

**This guide is for  
admission to Year 7 in  
a Richmond secondary  
school at the start of  
September 2022**

# **Admission to Richmond's Secondary Schools**

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For 2022 Entry



The school admissions service is provided by Achieving for Children, in partnership with the London Borough of Richmond upon Thames.

The information in this guide relates to the school year beginning September 2022. It provides information for pupils transferring to secondary school at the end of Year 6. It should be read together with the *Richmond's infant, junior, primary and secondary schools* brochure available on [the Richmond Council](#) website which provides information about the state-funded schools in Richmond.

For the purpose of this brochure the term 'parent' is used to mean parent or carer unless otherwise differentiated.

The normal admissions round is defined as the period when parents are invited to make an on-time application for transfer to secondary school and a determination is made by the authority on the national offer date. Applications to transfer into Year 7 in a secondary school in September 2022 must be completed by Richmond borough residents only.

Please provide a copy of any supporting documentation requested as we will not be responsible for the return, loss or damage to any original documents supplied.

The information in this brochure relates to the whole application process which runs from 1 September 2021 to 31 August 2022. It was correct in August 2021 and is subject to change throughout the academic year.

Responsibility for information printed here relating to academies or the free school lies with the governing body of the school concerned, and not with Richmond Council or Achieving for Children.

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# SECTION 1: Key dates for the admissions process

This brochure is only intended for parents applying for children who are eligible to transfer into Year 7 at a secondary school in September 2022 as part of the normal admissions round which ends on 31 August 2022. The normal expected birth date range for eligible children is between **1 September 2010 and 31 August 2011**.

If you want to apply to transfer your child into Year 7 **after 31 August 2022**, or you want to apply for your child to transfer into Years 8 to 11 at any time, please read the separate In Year transfer brochure available on [the Richmond website](#) for information on the application process.

## Key dates for the admission process for September 2022 entry 2021

**Wednesday 1 September** Online applications are open via [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

**Sunday 31 October** Closing date for receipt of online and paper applications, including supplementary forms

**Thursday 9 December** Final date for applications to be considered as on-time where due to exceptional circumstances they could not be made by 31 October 2021 and for people who moved after 31 October 2021 to evidence habitual residency in the borough

## 2022

**Tuesday 1 March  
(National Offer Day)** All on-time applicants will be sent an email during the evening informing them of the result of their application

**Tuesday 15 March** Date by which parents must accept or decline their offer

**Monday 28 March** Further offers will be made from the waiting lists from this date onwards, subject to places becoming available

**Monday 18 April** Closing date for submission of appeals to be heard in the main round for schools in Richmond and Kingston using the Richmond Independent Appeals Service. This date may vary for academies and free schools who organise their own appeals

**May/June** Main round of admission appeals are heard

**Monday 4 July** Year 6 pupils visit their new secondary school

**September** Start of the autumn term

## **SECTION 2: Six steps in applying for a secondary school place**

You must apply for a school place through your home council, even if you intend to include preferences for schools located in another borough. This is the council area where you live and to which you pay council tax.

The process is the same if you are applying for grammar schools. Please contact them directly if you have any questions relating to transfer testing as we do not have information on this process.

### **Children with special educational needs or an education, health and care plan (EHCP)**

If your child has an education, health and care plan, you should not complete the application form as your child's school placement will be dealt with by the Special Educational Needs and Disabilities Team. To contact the SEND Team please phone or email [senteam@achievingforchildren.org.uk](mailto:senteam@achievingforchildren.org.uk).

If your child is undergoing an education health and care needs assessment which is not yet complete, please apply as normal. Your application will be withdrawn if an EHCP is subsequently agreed. If you are in any doubt whether to complete a school application form, please contact the School Admissions team.

### **Out of year group requests**

Any request for admission outside of the normal age group will be considered by the admitting authority for the school. Admission authorities must make clear the process for requesting admission outside of the normal age group in their admission arrangements. If an admitting authority has agreed to admit your child outside of their normal age group a paper common application form will be provided as the online system can only process applications within the normal expected date of birth range.

Your application will be processed as part of the main admission round unless the request is made too late for this to be possible. The application will be processed on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. Your application will not be given a lower or a higher priority on the basis that your child is being admitted outside of their normal age group.

## Step 1: Understanding the admission process

By right, you have the right to name and give reasons for their child to apply to a particular school. The local authority and schools are committed to meeting parental preference where places are available. However no places can be guaranteed at any school, and you should not make any assumptions about entitlement to a place to a place at a preferred school.

You can apply for up to six state-funded schools on one form. You must list the schools in the order that you prefer them, including any out of borough schools. Do not include independent (private) schools on your application.

You should check if you need to complete a supplementary information form (SIF) for any of the schools you are applying for. If the school is outside Richmond borough, please refer to the relevant local authority or contact the school.

Please apply online. If this is not possible, a paper form can be made available to you. **Do not** complete both. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

If you apply online you will be sent an email advising you of the result of your application on the evening of 1 March 2022. After you receive this email, you will be able to log onto [eAdmissions](#) to view your application result, and accept or decline your offer of school place online.

If you apply on paper you will receive an email during the evening of 1 March 2022 giving you the outcome of your application and a link to a web form to respond to your offer.

In the event that your child is unplaced on national offer day you will receive a letter setting out your options and the next steps.

### Equal preference allocation process

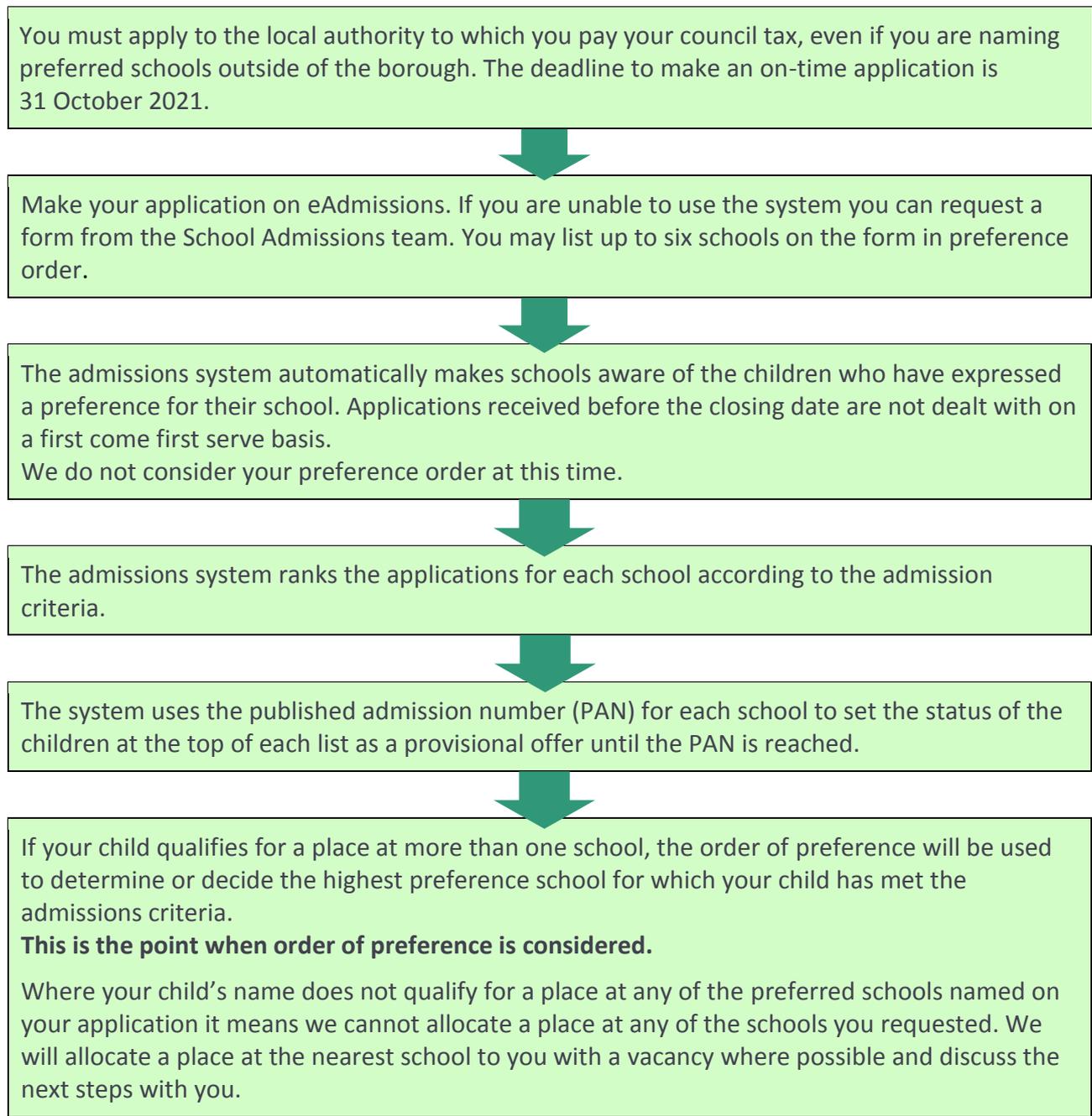
Each school is considered under an equal preference scheme which means that an application from a parent who has ranked the school as sixth preference is considered equally to an application on which the school is ranked as first preference.

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.

Putting only one preference does not mean you will be allocated a place at that school. If you do not meet the admissions criteria or the school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school. Do not name the same school more than once; it will only be considered as one preference.

A summary of the equal preference allocation process is set out below. You should read the guide in full for information on the process and your responsibilities as the applicant.

## Summary of the equal preference process



## Order of preference

You should think carefully about your order of preference when you decide how to list the schools for which you are applying. This is because if your child qualifies for a place at a number of schools you will only be made one offer, to the school with the highest preference for which your child is eligible. Any offers to a lower preferred school will be automatically withdrawn to ensure each child only receives one offer.

If you apply for selective schools, please be aware that even if your child qualifies for a place, your child will not be offered a place at a selective school if they have also qualified for a school that you list as a higher preference on your application. If you are applying to more than one selective school, you should list the schools in the order that you prefer them.

The following examples illustrate the importance of the order of preference.

PREFERENCE	SCHOOL	QUALIFY FOR A PLACE?	OUTCOME
1st	Orleans Park School	No	Waiting list
2nd	Twickenham School	Yes	Offered
3rd	Waldegrave School	Yes	Withdrawn
4th	Turing House School	Yes	Withdrawn
5th	The Richmond upon Thames School	Yes	Withdrawn
6th	Hampton High School	No	Withdrawn

### Changing your order of preference

If you request to change your preferences or preference order after 31 October 2021 and before national offer day, all your preferences will be considered as late applications and considered after all on-time applications. This could be detrimental to your child's application so please consider carefully before requesting a change of preference. Please submit your request to the Admissions team using the change of preference web form available on [the Richmond council website](#).

## Step 2: Collecting information about schools

You should gather as much information as possible before you decide which schools you want to apply for.

- Read the *Richmond's infant, junior, primary and secondary schools* brochure available on [the Richmond Council website](#) which provides information about the state-funded schools in Richmond, and includes a map showing the location of the schools.
- If you wish to apply for schools in other council areas, contact the relevant council for information on their secondary schools. Contact details for neighbouring councils are in Section 8 on page 32.
- Contact schools to obtain their prospectuses.
- Look at the schools' admission procedures, historical patterns of admissions on their websites and for information about their open events.
- Visit schools and attend their open evenings. Some schools also have open days when you can see the school operating during a normal school day. Most schools will make other arrangements if you are unable to attend either of these opportunities. Check the individual school's pages or contact the school for details.
- Further information about schools and links to each school's inspection reports and school performance tables are available via each school's website or on Richmond Council's website [www.richmond.gov.uk](http://www.richmond.gov.uk). There is further information the [GOV.UK](http://GOV.UK) website
- Speak to your child's primary school headteacher for advice.
- Consider your child's particular interests, abilities and views on the schools visited.
- Consider whether daily travel to and from school is possible within a reasonable time. Check the Transport for London [www.tfl.gov.uk/plan-a-journey](http://www.tfl.gov.uk/plan-a-journey).

## Step 3: Deciding which schools to apply for

The regulations allow for a parent to express a preference for a school, this is not the same as being able to choose which school your child attends. You should not make any assumptions that your child is entitled to a place at a preferred school, or at the school nearest to your home address.

You are not guaranteed a place at a preferred school and it is important to be realistic when considering which schools you name as a preference. Distances of proximity vary every year and you should consider using all the available preferences, including local schools which have consistently reached your address in past allocations.

### The admission criteria

If there are fewer applicants than places available for a school, every applicant will be offered a place if a higher preference has not been met.

If there are more applications received than there are places available, the school will use its published oversubscription criteria (rules) to work out which children have the priority and can be offered a place. Any children with an education, health and care plan (EHCP) which names the school must be admitted before any other children, and will be counted in the published admission number.

The criteria for Richmond secondary schools are summarised in the *Richmond's infant, junior, primary and secondary schools* brochure available on [the Richmond Council](#) website, and published in full on the individual schools' websites. Admission criteria vary depending on the type of school you are applying for and any questions you have about the admission arrangements should be addressed directly to the school. Schools that have faith-based criteria may require a supplementary information form or a reference from a parish priest or other minister of religion. If you are applying for a place at one of these schools, make sure you understand their admission criteria and provide all required information to the school at the same time as you make your application.

### How places were offered in the last three years

Please look carefully at the admission criteria and how places were offered in previous years for each school. If your application is considered under the distance criterion, your chances of obtaining a place at a school a long way from where you live will be less than at a school nearer your home. You should name your nearest non-selective school (a school that will consider your application on home to school distance) as one of your preferences and to use all six preferences. This will maximise your chances of being offered a preferred school.

You will find details of how places were offered at each secondary school in Richmond for September 2021 entry in Section 4 of this brochure, and on the individual schools' website.

### Explanation of terms commonly used by schools in the oversubscription criteria

Please refer to the full admissions policy of the schools you are interested in to check whether a criterion applies and for any variation to the following definitions.

## Looked after children or previously looked after children

The highest priority must be given to looked after children and previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### *Looked after children*

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 in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made.

#### Evidence requirements

If you are applying for a child who is currently in the care of a local authority, you must provide a written statement from the child's social worker which confirms that:

- the child is currently a looked after child and is subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a **current** interim care order, or a current final care order **and**
- the name of the local authority the child has been placed in the care of **and**
- the child is currently placed with a foster carer or in local authority accommodation

### *Previously looked after children*

A 'previously looked after child' is a child who was previously in state care, but ceased to be because they were adopted (Section 46 Adoption and Children Act 2002), or became subject to a child arrangements order (Section 12 of the Children and Families Act 2014), or a special guardianship (by Section 14A of the Children Act 1989), **immediately before** having been looked after. It also includes children who appear to the admission authority to have been in state care (defined as in the care of or accommodated by a public authority, religious organisation or any other provider of care whose sole or main purpose is to benefit society) outside of England and ceased to be in state care as a result of being adopted.

#### Evidence requirements

If you are applying for a child who was previously in the care of a local authority in England, you will need to provide the following evidence according to your child's circumstances below:

- an adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child **or**
- a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a special guardianship order was made, and a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989 **or**
- a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements order was made, and a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act).

For children adopted from overseas we require a photocopy of the relevant order of proof that the child was in state care outside of England and left that care as a result of being adopted. The order should be translated into English as necessary.

### Brother or sister attending the school (sibling link)

Children are defined as siblings if:

- they are a full, half, step, foster brother or sister **and**
- they live at the same address as the child named on the application **and**
- they currently attend the preferred secondary school **and**
- they will still be on roll at the time your child will be admitted in September 2022

It is your responsibility to make sure the sibling's details are included on the application otherwise priority will not be considered.

### Exceptional family, social or medical need

All Richmond secondary schools have experience of dealing with children with different social and medical needs. It is expected that no more than a small number of applications will be given this criterion in a year, if any at all. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

Requests for priority under this criterion are considered by the school for which you are applying, not the Admissions team. It is your responsibility to read the school's admission policy to confirm the requirements to apply for priority under this criterion. You must submit supporting documentary evidence, with your application and we will forward it to the school. This evidence must confirm the circumstances of the case and must set out why the child can only attend a particular school and why no other school could meet the child's needs.

You must provide this supporting evidence by the closing date, **31 October 2021**.

Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

**Please note** that if your child has special educational needs or if your child may need additional support in school, but does not have an education, health and care plan (EHCP), it is not possible to consider their application for a higher priority under this criterion. Your child's educational needs can be successfully supported through effective induction, support and differentiated provision at any school.

Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion. All applicants applying under this criterion are advised that the evidence provided to support their application must be as detailed and objective as possible.

**Note:** Applicants who submit supporting information to be considered under this criterion will not be advised whether their application is likely to be successful in advance of receiving the outcome of their application on 1 March 2022. If you apply under this criterion after initial offers are made, the decision will be sent to you after the school has arranged for the evidence to be considered.

## Children of staff

Children are defined as full, step, half, and adopted siblings living in the same household. Staff should be directly employed by the school for two years or more before the admission application and at the point of admission or recruited to fill a vacant post for which there is a demonstrable skill shortage. Some schools further qualify how staff will qualify under this criterion. We will confirm your status with the school concerned.

## Distance from home to school

The popularity of Richmond schools and the increased number of applications has given a greater focus on home to school distance as an oversubscription criteria. If your application is likely to be considered under the distance criterion, try to consider whether you live close enough to the school for your child to qualify for a place. The cut-off distance for admissions for September 2021, has been included in Section 4 of this brochure and is available on the individual school's website. This describes the pattern of admission by criteria for the school at the initial allocation date 1 March 2021.

Historic distance information is only a guide as the cut-off distances vary from year to year. Even if you live within the cut-off distances for a previous year, there is no guarantee your child will obtain a place at a particular school for next September. There are a number of factors which can affect the furthest distance met such as the number of siblings, whether the school previously had an additional class above their published admission number, and new housing developments in the area.

Please refer to the individual school's published admissions policy for information on how places are allocated in the event that two or more children live at the same distance from the school.

## Measuring home to school distance

In order to be fair to all applicants the council uses a standard method of measuring home to school distance. For Richmond schools, the home to school distance is the shortest route by road or maintained footpath. The distance is measured in metres using the School Admissions' computerised geographical information system (GIS) and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point within the property (the seed point) that is supplied by Ordnance Survey. The end point is measured to the nearest named school gate set out in the admission arrangements.

From the seed point the route always connects to the centre of the road or maintained path nearest to this point, even if your home address is on the corner of two roads or has more than one entrance or exit. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement. For example, if there is a path to the rear of your property which is closer to the seed point than the road in front of your property which you typically use, the distance measurement will start from the rear path.

There may be routes and rights of ways used by pedestrians which are not used for home to school distances, for example paths through car parks, cemeteries, golf courses, parks and other enclosed spaces, 'short-cuts' across patches of open land without paths, or footpaths across private land which are not defined as public routes. There may be footpaths that are part of a housing development, or maintained footpaths and roads within and outside of Richmond Council's administrative area that are not recognised for route determination by the GIS which we

use. The walking route measured by the council's GIS therefore may be different to an actual walking route.

**Please note:** the method for measuring home to school distance is for school admissions purposes only. The council does not promote these as actual walking routes and nor should they be interpreted as such. Accessibility to private or public transport will not be considered.

We will not provide home to school distances to applicants ahead of a formal application being received and an offer being made. There are public websites available which can be used to calculate the distance between two points which will provide an indication of the home to school distance for the purpose of deciding which school preferences to name on your application. It is not possible to use another computerised programme or a route finder, including the 'Find my nearest' webpage on the Richmond Council website, to match the method of calculating distances for admissions purposes that is used by the council.

Only distances generated by the local authority's GIS will be used to determine the allocation of places. We will only use the grid reference point for the home address supplied by the Ordnance Survey and the routes recognised by the GIS, and only measure to the school gate(s) determined by the school. We will not recalculate routes because your child would not typically use the route identified by the system.

## Step 4: Completing your application

### Apply online from 1 September 2021 and by the closing date of 31 October 2021

You should apply online by going to [www.eadmissions.org.uk](http://www.eadmissions.org.uk). However, if any of the schools you are applying for requires a supplementary information form, you must complete this and send it to the address stated on the form.

If you do not have internet access at home, it is free to apply online at any library in Richmond or you can ask about facilities at your child's primary school.

If you wish to apply online you must have an email address. The eAdmissions website has a link for you to register for a free email account.

The online application system is quick, easy and reliable, and can be accessed using a PC, laptop, mobile or tablet devices. The application process will guide you through each step and there are clear prompts to ensure you complete all the required sections. Your details are safe and secure, and you can view your application at any time.

You will be sent an email with a reference number as confirmation that your application has been received. The reference number will be in a similar format to this: **318-2022-09-E-001234**.

If you do not receive an email with a reference number and it is not in spam or junk folders, you should log back into the eAdmissions system to make sure you submitted your application correctly. You may need to adjust your email software to receive 'no reply' emails.

If you have used the eAdmissions website to apply for schools before, please sign in to your existing online account. There are links to help you if you have forgotten your user name or password. If you have not used eAdmissions before, you will need to create a new online account before you can apply for schools. If you have any difficulty signing in to your existing eAdmissions account or creating a new one, please use the Help section at the top of the eAdmissions home page and choose 'Help - How to Register' or 'FAQs' (frequently asked questions) sections.

If you still need help to sign in or create an account please contact the eAdmissions support desk, using the links in 'How to register' and 'FAQs' sections as this is the quickest way to get help. Alternatively, you can phone 020 8255 5555 and choose option 1 to speak to someone on the support desk.

### Completing a paper application form

We recommend that you apply online if possible. However, if you are unable to do so please contact the admissions team by email at [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk) and we will offer you an alternative way to apply.

**Only make one application** either online OR on paper, NOT both. If we receive more than one application for the same child, we will only consider the most recent application received by the closing date.

You will need to include the school's DfE number if you are making a paper application. For Richmond's secondary schools, each number is listed in the *Richmond's infant, junior, primary and secondary schools* brochure available on [the Richmond Council](#) website. For secondary schools in other areas you should also be able to find this information in the relevant council's admissions brochure.

## Supplementary information form

A supplementary information form is only required when a school needs additional information to apply its admission criteria, or if your child is being tested for a selective school.

The following Richmond schools have supplementary information forms: Christ's School and St Richard Reynolds Catholic High School. You can download the forms for these schools from their website.

It is your responsibility to check whether any schools you are applying for in other council areas require a supplementary information form to be completed.

If you apply to a school that requires a supplementary information form, and you do not complete and return the form to the address provided on the form, the school will only consider your application on the information on the application. This may reduce your chances of being offered a place at the school.

## Late applications

If your application is late, it will affect your chance of getting a place at one of your preferred schools. No places are held in reserve for late applications or certain categories of students.

Applications received after the closing date of **31 October 2021** will only be considered after all on-time applications received by the closing date. This is unless you are able to provide proof that there were exceptional reasons why you made a late application and it can be reasonably assumed that your application could not be made on time, and then only up to **9 December 2021**. The authority's decision on whether an application will be considered late is final. You will have a right of appeal to an independent panel once the allocated places have been published.

All applications received after **9 December 2021** will only be considered after those received by the closing date regardless of the circumstances. This includes applications received from residents moving into the borough after this date. Please refer pages 19 to 20 for further information on moving house during the application process.

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.

## Child's home address

We will make a decision as to whether or not to accept an address for admission purposes in accordance with the guidance set out below. This guidance applies to all applications and should be read in its entirety.

Your application must be made from a single address and only a single application can be made for a child. If parents live separately, make sure you read the information about joint care arrangements before deciding on which address should be used on the application.

The address you provide on your application must be where you live with your child. It must be their permanent address at the date of application and where they will be living when they join the allocated school. If you intend to move before September 2022, you **must** follow the process for moving home set out below.

If your child lives elsewhere with someone who has legal care and control of your child which is due to a formal fostering arrangement through Social Services, you must submit official letters from the professionals involved to confirm this at the time of application.

Parents must notify the Admissions team immediately of a change of address or other circumstances, including changes to custody arrangements, which occur at any time during the process of your child transferring to secondary school. Your application will be reassessed against the admission arrangements for your preferred schools using the new information.

If you fail to notify the Admissions team of a change, this may be treated as an attempt to obtain a school place on the basis of false information. Your application and any offer we have made will be withdrawn in accordance with the School Admissions Code.

## Joint care arrangements

If your child lives equally between two properties we will use one address to determine the outcome of an application: the principal parental address.

In the absence of a formalised legal care arrangement, we will usually determine the principal parental address to be the address where a parent who holds parental responsibility permanently lives along with the child. In cases of shared care (both parents hold parental responsibility and care is split or shared), we will determine the principal parental address to be that of the parent who undertakes the majority of care during the school week. In cases where shared care is exactly equal, we consider all available evidence that you provide to support your application to determine the principal parental address.

**Please note:** the address provided on the application submitted by separated parents will be subject to the same address verification checks as all other applications. In addition, we will consider information such as the principal address held by the current school, and the address previously used to apply for any school places for your child or any siblings under the same care arrangements. This to ensure there is consistency in the address being used to apply for school places, and that separated parents do not gain an advantage for admission to a preferred school based on distance by using different addresses.

## The assessment of the home address for admissions purposes

The council is committed to following strict address verification procedures to ensure that only entitled pupils are offered places. We consider any school place obtained by deception to be unfair as another child is being deliberately denied their lawful claim to that place.

If you suspect that a parent has applied using an address that the child does not live at, please send an email to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk). Any information received will be treated in strictest confidence.

We will fully investigate any applications where there are doubts about the information provided, or where information has been received, that suggests a fraudulent or misleading application has been made even if this is after a school place has been offered or your child has started at the school.

If an offer of a school place is made on the basis of false or misleading information, or information which changed before your child is admitted into the school, the place may be withdrawn. If you make a fraudulent application, your child's place can be removed even if they have started school. We will make a judgment based on evidence available to us.

We will verify the address you use on your application using council records and systems, agencies, fraud departments, education settings or other resources available to us. This is to confirm that the address you have given in your application can reasonably be considered your child's permanent home address for admissions purposes.

If we are unable to verify your address information or you have moved to the address given on the application within the last 12 months, we may request further evidence. It is your responsibility as the applicant to provide evidence to support your application. If the Admissions team does not receive the evidence required to verify your home address within the timeframe requested, we will not accept the address provided on your application for admission purposes and no distance priority will be applied.

## The address to be used on the application

We expect your child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. We will not accept the address of a relative (unless it can be evidenced that you and your child have been living there as a long-term and permanent arrangement), friend or childminder, a temporary address, an address of a house you intend to move to (future address), or a commercial address.

Temporary addresses include (but are not limited to) an AirBnB, guest house, hotel or serviced apartment, or the address for a family member or friend where you are staying as you have just moved into the borough. If you are not able to provide a permanent address on your application, we will not apply any distance priority to your preferences until a permanent address is secured.

It is your responsibility to provide the Admissions team with information about all the properties that you are connected to in order for us to make an assessment on whether a property can reasonably be disregarded for admission purposes.

If you own or rent a property, which is used, or has previously been used, as your home address which is within commutable distance of an oversubscribed school, and you state that you are living at, and apply from, a different address which is closer to the school, we will normally treat the second address as temporary, even if the property which is further away is not available for you to live in.

If you rent a property we will consider any break clauses included in the tenancy agreement when making an assessment of the permanency of your address. If your tenancy agreement expires prior to the start of term we will require further verification of continued occupancy following the date of expiration, even if this is after the school place has been offered.

If you use an incorrect address or you fail to inform the Admissions team of other properties which you are connected to, this will be treated as an attempt to obtain a school place on the basis of false information, and your application may be withdrawn as permitted under the School Admissions Code.

### Moving into the borough or within the borough

The rules about being connected to more than one property detailed above will apply to all changes of address during the application process.

If you plan on moving house, you must still apply on time using the address where your family is living at the time of application and provide us with details of the new address on your application form if it is known. It is your responsibility to tell us when you have actually moved and provide the evidence as set out below, before the address will be verified and changed on the system.

We will not accept the address of a property under renovation which you intend to move into once the works are complete. You and your child must be living in the property as your main residence before the address will be accepted.

Any change of address will only be considered in the first round of allocations if you provide sufficient proof that the move is legally binding and that you and your child are habitually resident in the new property by **9 December 2021**. The non-exhaustive list of evidence includes:

- a solicitor's letter stating that the sale is complete, or a formal tenancy agreement which shows that the property leased is suitable for the family's needs. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted **and**
- proof that the previous property has been sold or the lease terminated, or sufficient evidence to allow the Admissions team to reasonably disregard the previous property for admissions purposes **and**
- a copy of two utility bills or contracts (less than three months old) to prove that the family is habitually resident in the new property. Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not proof that you live at the address

If your address change is accepted after the 9 December 2021, it will only be considered after those received by the closing date. However, if we are unable to offer your child a place at one of your preferred schools on 1 March 2022, their name will be placed on the school's waiting list in criteria order.

## Reassessment of the home address

The offer made to you is based on the information you provided your application. If the principal address for your child changes after the allocation of places has been made, we will consider the offer as made in error because it was based on information which no longer applies. We will reassess your application based on the new address information and this will result in the one of the following.

- The offer is confirmed because your child is still entitled to the place using the oversubscription criteria.
- Your child's name is placed higher or lower on the waiting lists for your preferred schools based on the new address.
- The offer will be withdrawn because your child no longer qualifies for the place offered using the new address and the oversubscription criteria for the school. In this case the offer of a new place will be made and your child's name will be placed on waiting lists at the appropriate point.

This reassessment will be applied to all address changes that occur during the application period. If you are resident in another borough your home local authority will be informed of the decision and will provide you with information on the next steps.

## Moving out of the borough

If you intend to move to another local authority it is your responsibility to contact the relevant Admissions team for information about the supporting documents required to prove habitual residency in that borough. Richmond Council's School Admissions team does not verify addresses which lie outside of this borough.

Once the receiving local authority has confirmed that they accept your address in their area, your application will be transferred for them to coordinate. Any existing offer you hold will be reassessed as set out above.

If you wish to add additional preferences to your application ahead of your application being transferred, please complete the change of preference form available on [the Richmond Council website](#).

## Children living abroad

Please see the separate information below regarding children of UK service personnel if you are a HM Forces family or a UK Crown servant returning from abroad.

If you currently live abroad, but intend to move to Richmond borough before your child starts school, we will accept an admission application but this will normally be based on your address abroad even if you are returning to a property you own. We will only accept a Richmond address for admissions purposes for the initial round of allocations on 1 March 2022 if you are habitually resident at this address by **9 December 2021**.

If you move into the area after 9 December 2021, your application will only be considered from the local address after those received by the closing date. However, if we are unable to offer your child a place at one of your preferred schools on 1 March 2022, their name will be placed on the school's waiting list in criteria order.

## Children of UK service personnel

Richmond Council recognises the particular needs of Armed Service families and others serving the Crown, many of whom have to manage frequent moves from within the UK and overseas.

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning from abroad to this area, you can apply for a school place by the closing date of 31 October 2021. Your application must be accompanied by official documentary evidence from your employer that confirms a relocation date and that your intended address is within the borough. The date you take up post must be before the beginning of term in September 2022.

Armed Service personnel and their families may obtain further information, advice and guidance from the Children's Education Advisory Service, part of the Ministry of Defence's Children's Services Directorate and established to help Service families, schools, local authorities and other organisations with any issue relating to the education of Service children.

Children's Education Advisory Service (CEAS)  
Building 190 Trenchard Lines  
Upavon, Pewsey  
Wiltshire SN9 6BE  
[www.ceas.mod.uk](http://www.ceas.mod.uk)

## Step 5: Submitting your application

The closing date for receipt of your application and any supplementary information forms is **31 October 2021**. If you apply on a paper form, we strongly advise you to submit your application by post allowing enough time so that we receive it by **Friday 22 October 2021**. This is the Friday before the half term holiday.

Before you submit your application please check that you:

- are familiar with the admission criteria for each school you are applying for
- are clear on the order you want to list the schools you are applying for
- do not waste a preference by naming a school where your child is unlikely to qualify for a place
- have considered naming your nearest non-selective school and you have used all six preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools

### Parent and carer declaration

When making your application you will sign a declaration to confirm that you have read and understood the guide and your responsibilities as the applicant.

You will also confirm that you have parental responsibility for your child and that you have the agreement of all people with parental responsibility to make your application, or there is a court order allowing your application. It is not appropriate for the council to become involved in private disputes with parents or carers. You should attempt to resolve the matter of school preference between yourselves and inform us in writing, or through the Family Court by way of a specific issue order. Any applications subject to a dispute will not be processed until agreement can be reached, and this may affect your child's chance of being allocated a place at a preferred school or result in an offer being withdrawn.

Please read through the checklist carefully and ensure you read the declaration before submitting your application by the closing date.

## Step 6: Being offered a place

### Your application outcome

National offer day is only the start of the allocation process. We plan the number of school places required according to the number that will be needed for children to start school in September, rather than at the time offers are sent out initially in March.

The offer process starts on 1 March and continues during the spring and summer until children start school in September 2022. This means that some parents will not be offered a place for their child on 1 March, but experience shows us that places become available from movement on waiting lists, as families move out of the area or make alternative arrangements for their child's education. This does not mean your child is guaranteed to get a place at a preferred school from the waiting list, but if they are unplaced on national offer day we will offer a place at an alternative school either at the point of initial allocation or before school starts.

If we are able to allocate a place at one of your preferred schools, we will offer you a place at the highest preference school we can allocate, whichever borough or county the school is in.

If we are not able to allocate a place at any of the schools you applied for and you are a Richmond Borough resident, Richmond Council will offer you a place at another school where possible. This school will be the nearest Richmond school to your home address with places remaining. If this is not possible your child will be considered as unplaced and we will contact you to discuss your options.

If you applied online, you will be sent an email with the outcome of your application during the evening of **1 March 2022**. You will also be able to log on to the eAdmissions website [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to view the outcome during the evening of 1 March 2022. If you applied on paper, you will be sent an email on 1 March 2022.

You must accept or decline your offer by **15 March 2022**, either through the eAdmissions system if you applied online, or by completing the web form linked in your outcome email if you applied on a paper form.

### Further offers

From **28 March 2022**, we will re-offer any Richmond school places that may have become vacant since original offers were made, in accordance with the waiting list, which must be held in the individual school's admission criteria order.

**Please note:** Any further offer will not be shown on your eAdmissions account as this is only a portal for you to make the initial application, and receive your initial offer if you applied on-time. Any further offers will be made by the Admissions team (or your home local authority if you live out of the borough) and will be communicated to you by email. The schools cannot make any further offers themselves under national coordination.

## **Waiting lists**

### **Richmond schools**

Your child's name will automatically be placed on the waiting list, in criteria order, of any school that is a higher preference than the school they have been offered. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

Waiting list positions are subject to change. Waiting lists must be re-ranked each time a new application is received. You should be aware that if an application is received for a child who has higher priority under the school's admission criteria, it can affect your child's position on a waiting list. They can move down as well as up the list.

For waiting list arrangements at academies and the free school, please contact the school for details. Selective and faith schools are responsible for ranking their own applications and you will need to contact them directly for waiting list information.

### **Other council areas**

Schools in other areas may operate their waiting lists in a different way to this council. Please check what arrangements they will follow if you applied for a school outside of the borough.

## SECTION 3: Appeals

### General

You have the legal right to appeal against a decision not to offer your child a place at any or all of the schools you have applied for, even though your child may have a place at another school. Information on your right of appeal will be included in your outcome email, and you will need to contact the school directly for information about how to submit your appeal.

Your appeal will be heard by an appeal panel that is independent of the local authority and the admissions authority whose decision you are appealing against. To ensure their impartiality and independence, there are strict rules covering the appointment of the appeal panel members. You have the right to attend the hearing to explain your case to the independent appeal panel

The appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place, and the reasons given by the school's admission authority for refusing the place. The appeal panel's decision is binding on the school's admission authority, the parent and the local coordinating authority.

When considering whether you wish to appeal, you need to think about whether your reasons for wanting your child to attend the school are exceptional. If not, the likelihood of an appeal being successful may not be very high. To help you, the number of appeals heard and the number that were successful last year are given on each individual school's website.

Appeal panels follow a two stage process in reaching decisions.

- The panel must first decide whether the admissions authority for the school has satisfactorily made its case that the efficient education or the efficient use of resources will be prejudiced) if further children are admitted to the school in the year group concerned.
- Secondly, if the panel agrees that prejudice would be caused, it must balance that harm against your particular reasons for seeking a place at that school.

If your appeal is unsuccessful, a further appeal will only be heard in the same academic year if there are exceptional changes in your circumstances.

## SECTION 4: School information

Please refer to the *Richmond's infant, junior, primary and secondary schools* brochure available on [the Richmond Council website](#) for information about each of the state-funded schools in the London Borough of Richmond upon Thames, including the admission arrangements for 2022/23.

You can [find and compare schools](#) on [GOV.UK](#)

If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and on the [Ofsted website](#).

### List of schools with last place allocated on National Offer Day 2021

School details	Places available in 2022	Applications received in 2021	Last place allocated in 2021
Christ's School	150	905	Proximity to school to a distance of: Foundation - 6.515km Open - 1.425km
Grey Court School	240	1,634	Proximity to school to a distance of 2.379km
Hampton High	180	514	Proximity to school to a distance of 1.793km
Orleans Park School	216	1,682	Proximity to school to a distance of 1.282km
Richmond Park Academy	210	529	Proximity to school to a distance of 1.632km
St Richard Reynolds Catholic High School	180	994	Randomly allocated within Bands 2 and 3
Teddington School	240	828	Proximity to school to a distance of 4.120km
The Richmond upon Thames School	150	828	Proximity to school to a distance of 1.581km
Turing House School	150	797	Proximity to school to a distance of: Permanent site(20%) - 1.079km Admissions node(80%) - 2.245km
Twickenham School	180	323	All preferences met
Waldegrave School	216	928	Proximity to school to a distance of: Area A - 1.470km Area B - 5.109km

## Dates of open events for Richmond schools

Please note that due to the Covid-19 pandemic, schools may have changed their open events. You are advised to check each school's website for details well in advance. This may include changes to the information below. Tours may be virtual.

### Open evenings

<b>Christ's School*</b>	Thursday 23 September	5.00 to 7.00pm
<b>Grey Court School</b>	Tuesday 28 September	6.30 to 9.00pm
<b>Hampton High</b>	Thursday 7 October	6.30 to 8.30pm
<b>Orleans Park School**</b>	Please see below	5.00 to 7.00pm*
<b>Richmond Park Academy</b>	Wednesday 6 October	6.30 to 8.00pm
<b>St Richard Reynolds High School</b>	Please visit the school's website	
<b>Teddington School</b>	Wednesday 13 October	5.00 to 8.00pm
<b>The Richmond upon Thames School</b>	Please see below	6.30 to 8.30pm
<b>Turing House School</b>	Thursday 30 September	6.30pm onwards
<b>Twickenham School</b>	Tuesday 5 October	6.00 to 8.30pm
<b>Waldegrave School</b>	No open evening - see below	

#### \* Christ's School

Thursday 23 September; a presentation by the headteacher at 5.00pm, 6.00pm and 7.00pm. Places are limited and must be booked via the school's website.

#### \*\*Orleans Park School

\*Presentation by the headteacher on Tuesday 21 September and Wednesday 29 September at 5.00pm, 6.00pm and 7.00pm. Presentations must be booked via the school's website.

## Open mornings and visits - tours may be virtual

<p><b>Christ's School</b>  <b>Open Mornings</b>  Tours on Tuesday 14, Monday 20, Thursday 30 September and Wednesday 13 October. Tours will be at 9.30am and 11.15am. Numbers are limited and places must be booked via the school website.</p>	<p><b>Teddington School</b>  <b>Open mornings</b>  A series of open mornings are planned throughout September and October (except half term). Please visit the school website to book a space.</p>
<p><b>Grey Court School</b>  <b>Open mornings</b>  Tours on 5, 7, 12, 14 October at 9.00 and 11.00am. Numbers are limited and spaces can be booked from 3 September via the school's website.</p>	<p><b>The Richmond upon Thames School</b>  <b>Open mornings</b>  Places are limited and must be booked in advance. Follow the link on the school's website to book a place. These will also be broadcast live for parents to participate in remotely. A digital prospectus will be launched on Monday 4 October and will be accessible from the school's website.</p>
<p><b>Hampton High</b>  <b>Open mornings</b>  Places are limited and must be booked in advance. Follow the link on the school's website to book a place.</p>	<p><b>Turing House School</b>  <b>Open mornings</b>  Monday 4 October to Thursday 7 October from 9.00am.</p>
<p><b>Orleans Park School</b>  <b>Open morning tours</b>  Wednesday 22, Thursday 23, Thursday 30 September, Wednesday 6 and Wednesday 13 October. Tours will be at 9.00am and 10.00am and must be booked via the school website.</p>	<p><b>Twickenham School</b>  <b>Open mornings</b>  Thursday 7, Friday 8, Monday 11 and Tuesday 12 October, 9.00am to 12.00 noon.  <b>Open door</b>  Visits can be arranged by phoning the school. Please contact the school to book a tour.</p>
<p><b>Richmond Park Academy</b>  <b>Open mornings</b>  Please check the school's website for updated information.</p> <p><b>St Richard Reynolds Catholic High School</b>  <b>Open mornings</b>  Places are limited and must be booked in advance. Follow the link on the School's website to book a place.</p>	<p><b>Waldegrave School</b>  <b>Open mornings</b>  Wednesday 29 September, Friday 1, Monday 4 and Tuesday 5 October. Places are limited and must be booked in advance. Follow the link on the school's website to book a place.</p>

## SECTION 5: Transfer to a university technical college or studio school at the end of Year 9

### University technology college or studio schools

Most children aged 14 years will continue with their education at the secondary school they are already attending. For the great majority of children, this will remain the most appropriate place for them to continue their education. The government requires councils to inform parents about schools which admit pupils in Year 10. These are called university technical colleges (UTCs) or studio schools. These schools offer an alternative education to a typical 11 to 18 secondary school. If you decide that you would like to apply for a place at any of these schools, please refer to their website for information.

#### UTCs

UTCs are set up by universities and business and specialise in one or two technical subjects. In Years 10 and 11, they offer a similar GCSE curriculum to a typical secondary school, including English and maths, as well as their specialist subject. More information is available at [www.utcolleges.org/utcs](http://www.utcolleges.org/utcs)

#### Studio schools

Studio schools are similar to UTCs in that they have employer involvement in the curriculum. They are designed for 14 to 19 year olds of all abilities. Studio schools are small schools for 300 students, with year round opening and a 9 to 5 working day, they feel more like a workplace than a school.

Studio schools offer a range of academic and vocational qualifications including GCSEs in English, maths and science, as well as paid work placements linked directly to employment opportunities in the local area. They focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11 to 18 secondary school. More information is available at [www.studioschoolstrust.org](http://www.studioschoolstrust.org).

There are no UTCs or studio schools in the Richmond borough, however, a list of all schools in the London area which admit pupils into Year 10, together with contact details, can be viewed [on Kingston Council's website](#).

## SECTION 6: Sixth form and post-16 education

### Meeting the duty to participate

Every young person has to meet the duty to participate. However this does not necessarily mean staying at school; a young person should choose a post-16 route that meets their needs and aspirations. This could mean going to a further education or sixth form college, or taking up an apprenticeship or a job with training. Young people can also consider volunteering or setting up their own business. Schools have a statutory duty to offer impartial information and guidance to help young people make these important choices.

More information about post-16 learning programmes can be found on the [UCAS website](#).

For apprenticeships information and vacancies visit the [National Apprenticeship Service's vacancy matching site](#).

Kingston and Richmond boroughs offer a range of post-16 learning providers where a large selection of Level 3 programmes can be accessed, both at A Level and more vocational BTEC programmes. Some providers also offer post-16 Level 2 learning in a limited range of subjects for young people whose GCSE grades did not enable them to progress on to Level 3 programmes.

Find the links to all our post-16 providers on our [AfC Info](#) website.

## SECTION 7: Financial assistance

### Free school meals

To receive free school meals, applicants must be receiving one of the following.

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net income of no more than £7400 as assessed by earnings from up to three of your most recent assessment periods)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you have any questions about free school meals please email:

[freeschoolmeals@achievingforchildren.org.uk](mailto:freeschoolmeals@achievingforchildren.org.uk)

Please speak to your child's allocated school about making an application.

### School uniform grant

If you are on low income, have a child starting at secondary school this September (joining Year 7) and live in Twickenham, Teddington, Whitton, Hampton, Hampton Hill or Hampton Wick, The Hampton Fund can help with the cost of school uniform. School Outfitter shop vouchers available.

[Apply online](#) or phone 020 8941 7866

## SECTION 8: Schools in other council areas and independent schools

If you are a Richmond resident and you wish to apply for schools in other council areas, you must include these on your Richmond application. All councils produce a brochure similar to this one that gives full details of schools and their admission criteria as well as dates for open evenings. To obtain a copy of this contact the relevant council.

Check the admission criteria carefully for each of the schools you are applying to. Details of the nearest schools within the five councils bordering Richmond follow.

<p><b>London Borough of Hounslow</b>  <b>Children’s and Adults’ Services</b>          Hounslow House, 7 Bath Road          Hounslow TW3 3EB          T: 020 8583 2711          E: <a href="mailto:admissions@hounslow.gov.uk">admissions@hounslow.gov.uk</a>          W: <a href="http://www.hounslow.gov.uk/admissions">www.hounslow.gov.uk/admissions</a></p>	<p><b>Royal Borough of Kingston upon Thames</b>  <b>School Admissions, Achieving for Children</b>          Guildhall 2, Kingston upon Thames KT1 1EU          E: <a href="mailto:kingston.admissions@achievingforchildren.org.uk">kingston.admissions@achievingforchildren.org.uk</a>          W: <a href="http://www.kingston.gov.uk/schools">www.kingston.gov.uk/schools</a></p>
<p><b>Hammersmith and Fulham</b>  <b>School Admissions Section</b>          3<sup>rd</sup> Floor, 145 King Street          Hammersmith W6 9XY          T: 020 8753 1085          E: <a href="mailto:school.admissions@lbhf.gov.uk">school.admissions@lbhf.gov.uk</a>          W: <a href="http://www.lbhf.gov.uk/admissons">www.lbhf.gov.uk/admissons</a></p>	<p><b>Surrey County Council</b>  <b>Admissions and Transport Team</b>          Quadrant Court, 35 Guildford Road,          Woking GU22 7QQ          T: 0300 200 1004          E: <a href="mailto:schooladmissions@surreycc.gov.uk">schooladmissions@surreycc.gov.uk</a>          W: <a href="http://www.surreycc.gov.uk/admissions">www.surreycc.gov.uk/admissions</a></p>
<p><b>London Borough of Wandsworth</b>  <b>Pupil Services Section, Children’s Services</b>          Town Hall Extension, Wandsworth High Street, London SW18 2PU          T: 020 8871 7316          E: <a href="mailto:admissions@wandsworth.gov.uk">admissions@wandsworth.gov.uk</a>          W: <a href="http://www.wandsworth.gov.uk/admissions">www.wandsworth.gov.uk/admissions</a></p>	

### Independent schools

Information about independent schools can be obtained from:

**Independent Schools Council** First Floor, 27 Queen Anne’s Gate, London SW1H 9BU  
 T: 020 7766 7070 E: [www.isc.co.uk](http://www.isc.co.uk)

To apply, contact the independent or private school directly for further details and an application form. The Council cannot act as your agent in contacting a private school. It has no role at all in admissions to private schools, or in relation to any other aspect of education at a private school.

If you have any questions regarding school admissions, please contact:

School Admissions, Achieving for Children, Guildhall 2, Kingston upon Thames KT1 1EU

E: [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk)

W: [www.richmond.gov.uk](http://www.richmond.gov.uk)

If you have difficulty reading this document because of a disability or because English is not your first language, we can help. Please email the School Admissions team or ask someone to email on your behalf.