A University Technical College (Year 10)

In some areas you can apply for a place in:

- A Nursery class or school (Age 3+)

If you require a school place for your child now (In Year) please contact your home Local Authority.

To make changes to your application login to your eAdmissions account and click on:

- Edit child's details to change your child's information, at any time (you may need to speak to your home Local Authority about changing the date of birth and the address).
- Edit selected schools to change the school preferences you have selected, by the closing date. After the closing date please contact your home Local authority.

Supporting documentation can only be added once your application has been submitted.

# How to apply



- You need to apply through your own council and can name up to six schools in your application including academy or free schools and schools in other council areas.
- Complete a separate application for each child if you are applying for twins or triplets.
- Make sure you have completed any Supplementary Information Forms
- Submit your application by 15th January 2023

# Naming your preferred schools



## Collect Information about the schools

- Read the 'Kingston's infant, junior, primary and secondary schools' brochure available on the Kingston Council website
- Look at the schools' website for their individual information about their schools and the details of their admission criteria.
- Visit schools. We will be holding open mornings on Thursday 13th and Tuesday 18th October 2022.

# Naming your preferred schools



Look at the admissions criteria

1. Looked after and previously looked after children
2. Siblings
3. Children whose parent(s) are regular worshippers at St Mary the Virgin, Chessington
4. Children whose parents are regular worshippers at another Christian church which is part of Churches Together in Chessington and Hook
5. Exceptional circumstances
6. All other applicants whose parents want them to attend the Church of England school

# Naming your preferred schools



## Order of preference

- The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.

The following example illustrates the importance of the order of preference.

PREFERENCE	SCHOOL	QUALIFY FOR A PLACE?	OUTCOME
1st	Fern Hill Primary	No	Waiting list
2nd	St Agatha's Catholic Primary	Yes	Offered
3rd	Latchmere School	Yes	Withdrawn
4th	Grand Avenue Primary	No	Withdrawn
5th	Tolworth Infant	Yes	Withdrawn
6th	Alexandra School	Yes	Withdrawn

# Deferred or delayed entry



## Deferred entry

Defers the child starting full-time until later in the school year.

Children will still begin school during the 2023/24 academic year

## Delayed entry

Delays the start date until the following academic year. Children are then educated outside of their normal year group.

In both cases application must still be made by 15th January 2023.

# Late applications



- Any application received after 15th January 2023 will be treated as late and will only be considered after all those received on time.
- Once all 'on time' applications have been allocated, late applications will be treated in exactly the same way as all other applications.
- If you move house at any time after the deadline date and before your child starts school, you must inform the School Admissions team.
- If you move into the borough after the closing date please contact School Admissions for further information and advice.



# Offer day & waiting lists



- You will be sent an email during the evening of 17 April 2023 to tell you the outcome of your application.
- Use the eAdmissions website to tell the borough if you wish to accept or refuse the school place your child has been offered. Submitting your response online guarantees that the school knows your decision. The deadline to do this is 2 May 2023.
- Your child's name will automatically be placed on the waiting list of any Kingston borough school which you have listed as a higher preference in your application than the school you've been offered.
- From Wednesday 16 May 2023, the borough will re-offer any Kingston school places that have become vacant since the original offers were made, in accordance with the individual schools' admissions criteria.

# Key dates



## Key dates for the admission process for September 2023 entry

### 2022

Thursday 1 September

Online applications are open via [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

Tuesday 2 May

Date by which parents must accept or decline their offer

### 2023

Sunday 15 January

Closing date for receipt of online and paper applications, including supplementary forms

Wednesday 17 May

Further offers will be made from the waiting lists from this date onwards, subject to places becoming available

Thursday 9 February

Final date for applications to be considered as on-time where due to exceptional circumstances they could not be made by 15 January 2023, and for people who moved after 15 January 2023 to evidence habitual residency in the borough

Friday 19 May

Closing date for submission of appeals to be heard in the main round for schools in Kingston using the Richmond Independent Appeals Service. This date may vary for academies, voluntary aided and free schools who organise their own appeals

Monday 17 April

All on-time applicants will be sent an email during the evening

July

Main round of admission appeals are heard

(National Offer Day)

informing them of the result of their application

September

Start of the autumn term

# Further information



This guide is for admission into Reception in a primary school or Year 3 in a junior school at the start of September 2023

## Admission to Kingston's Primary Schools

For 2023 Entry



[Primary schools admission brochure](#)



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## Starting school or moving up to junior school in September 2023

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[Royal Borough of Kingston website](#)  
([www.kingston.gov](http://www.kingston.gov))



Live Life, Love Learning, Guided by God

[St Mary's Primary School Website](#)  
([www.stmaryschessington.co.uk](http://www.stmaryschessington.co.uk))

## Contact us



Thank you for your interest in our school. Please feel free to contact us if you have any further questions and a member of our team will be happy to help.

Tel: 020 8397 9597

Email: [office@stmarys.rbksch.org](mailto:office@stmarys.rbksch.org)

We look forward to welcoming you to one of our open morning tours - Thursday 13th and Tuesday 18th October.