

**DETERMINED ADMISSION ARRANGEMENTS FOR 2010/2011  
(INCLUDING COORDINATED PRIMARY AND SECONDARY SCHEMES)**

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The Education (Determination of Admission Arrangements) (England) Regulations 1999 and the Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2002 require the Local Authority (LA) to have completed by 1 March 2007 its consultation with admission authorities within our 'relevant area' and with our neighbouring LAs on the proposed admission arrangements for community primary and secondary schools and then to have determined those arrangements by 15 April 2009. This document also takes account of the revised School Admissions Code issued in February 2007.

The 'relevant area' is defined as the administrative area of the London Borough of Richmond upon Thames.

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## OVERSUBSCRIPTION CRITERIA FOR COMMUNITY NURSERY SCHOOLS

The oversubscription criteria for admission to community nursery schools for 2010/2011 differ substantially from those that have been used in recent years. The criteria are as follows: -

Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the school by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care;
2. Children who have an exceptional medical, social, religious, philosophical or educational need requiring attendance at the nursery school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the attached infant, junior or primary school at the point of admission;
4. Richmond upon Thames resident children living closest to the preferred school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home to the nearest pedestrian school gate used by nursery children. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).
5. Other children living closest to the preferred school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home to the nearest pedestrian school gate used by nursery children. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

### Notes:

1. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
2. Late applications will NOT be considered until after all on-time applications have been dealt with.
3. Each school reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.

## **COORDINATED SCHEME FOR ADMISSIONS TO IN-BOROUGH PRIMARY SCHOOLS**

The Education Act 2002 amended the School Standards & Framework Act 1998 to introduce a requirement for each LA to draw up a scheme to coordinate primary admissions with every maintained school in its area for September 2005 entry in order to ensure, as far as is practicable, that a single school place within the LA is offered per child. The statutory requirement to introduce such a scheme was subsequently deferred by the Secretary of State until 2006 entry and has been in place since then.

The main components of the scheme can be summarised as follows: -

1. A common application form to cover all maintained schools within the LA.
2. Offers of places at all schools, including VA schools, within the LA's area are to be made on the same date.
3. It must "provide a means for determining what single offer of a school place should be made, where more than one preferred school can potentially be offered".
4. Procedures must be agreed for dealing with applications received after the closing-date but before the offer-date; after the offer-date but before the start of the school year; during the school year; and outside the normal year of entry.

This scheme will use the 'equal preference' system, rather than 'first preference first', to determine offers, and with an earlier closing-date so as to enable the consequently larger number of GIS measurements that the LA would need to make. (Under 'first preference first', the LA only measures distances from home to school for parents' first preferences unless a school is under-subscribed with first preferences in which case measurements may need to be made in respect of subsequent preferences.) 'Equal preference' means that, although parents will be asked to rank up to three preferences, those preferences will be considered against the admissions criteria of all three schools simultaneously and the ranking will only be used if it becomes clear that more than one potential offer can be made, at which point the highest-ranked of those potential offers will become the actual offer.

All schools that will be participating in this scheme have agreed its terms. It differs from the scheme adopted for 2009/2010 admissions only in the relevant dates.

The scheme is as follows:

## **Introduction**

1. This scheme is made by the London Borough of Richmond upon Thames in accordance with the School Standards and Framework Act 1998.

## **Interpretation**

2. In this scheme –

“the LA” means the London Borough of Richmond upon Thames acting in their capacity as local education authority;

“the LA area” means the area in respect of which the LA is the local education authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“school” means a community, foundation or voluntary school (but not a special school) which is maintained by the LA;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community or voluntary controlled school means the LA and in relation to a foundation or VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2010;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of primary education that is received after 1 September 2010 and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

## **The scheme**

3. The scheme referred to in paragraph 3 shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
4. Subject to paragraph 6, the scheme shall apply to every primary school in the LA area (except special schools) and shall take effect immediately.

## SCHEDULE 1

### PART I - THE SCHEME

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of primary education at schools in the LA's area in the specified year.
3. The CAF must be used as a means of expressing three preference for the purposes of section 86 of the School Standards and Framework Act 1998, by parents wishing to express a preference for their child to be admitted to a school within the LA area (including VA and foundation schools);
4. The CAF will –
  1. invite the parent to express three preferences for a school maintained by the LA and invite the parent to rank those preferences
  - b. invite parents to give their reasons for each preference;
  - c. explain that the parent will receive no more than one offer of a school place and that:
    - (i) if a place cannot be offered at a nominated school, a place will be offered at an alternative school (if the child resides within Richmond Borough);
    - (ii) if a child is eligible for more than one school for which an application has been made on the CAF, a place will be offered at the highest ranking nominated school for which they are eligible for a place;
  - d. specify the closing date and where it must be returned, in accordance with paragraph 11.
5. The LA will make appropriate arrangements to ensure:
  - a. that the CAF is available on request from the LA and from all primary schools in the LA area;
  - b. that the CAF is accompanied by a written explanation of the co-ordinated admissions scheme; and
  - c. that parents are clearly informed of how to apply for schools outside the LA area.
6. The LA will take all reasonable steps to ensure that every parent who is resident in the LA area who will be applying for a place in a Reception class of a primary school for their child receives a copy of the CAF (and a written explanation).
7. Each admission authority will only consider an application for a child to start in reception class outside his/her chronological year-group if the child has exceptional circumstances that have been supported by the Special Educational Needs Panel of

any LA; or are supported by documentation supplied at the time of application that indicates to the satisfaction of the admission authority that the child's needs can most appropriately be met by admission to a reception class at the relevant school.

8. All preferences expressed on the CAF are valid applications. The governing body of a VA school can require parents who wish to nominate, or have nominated, their school on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be returned direct to the school/s.
9. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by VA schools, the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
10. Schools which receive CAFs in error must inform the LA and send the forms to them as soon as possible. If the LA receives supplementary forms in error, it must send them to the schools as soon as possible.

### **Processing of CAFs**

11. The closing date for applications shall be **4 December 2009**. Completed CAFs are to be returned to the LA.

### **Determining offers in response to the CAF**

12. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only act with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
  - (a) it is doing so in its separate capacity as an admission authority, or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 15 of this Schedule.

13. By **8 January 2010** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details that schools require in order to apply their oversubscription criteria.
14. By **5 February 2010** the admission authority for each school will consider all applications for their schools, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's oversubscription criteria.

15. The LA will match this ranked list against the ranked lists of the other schools nominated and:

- where the child is eligible for a place at *only one of the nominated schools*, that school will be allocated to the child.
- where the child is eligible for a place at *two or three of the nominated schools*, they will be allocated a place at whichever of these is the highest ranking nominated school for which they are eligible for a place.
- where the child is not eligible for a place at *any of the nominated schools*, the child will, if s/he lives within Richmond Borough, be allocated a place at the nearest school to the child's home with a place available, as defined in Schedule 3.

16. On **26 March 2010** the LA will send notification to parents that they are being offered a place at the allocated school. Each VA school may on or after (but *not before*) the date, send letters to parents who have applied for places at their school. The LA's letter will give the following:

- the name of the school at which a place is offered;
- information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- contact details for nominated VA schools where they were not offered a place, so that they can lodge an appeal with the governing body;
- confirmation that their child's name will automatically be added to the waiting-list for any school which the parents ranked higher than the school that has been offered;
- information regarding how they can request to have their child's name added to the waiting-list for any school for which they have not previously expressed a preference.
- a reply-slip, on which parents must state whether or not they are accepting the place offered, to be returned to the LA.

The letter may inform parents of places still available at other schools, subject to availability.

17. From 9.00 a.m. on **27 March 2010** parents who applied online will be able to log on to find out the outcome of their application.

18. **9 April 2010**: the deadline for parents to accept or decline the place offered.

19. From **10 April 2010**: The LA will re-allocate any community school places that may have become vacant since 27 March 2008, giving priority to parents strictly in accordance with schools' admissions criteria. Each VA school will do likewise for any vacancies that have arisen at their school.

20. As far as is reasonably practicable, the LA and VA schools will continue to co-ordinate offers/refusals from **9 April 2010** until **31 August 2010**, after which point

schools will be solely responsible for considering applications for this year-group..

## PART II - LATE APPLICATIONS

21. The closing date for applications in the normal admissions round is **4 December 2009**. As far as is reasonably practicable, the LA will accept applications for places in the normal admissions round that are received late *for a good reason*, provided they are received *before 4 January 2009*. Examples of what will be considered as a good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; or a family, at short notice, has just moved into the area or is returning from abroad (proof of ownership or tenancy of a 'local' property will be required in these cases). The LA will consider other circumstances, but each case will be decided on its own merits.
22. Applications received after **4 December 2009** that are not considered to be 'late for a good reason' will be considered after all 'on time' applications have been allocated places.
23. Any late applications made on the CAF and sent direct to any school must be forwarded to the LA immediately. Where only the supplementary form is received, the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. The LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or if this is not possible, at the nearest appropriate school with a place available, as defined in Schedule 3.
24. Applications received after **1 September 2010**, and applications for places in a year group other than the normal year of entry to primary school, will be treated as 'casual' admissions. These applications should be made direct to the parents' preferred school/s.

## SCHEDULE 2

### TIMETABLE OF CO-ORDINATED SCHEME

- |                 |   |
|-----------------|---|
| <b>04/12/09</b> | Closing date for the Common Application forms to be returned to the LA and supplementary forms to be returned to the VA schools.  |
| <b>08/01/10</b> | Details of applications and any mis-directed supplementary forms to be sent by the LA to VA schools.  |
| <b>05/02/10</b> | Foundation and VA schools provide the LA with ranked lists of applicants.<br><br>Between <b>08/02/10</b> and <b>25/03/10</b> , the LA will match the ranked lists of all the schools and allocate places in accordance with Paragraph 15 of Schedule 1. |
| <b>26/03/10</b> | The LA sends notification of offers/refusals to parents. On or after (but <i>not before</i> ) this date, VA schools may also send letters to parents.   |
| <b>27/03/10</b> | From 9.00 a.m. parents who applied online will be able to log on to find out the outcome of their application.  |

- 09/04/10** Last date for offers to be accepted by parents.
- 10/04/10** The LA will pass the responsibility of making further offers/refusals (i.e. the administration of the waiting-list) to each VA school.
- May/June 2010** Appeals for community and VA schools are heard.
- 01/09/10** The LA will pass the responsibility of making further offers/refusals (i.e. the administration of the waiting-list) to each community school.

### **SCHEDULE 3**

#### **Nearest Appropriate School**

When a preference cannot be met, the “nearest school”, as referred to in paragraph 15 of Schedule 1 must be one with places available.

“Nearest appropriate” is defined by ***distance measured by the shortest route by road and publicly-maintained footpath.***

## OVERSUBSCRIPTION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS

The criteria for admission to community primary schools for 2010/2011 do not differ from those adopted for 2009/2010 entry, except that the provision regarding SEN children has been moved into the notes, and the provision regarding children with exceptional circumstances has been moved into the criteria, in accordance with the provisions of the School Admissions Code, and added to in order to help unplaced in-borough children. The criteria are therefore as follows: -

Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the Local Authority by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care, and other children who are deemed by the Local Authority's Fair Access Panel to have a particular need that justifies priority;
2. Children who have an exceptional medical, social, religious, philosophical or educational need requiring attendance at a particular school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential. In-borough children who, when the waiting lists are in operation, have not been offered a school place may, at the Local Authority's discretion, be prioritised under this criterion if it appears unlikely that they would subsequently be offered a school place from the waiting lists;
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school, or at a linked junior school, at the point of admission;
4. Children transferring to a junior school from a linked infant school, if applicable;
5. Children living closest to the preferred school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

### Notes:

1. Criterion 5 will be used as a 'tie-breaker' should any of the first four criteria be oversubscribed.
2. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
3. Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

4. These criteria will apply to all applicants, regardless of the borough in which they live.
5. Late applications will NOT be considered until after all on-time applications have been dealt with.
6. The Authority reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.

## CO-ORDINATED ADMISSIONS SCHEME FOR SECONDARY SCHOOLS

The scheme for 2010/2011 does not differ from the Pan-London Co-ordinated Scheme that was adopted by Richmond upon Thames LA for 2009/2010 admissions except in the dates of the commonly-agreed timetable.

### Schedule 1 – The process

#### Applications

1. Applications from Richmond upon Thames residents will be made on this authority's common application form ("CAF"), which will be available both in paper format and online.
2. The admission authorities within this LA will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published admissions criteria. Christ's School will have a supplementary form, which will be available direct from the school, for completion by any parents wishing to apply for a 'foundation' place.
3. This LA will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school, either in the Home LA or elsewhere, and who is resident in the London Borough of Richmond upon Thames, receives a copy of the Richmond upon Thames schools brochure and CAF. The brochure will also be available to parents who are non-residents, and will include information on how they can access their home LA's equivalent CAF.
4. Applicants will be able to express a preference for up to six maintained secondary schools within and/or outside Richmond upon Thames LA (including Academies and any City Technology College that has agreed to participate in their LA's Qualifying Scheme).
5. The order of preference given on the CAF will not be revealed to admission authority schools. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child can potentially be offered a place at more than one school in that LA's area.
6. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Richmond upon Thames CAF or, if resident in another LA, the CAF from their home LA, and the school is nominated on it.

#### Processing

7. Applicants resident within this LA must return the CAF to this LA by **Friday 23 October 2009**. Supplementary forms for Christ's School or for schools outside this LA must be returned to the school(s) concerned by the same date.

8. Any changes to preferences or to the order of preferences on a CAF made after **23 October 2009**, will mean that application will be treated as late, unless the child's family have had to move unexpectedly at very short notice.
9. Application data relating to applications to schools in other participating LAs will be up-loaded to the Pan-London Register ("PLR"), and/or passed to other admissions authorities in Richmond upon Thames, by **16 November 2009**.
10. This LA shall, in consultation with Christ's School and within the framework of the pan-London scheme timetable, determine and state its own timetable for the processing of application data and the application of admissions criteria.
11. All preferences for schools within Richmond upon Thames will be considered by the relevant admission authorities without reference to rank order. When Christ's School have provided a list of applicants ranked in admissions criteria order to this LA, Richmond upon Thames LA shall, for each applicant to its schools for whom more than one offer can potentially be made, use the highest ranked preference to decide which single potential offer to make.
12. Richmond upon Thames LA will accept late applications only if they are late for a good reason, and only up to **11 December 2009**. Examples of what will be considered as good reasons include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family, at short notice, has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Richmond upon Thames will be required in these cases). The LA will consider other circumstances will be considered, but each case will be decided on its own merits.
13. Where a child moves from one LA to another, the new LA will be responsible for co-ordinating the application.
14. Richmond upon Thames LA will eliminate, as the Home LA, all but the highest ranked offer where an applicant can potentially be made more than one offer by the LAs who are participating in the pan-London scheme, where information relating to those potential offers has been submitted within deadline to the PLR. This will involve exchanges of information between the LA and the PLR, which will continue until a steady state is achieved (which the PLR will indicate). Richmond upon Thames will transmit to the PLR information about which final offers have, and have not been, determined no fewer than five working days before 2 March 2009. The PLR will in turn transmit this information to the relevant maintaining LAs. Richmond upon Thames LA will upload the highest potential offer available to an applicant for a maintained school in this LA to the PLR by **3 February 2010**.

## Offers

15. On **1 March 2010**, 'National Offer Day', parents will be sent a letter notifying them of the school place offered.
16. Richmond upon Thames LA will ensure that Richmond Borough resident children without an offer of a place at their preferred schools will be allocated a place at the nearest appropriate Richmond Borough school to their home with a vacancy, subject to the availability of places at that point.

17. Richmond upon Thames LA has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that the Home LAs shall inform all applicants within their areas of their highest offer of a school place, whether they were for schools in Richmond upon Thames LA or in the areas of other LAs participating in the Pan-London Scheme.
18. Details of the pupils to be offered will, if possible, be made available to each Richmond upon Thames school by **26 February 2010**.
19. From 9.00 a.m. on **2 March 2010** parents who applied online will be able to log on to find out the outcome of their application.

### **Post-‘National Offer Day’**

19. Richmond upon Thames LA will ask parents to return the reply slips, to confirm whether they wish to accept or decline the offer made to them on National Offer Day, by **15 March 2010**.
20. Where a parent accepts or declines a place by 15 March 2010, this information will be passed on to the appropriate school within Richmond upon Thames, or, for out-borough schools, to the maintaining LA, by **22 March 2010**. Subsequent information will be transferred as and when it is received.
21. The LA will draw up waiting lists when schools are over-subscribed and there are parents who still wish to have an opportunity for their child to attend those particular schools. Lists will be maintained, and places allocated, in accordance with each admissions authority’s published criteria for admission to oversubscribed schools.
22. Where a child does not receive an offer of their first preference, their name will automatically be placed on the waiting list for each Richmond upon Thames school that is a higher preference school to the one they have been offered. Parents will be advised that if they want to go on the waiting list for an out-borough school they should contact that school’s maintaining LA to ensure that their child’s name is on the list. Parents who wish to have their names added to the waiting lists of any schools for which they have not already expressed preferences must do so via their home LA.
23. Richmond upon Thames LA will administer waiting lists for all Richmond Borough schools until **1 September 2010**, at which point they will be passed to the schools and administered, strictly in accordance with their relevant oversubscription criteria, for as long as parents wish their children’s names to remain on the lists.
24. Parents who are unsuccessful in receiving an offer will be given the opportunity to make late applications to Richmond upon Thames schools to which they did not originally apply.
25. When a place is allocated from the waiting list, the school will notify this LA as soon as it occurs. This LA will check for alternative offers and, if the child has a multiple offer, will contact the parent to establish which offer they wish to accept. The outcome will be shared with each school or maintaining LA (if one of the schools is out-borough), or home LA (if pupil is out-borough).

26. Richmond upon Thames LA will therefore continue to co-ordinate with other LAs participating in the pan-London scheme, in order to eliminate multiple offers, for as long as, and as far as, is reasonably practicable, until 1 September 2010. This is vital to ensure, in accordance with the 'Every Child Matters' agenda, that the destination school of each resident child is tracked and recorded.
27. All post-offer applications will continue to be made via the resident's home LA.
28. Applications received after 1 September 2010, and for places in year group other than the normal year of entry to secondary school, will be treated as 'casual' admissions. Casual admissions for schools in Richmond Borough will be dealt with by the schools concerned, in accordance with the LA's Casual Admissions Protocol (within the Fair Access Protocol).

## **SCHEDULE 2**

### **TIMETABLE OF CO-ORDINATED SCHEME**

<b>23/10/09</b>	Closing date for the Common Application forms to be returned to the LA and supplementary forms to be returned to the VA schools.
<b>16/11/09</b>	Deadline for upload of applications data to PLR.
<b>11/12/09</b>	Closing date for any late applications which, due to mitigating circumstances, are accepted as 'on time'.
<b>03/02/10</b>	Deadline for upload of potential offers data to PLR.
<b>01/03/10</b>	National Offer Day. The LA sends notification of offers/refusals to parents. On or after (but <i>not before</i> ) this date, Christ's School may also send letters to parents.
<b>02/03/10</b>	From 9.00 a.m. parents who applied online will be able to log on to find out the outcome of their application.
<b>15/03/10</b>	Last date for offers to be accepted or declined by parents.
<b>May/June 2010</b>	Appeals for community and VA schools are heard.
<b>01/09/10</b>	The LA will pass the responsibility of making further offers (i.e. the administration of the waiting-list) to each secondary school.

## OVERSUBSCRIPTION CRITERIA FOR COMMUNITY MIXED SECONDARY SCHOOLS

The oversubscription criteria for admission to community mixed secondary schools for 2010/2011 do not differ from those adopted for 2009/2010 entry, except that the provision regarding SEN children has been moved into the notes and the provision regarding children with exceptional circumstances has been moved into the criteria, in accordance with the provisions of the School Admissions Code. The criteria are therefore as follows: -

Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the Local Authority by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care and other children who are deemed by the Local Authority's Fair Access Panel to have a particular need that justifies priority;
2. Children who have an exceptional medical, social, religious, philosophical or educational need requiring attendance at a particular school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school at the point of admission;
4. Children who attend a linked primary or junior school (see note 7);
5. Children living closest to the preferred school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

### Notes:

1. Criterion 5 will be used as a 'tie-breaker' should any of the first four criteria be oversubscribed.
2. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
3. Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.
4. These criteria will apply to all applicants, regardless of the borough in which they live.
5. Late applications will NOT be processed until after all on-time applications.
6. The Authority reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
7. Links between schools can be formed and lost on the basis of the number of children who transfer, or if the schools are situated in the same electoral ward.

Links are formed when at least 25% of year 6 leavers or 15 pupils transfer to a particular secondary school and they can be lost when the figure is lower. There will be some schools that do not have a link because: the numbers are too low to establish a link; there is no pattern of transfer to a school or because no pattern has yet been established. *To meet this criterion, the child must be attending the linked primary or junior school at the time that the application is submitted. Once the cohort starts Year 7, attendance at a linked primary or junior school would no longer apply and priority would not be given on that basis on the waiting list for the particular secondary school.*

## OVERSUBSCRIPTION CRITERIA FOR WALDEGRAVE SCHOOL FOR GIRLS

The criteria for admission to Waldegrave for 2010/2011 do not differ from those adopted for 2009/2010 entry, except that the provision regarding SEN girls has been moved into the notes and the provision regarding girls with exceptional circumstances has been moved into the criteria, in accordance with the provisions of the School Admissions Code. The criteria are therefore as follows: -

Places will be allocated to those girls whose parents/carers have expressed a preference for that school by submission of an application form to the Local Authority by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Girls in public care and other girls who are deemed by the Local Authority's Fair Access Panel to have a particular need that justifies priority;
2. Girls who have an exceptional medical, social, religious, philosophical or educational need requiring attendance at Waldegrave rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Girls who have sisters (by which is meant full, step-, half- and adopted sisters living in the same household) at the school at the point of admission;
4. Girls living within the halves (priority area A and priority area B) of a rectangular catchment area – see Figure 1 on page 20. Under this criterion 85% of the places will be given to priority area A and 15% to priority area B. The places will be given to those girls living within each area on the basis of distance from home to Waldegrave, measured by the shortest route by road and publicly maintained footpath, from the middle (the "seed-point") of their home to the nearest pedestrian school gate used by the relevant year-group.

### Notes:

1. The shape of the priority areas for Waldegrave was originally determined by the link primary school furthest away in each direction in 1998 (i.e. North – John Betts, Hammersmith; South – St John's School, Kingston; East – St Faith's School; Wandsworth and West – Forge Lane, Hounslow). These points were used as a basis for the boundary of the priority areas. *Waldegrave is therefore not the central point of the priority areas.* A detailed map of the two areas may be viewed in the reception area of Children's Services and Culture, in Regal House, London Road, Twickenham.
2. Girls with a statement of special educational need that specifies Waldegrave as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.
3. Any places subsequently refused will be re-offered, using the same method, to the priority area in which they were originally offered.

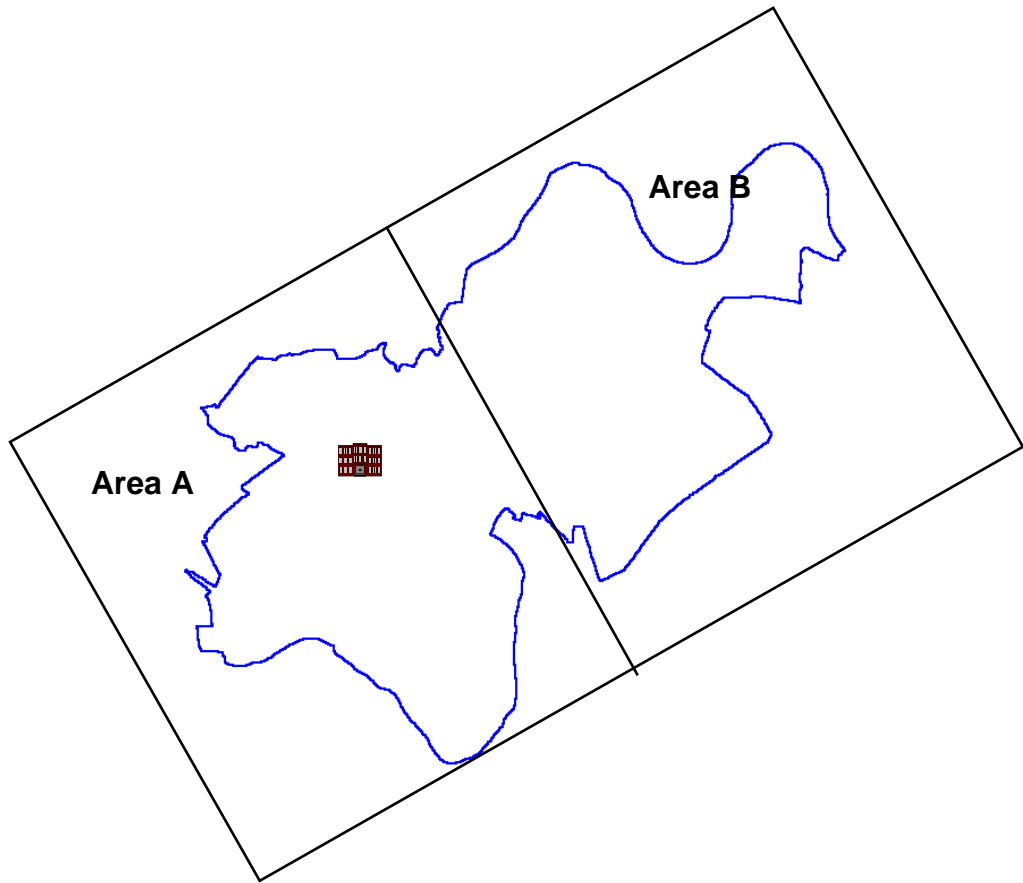


Figure 1: The Waldegrave priority areas, with the borough boundary and the location of the school.

## ADMISSION NUMBERS FOR COMMUNITY PRIMARY AND SECONDARY SCHOOLS

Barnes Primary	60
Buckingham Primary	60
Carlisle Infant	90
Chase Bridge Primary	60
Collis Primary	90
Darell Primary	43
East Sheen Primary	60
Hampton Hill Junior	90
Hampton Infant	90
Hampton Junior	97
Hampton Wick Infant	60
Heathfield Infant	90
Heathfield Junior	90
Kew Riverside Primary	30
Lowther Primary	30
Marshgate Primary	60
Meadlands Primary	30
Nelson Primary	60
Orleans 'Primary' (currently Infant)	60 *
The Russell Primary	30
Sheen Mount Primary	60
Stanley 'Primary' (currently Infant and Junior)	120 *
Trafalgar Infant	90
Trafalgar Junior	90
The Vineyard Primary	60
Grey Court	200
Hampton Community College	200
Orleans Park	200
Shene **	215
Teddington	225
Waldegrave	200
Whitton **	200

\* Subject to publication and ratification of statutory proposals.

\*\* The admission number for these schools may be subject to change as they are proposed to become academies for September 2010.

## **BACKGROUND PAPERS**

[School Admissions Code.](#)

Pan-London secondary admissions template.

Determined admission arrangements for London Borough of Richmond upon Thames community schools for 2009/2010 entry.

[Fair Access Protocol for London Borough of Richmond upon Thames.](#)

## **CONTACT**

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