

This guide is for admission
into Reception in a primary
school or Year 3 in a junior
school at the start of
September 2024

Admission to Richmond's Primary Schools

For 2024 Entry



**achieving
for children**



LONDON BOROUGH OF
RICHMOND UPON THAMES

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 2024. It provides information for pupils entering Reception into a primary or infant school, and pupils transferring to a junior school at the end of Year 2. 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 the Richmond borough.

When the guide refers to 'primary' school, this will mean primary, infant or junior school unless otherwise differentiated.

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 primary school and a determination is made by the authority on the national offer date. Applications to transfer 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 2023 to 31 August 2024. It was correct in June 2023 and is subject to change throughout the academic year.

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

If you have any questions regarding school admissions, please contact:
School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU
E: richmond.admissions@achievingforchildren.org.uk
W: 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.

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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 for September 2024 transfer into Reception at a primary or infant school, or Year 3 at a junior school, as part of the normal admissions round which ends on 31 August 2024. You should read the guide in full for information on the process and your responsibilities as the applicant.

If you want to apply to transfer your child into Reception or Year 3 at a junior school **after 31 August 2024**, or you want to apply for your child to transfer into Years 1 to 6 at any time, please read the separate In Year transfer brochure available on [the Richmond Council website](#) for information on the application process.

Key dates for the admission process for September 2024 entry

2023

Friday 1 September Online applications are open via www.eadmissions.org.uk.

2024

Monday 15 January Closing date for receipt of online and paper applications, including supplementary forms

Friday 9 February Final date for applications to be considered as on-time where due to exceptional circumstances they could not be made by 15 January 2024, and for people who moved after 15 January 2024 to evidence habitual residency in the borough

Tuesday 16 April (National Offer Day) All on-time applicants will be sent an email during the evening informing them of the result of their application

Tuesday 30 April Date by which parents must accept or decline their offer

Friday 17 May Closing date for submission of appeals to be heard in the main round for schools in Richmond using the Richmond Independent Appeals Service. This date may vary for academies, voluntary aided and free schools who organise their own appeals

Monday 20 May Further offers will be made from the waiting lists from this date onwards, subject to places becoming available

July Main round of admission appeals are heard

September Start of the autumn term

SECTION 2: Six steps in applying for a primary school place

Under national coordination, 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.

Age range of schools

Infant schools

Infant schools provide education for children aged 4 to 7 years. They cover the three school years Reception, Year 1 and Year 2. The first year of infant school, called the Reception year, is for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years. Some infant schools have nursery classes attached to them that cater for children aged 3 to 4. The infant class size regulations limit an infant class to 30 children per teacher.

Junior schools

Junior schools provide education for children aged 7 to 11 years. They cover four school years, Years 3 to 6. Children transfer to secondary school at the end of Year 6.

Primary schools

Primary schools provide education across the whole primary age range of 4 to 11 years. They cover the Reception and Years 1 to 6. Some primary schools have nursery classes attached to them for children aged 3 to 4. Children transfer to secondary school at the end of Year 6.

When children start school in Richmond

Children start school in the September of the school year in which they will become 5 years old, which means most children are 4 years old when they start school. For entry in September 2024, children born between 1 September 2019 and 31 August 2020 are eligible to start school in September 2024. Children reach statutory school age at the beginning of the term following their fifth birthday. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school). See Section 3 for information about out of year group requests.

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 email 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.

Step 1: Understanding the admission process

Children born between the following dates are eligible to transfer to primary or junior school in September 2024 as part of the normal admissions round.

Primary school: 1 September 2019 and 31 August 2020

Junior school: 1 September 2016 and 31 August 2017

You have the right to name and give reasons for your child to apply to a particular school, and 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 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. Applications to transfer from infant to junior school must only name junior schools. If you wish to transfer to a primary school for Year 3, you must complete a separate in-year transfer 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 during the evening of 16 April 2024. 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 your email will include 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 preference rank is only considered if your child has a potential offer for more than one school.

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.

Summary of the equal preference process

You must apply to the local authority to which you pay your council tax, even if you are naming preferred schools outside of the borough. The deadline to make an on-time application is **15 January 2024**.



Make your application on eAdmissions. If you are unable to use the system you can request a form from the School Admissions team. You may list up to six schools on the form in preference order.



The admissions system automatically makes schools aware of the children who have expressed a preference for their school. Applications received before the closing date are not dealt with on a first come first serve basis.

We do not consider your preference order at this time.



The admissions system ranks the applications for each school according to the admission criteria.



The system uses the published admission number (PAN) for each school to set the status of the children at the top of each list as a provisional offer until the PAN is reached.



If your child qualifies for a place at more than one school, the order of preference will be used to determine or decide the highest preference school for which your child has met the admissions criteria.

This is the point when order of preference is considered.

Where your child's name does not qualify for a place at any of the preferred schools named on your application it means we cannot allocate a place at any of the schools you requested. We will allocate a place at the nearest school to you with a vacancy where possible and discuss the next steps with you.

You must be realistic when making your preferences. This is because you may not receive an offer at any of your preferred schools if your child is unlikely to have a high enough priority. This could happen if you live too far away from the schools, or if you name a faith school, but do not meet the criterion for priority under denominational grounds. Due to the high demand for places, we suggest that you include your closest community school where your application can be considered on home to school distance.

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.

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

PREFERENCE	SCHOOL	QUALIFY FOR A PLACE?	OUTCOME
1st	Sacred Heart Primary	No	Waiting list
2nd	Lowther Primary	Yes	Offered
3rd	St Richard's CE Primary	Yes	Withdrawn
4th	Twickenham Primary	No	Withdrawn
5th	The Russell	Yes	Withdrawn
6th	Trafalgar Infant	Yes	Withdrawn

Changing your order of preference

You can amend your application online before **15 January 2024**. You must remember to re-submit the form for the changes to take effect.

If you request to change your preferences or preference order after 15 January 2024 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 contact the School Admissions team for a link to the change of preference request form.

Late applications and change of preference requests received after National Offer Day will be processed from **Monday 20 May 2024**.

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 the Richmond borough.
- Look at the schools' website for their individual information about their schools and the details of their admission criteria.
- Look at the information given on the individual schools' website as to how the places have been allocated for the last three years. For community schools, this information can be found on [the Richmond Council website](#).
- Visit schools. It is important for parents to visit schools before deciding which ones to apply for. Please contact the schools you are interested in for information and details of open days and visiting times.
- 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 [the Richmond Council's website](#). There is also information on the [GOV.UK](#) website

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, or at a school in the borough based on you being a resident.

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 naming 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 infant, junior and primary 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, it is your responsibility to read the full admission arrangements, to 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 previous 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-denominational school as one of your preferences and use all six preferences. This will maximise your chances of being offered a preferred school.

You will find details of how places were offered the primary schools in Richmond borough for September 2023 entry in Section 5 of this brochure, and on the individual school's 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
- the name of the local authority the child has been placed in the care of
- 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
- 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

- 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.

Exceptional family, social or medical need

All Richmond primary 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 admissions authority of the school for which you are applying. 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 as necessary.

You must provide this supporting evidence by the closing date, **15 January 2024**.

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, 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.

Please 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 16 April 2024.

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.

Applying for exceptional family, social or medical priority at an own admissions authority school (voluntary-aided, free, or academy primary, infant or junior schools)

The School Admissions team does not assess social and medical need applications for these schools. It is your responsibility to read the school's admission policy to confirm the requirements to apply for priority under this criterion. Your 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 can meet the child's needs.

The school will notify the School Admissions team if additional priority should be applied to your application. If you do not agree with the decision made for your request, you must contact the school directly to discuss the matter. We have no authority to require schools to give priority for admission under this criterion.

Applying for family, social and medical priority at a community primary, infant or junior school

The School Admissions team only assesses social and medical need applications for community schools within the borough. For the purposes of this criterion, the meaning of disability is pursuant to Section 6 and Schedule 1, Part 1 of the Equality Act 2010.

The family, social or medical need can apply to the child or another member of the family. All applications are considered individually and the following must be included at the time of application:

- a letter explaining the reasons for applying under this criterion, why the preferred school is significantly more suitable than any other school for your child, and the difficulties likely to be caused by not attending it. A statement must be included giving permission for the local authority to make such enquiries as it thinks necessary to investigate the matter further, and
- specific supporting evidence that gives reasons and providing supporting information why only the preferred school can meet a child's individual needs, and the effect on your child if they do not attend this school. This evidence must be on headed paper from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a childminder will not normally be acceptable

Please note that hospital appointment letters or prescriptions are not considered relevant documentary evidence.

If you apply online, documents can be scanned and attached to your application. If you make a paper application, please scan the documents and send them to richmond.admissions@achievingforchildren.org.uk, including your child's name and date of birth in the body of the email.

All information provided is treated in the strictest confidence.

Applications lacking external objective evidence will be rejected under this category without further assessment. Any rejected application will then be considered under the next highest appropriate category for the child.

Please be aware of the following when considering whether to apply under the social or medical needs criterion.

- All community schools can provide support for a child's educational needs. If your child may need additional support in school but they do not have an education, health and care plan, we will not consider their application for a higher priority under this criterion. Special educational needs include the following non-exhaustive list of conditions: autism spectrum disorder, dyslexia, dyscalculia, dyspraxia, ADHD, ADD, speech and language difficulties.
- All Richmond borough schools are expected to manage medical needs. An application with medical evidence may be agreed where a child has an exceptional illness or disability (for example, limited mobility) which means that a child can only reasonably attend one school.
- We will not consider common ailments as exceptional medical needs, including the following non-exhaustive list of conditions: asthma, eczema, food allergies, diabetes, or where the dispensing of medication may require further training of school staff for its administration.
- All schools are expected to appropriately support their pupils' emotional and social needs, including anxiety and stress-related conditions, and applications on this basis will not be considered under this criterion.
- All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils, and applications on this basis will not be considered under this criterion.
- Domestic arrangements, such as joint care arrangements, child care arrangements, transport arrangements, the location of your place of work, the need to leave or meet children at more than one school at the same time, the fact that your child attended a nursery associated with a particular school, or there are previous family connections with a particular school, will not be considered under this criterion, without accompanying exceptional medical or social reasons.
- A preference to keep your child with their current friendship group, or a preference to attend or not attend a faith school will not be considered under this criterion.
- We will consider whether there is other support available to support the child or family member accessing another school, for example the duty for all schools to make reasonable adjustments for a child or family member under The Equality Act 2010.
- It is unlawful for a school to discriminate against a pupil or prospective pupil by treating them less favourably because of a protected characteristic.

The strength of applications will be considered by two or more officers who will make an evidence-based decision, referring to another officer where disagreement exists. Those officers assessing the strength of an application will have knowledge of the local authority's admissions process and the School Admissions Code. The officers will consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion.

The local authority's decision is final and there will be no right of appeal to officers against refusal to consider an application under this category. You will have the legal right of appeal to an independent appeal panel if you are not offered a place at your preferred school.

Brother or sister attending the school (sibling link)

Children are defined as siblings if:

- they are a full, half, step, adopted, foster brother or sister
- they live at the same address as the child named on the application
- they currently attend the preferred primary school
- they will still be on roll at the time your child will be admitted in September 2024

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

Children of a multiple birth do not give each other sibling priority until at least one child of that multiple birth has started at the school.

Having more than one sibling currently on roll at a school does not give additional priority.

Please note cousins are not considered as siblings, even if they live in the same household.

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 may further qualify how staff will meet this criterion. We will confirm your status with the school concerned.

Distance from home to school

The popularity of Richmond borough 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, 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 2023, has been included in Section 5 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 17 April 2023.

Historical 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 borough schools, the home to school distance is the shortest route by road or maintained footpath in metres as measured 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 or nodal point set out in the admission arrangements.

From the seed point the route always connects to 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 snap to 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 that 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) or nodal determined by the school. This is an objective measurement tool, and we will not amend distances because your child would not typically use the route identified by the system.

Note: Deer Park School, St Elizabeth's Catholic Primary School, and Twickenham Primary Academy measure home to school distance as a straight line between the seed point of the home address and the gate(s) determined by the school. Please refer to the school's admission arrangements for further details.

Linked infant school

Community infant schools and their paired community junior schools offer the same number of places and are listed below.

- Hampton Infant School and Hampton Junior School
- Carlisle Infant School and Hampton Hill Junior School

- Heathfield Nursery and Infant School and Heathfield Junior School
- Trafalgar Infant School and Trafalgar Junior School

If your child attends one of the above infant schools and you apply for a place at the paired junior school, you are likely to qualify for an offer of a place. This is because attending the infant school is the second highest criterion for allocating places if the school receives more applications than places. However, your child's transfer cannot be guaranteed as this will depend on how many applications are received for children with an education, health and care plan and children under the 'looked after' category (these are children currently or previously in public care), which is the highest priority for admission.

Hampton Wick Infant School and St John the Baptist CE Junior School

The governors of St John the Baptist CE Junior School are responsible for the admission of pupils. Please read their admission criteria which can be found on the school's website, together with details of how places were offered in the last three years. Make sure to check if you need to complete the school's supplementary information form. This form should be sent back to the school by the closing date of 15 January 2024.

Step 4: Completing your application

Apply online from 1 September 2023 and by the closing date of 15 January 2024

You should apply online by going to 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 the Richmond borough or you can ask about facilities at your child's early years setting.

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 and make amendments to the form online until the closing date on 15 January 2024. 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: **318-2024-09-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 either the '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 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. If separated parents each make an application, we will not process it until the parents reach an agreement on which application should be used.

You will need to include the school's DfE number if you are making a paper application. For Richmond's primary schools, each number is listed in the 'Richmond's infant, junior, primary and secondary schools' brochure available on [the Richmond Council website](#).

For primary 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.

It is your responsibility to check whether any schools you are applying for in the Richmond borough and 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 **15 January 2024** will only be considered after all the applications received on time 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 **7 February 2024**. 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 **7 February 2024** 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 22 to 25 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 policy set out below. This policy is applied 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, you must read the information about joint care arrangements on page 20 before deciding on which address to use on the application.

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.

The address you provide on your application must be where you are physically living with your child at the time the application is submitted. It is expected that you and your child will continue to live at the address used on your application until they start at their allocated school.

If you intend to move before September 2024, you must follow the process for moving home set out on pages 22 to 25.

Reporting a change of circumstances

You must inform the School Admissions team immediately of a change in your circumstances. This includes, but is not limited to:

- your child no longer lives at the address provided on the application
- you and your child have relocated elsewhere in the United Kingdom or overseas for a period of 13 or more weeks, even if it is your intention to return to the address provided on the application before September 2024
- a change to the joint care arrangements for your child

You must provide information about the reasons for the change in circumstances and the timescale for the change. 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 any change to your circumstances, this may be treated as an attempt to obtain a school place on the basis of intentionally misleading 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 between two properties we will use one address to determine the outcome of an application: the principal parental address.

Separated parents do not have the right to choose which address should be used on their child's application. There is an expectation that parents are consistent in the address being used to apply for school places. This is to ensure that separated parents do not gain an advantage for admission to a preferred school based on distance, by using different addresses on applications for their child(ren).

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 where it is evidenced that they undertake the majority of care during the school week. In cases where it is evidenced that shared care is exactly equal, we consider all available evidence that you provide to support your application. We will also consider information such as the principal address held by the current school, school census data, and the address previously used to apply for school places for your child or any siblings under the same care arrangements.

Once the principal parental address has been determined it will be subject to the same address verification checks as all other applications.

You are reminded that only one application can be submitted for your child, even if separated parents live in different boroughs. It is not appropriate for the council to become involved in private disputes between separated parents or carers. If you cannot agree who should make the application, or which schools should be named as preferences on the form, we will require a Specific Issue Order from the Family Court setting out who is responsible for applying schools. We will not proceed with any applications subject to a dispute until agreement can be reached. This may affect your child's chance of being allocated a place at a preferred school.

If you make an application without the consent of all those with parental responsibility, we will consider this as an intentionally misleading application. Your application, and any offer which has been made, will be withdrawn.

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, or because of deliberately misleading information, to be unfair as another child is being denied their lawful claim to that place.

We will verify the address you use on your application using council records and systems, agencies, fraud departments, education settings and 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 will request further information. It is your responsibility to provide all the evidence necessary to support your application according to your circumstances. If the School Admissions team does not receive sufficient evidence required to verify your home address, or the evidence is not provided within the timeframe requested, we will not accept the address provided on your application for admission purposes. This will mean that we will not apply any priority based on home to school distance to your child's application.

We will request further information if there are any doubts about the information provided, or where information has been received that suggests a fraudulent or intentionally misleading application has been made. We reserve the right to ask for proof of your address at any time during the application process, even after a school has been offered or accepted. We will make a judgement based on evidence available to us, and if necessary your child's place will be withdrawn.

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. Any information received will be treated in strictest confidence.

The address to be used on the application

In order to accept the address provided on your child's application, we must be satisfied that this is the address where you and your child are habitually resident at the time of applying, and where they will continue to physically live from the time of application to the point at which they start school. It is your responsibility to inform the School Admissions team of any change to your circumstance. If you intend to move before September 2024, you must follow the process for moving home set out on pages 22 to 25.

You must 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 use an incorrect address or you fail to inform the School 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 intentionally misleading information, and your application will be withdrawn as permitted by the School Admissions Code.

We will not accept an address you intend to move into in the future. This includes (but is not limited to) a property which you intend to rent or buy, or a property which is being renovated before you and your child occupy it.

We expect your child's home address to be a residential property that is their 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 independently evidenced using documents issued by a government agency, that you and your child have been living there as a long-term and permanent arrangement), a friend or a childminder, a commercial address or a temporary 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 because you have recently 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.

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 that is further away is not available for you to live in.

We must be satisfied that your move is a permanent arrangement, and will require proof that the previous address has been let on a commercial basis at a market rent. We will consider the timing of this arrangement and any familial or personal connection to the tenant, when making the decision whether to disregard the property for admissions purposes.

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.

Moving into the borough or within the borough

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

You must provide sufficient proof that the move is legally binding and that you and your child are habitually resident in the new property. We require evidence from **each** of the following groups which demonstrates your child's particular circumstances:

Group A (evidence relating to the new property)

- A solicitor's letter showing the date that your purchase was completed
- A full copy of the Assured Shorthold Tenancy agreement that is signed by both landlord and you
- If you have moved back into a property you already own, you should send us proof of this, such as Land Registry

AND

Group B (evidence relating to the previous property)

- A solicitor's letter confirming that a property sale has completed
- A check-out report from a rented property, to show the date you handed in the keys
- A letter or email from the landlord or letting agent of a rented property, showing the date you moved out
- If you still own your previous property but have let it to tenants, a full copy of the tenancy agreement signed by you and your tenant. You must also send us a letter from your mortgage company that confirms they know about the arrangement

AND

Group C (evidence relating to habitual residency)

A copy of an electricity bill showing current levels of energy usage at the new property, and two further documents from the following list, showing your new address.

- A copy of your updated driving licence (a copy of an application to amend the licence is not sufficient)
- A GP letter showing you have registered your child at a local surgery which includes the date of registration
- Confirmation of your home contents insurance or car insurance
- Official correspondence from the HM Revenue & Customs, or the Department for Work and Pensions relating to benefit entitlement, dated within the last three months
- Vehicle Registration Document (V5C) showing your name and address

Mobile phone bills, credit card statements, bank statements, and inclusion on the electoral roll are not proof that you live at the address, and will not be accepted. We will also not consider evidence which is dated later than the date it was requested by the School Admissions team.

If you are arriving from overseas you must provide proof of landing, such as a copy of your child's boarding pass or immigration stamp in their passport.

We reserve the right to ask for further evidence if we have any doubts about the information provided. If your change of address cannot be supported by the evidence above, contact us for advice.

If you plan on moving house, you must still apply by the closing date using the address where your family is living at the time of applying, 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

to provide the evidence detailed above before the address will be verified and changed on the system.

The deadline for you to send us evidence of a new address for it to be used for the first round of allocations (National Offer Day, 16 April 2024), is **7 February 2024**. If you move later than this date, we still need to see evidence of your move. We will take your child's new address into account for further offers if we agree to accept the new address.

Reassessment of the home address

The offer made to you is based on the information you provided in your application, with the understanding that this is the address you and your child will continue to live at until they start school.

If the principal address for your child changes after the allocation of places has been made, we will consider the offer was 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 local authority's School Admissions team for information about their address verification policy and the supporting documents required. Richmond Council's School Admissions team does not verify addresses that 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 in the policy.

Please include us in all communications with the other local authority to avoid delays to the transfer of your application.

If you wish to add additional preferences to your application ahead of your application being transferred, please amend your application form (if it is before 15 January 2024) or complete the change of preference form which will be available after National Offer Day.

Applications from families arriving from abroad, including the EU, from 1 January 2021

Please see the separate information below regarding children of UK service personnel and crown servants returning from abroad.

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

If you have recently arrived from abroad, we recommend that you check that you have a right of abode or that the conditions of your immigration status otherwise permit you to access a state-funded school.

Children aged under 18 are classed as dependent children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family or to join their family and study at a state-funded school once in the UK.

Unaccompanied children may also enter the UK to access a school. To comply with their visa terms, unaccompanied foreign national children, and young people (including such EEA nationals entering the UK after 31 December 2020) who are entering on a child student visa or student visa must, when accessing education in England, study at the independent school, sixth form college or further education college that is sponsoring them.

Foreign nationals cannot use the six-month standard visitor visa, or 11-month short-term study (English language) visa, to enter the UK to enrol as a pupil at a school. Find out what these visas can be used for on the visa pages of [the Government site](#).

Irish citizens' right to live in the UK and access school places will not change. Irish citizens do not need to apply for the EU Settlement Scheme, but their family members, who are not Irish or UK citizens, will need to apply.

If you currently live abroad, we will accept an admission application ahead of your arrival. While you continue to live overseas your application will 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 when you satisfactorily evidenced that you and your child are habitually resident in the property on a permanent basis, and you have provided proof of landing, such as a copy of your child's boarding pass or immigration stamp in their passport.

Children of UK service personnel and crown servants

Richmond Council recognises the particular needs of families of service personnel 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 15 January 2024 using your intended address. 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. We will use a Unit or quartering address as the child's home address where a parent requests this.

The date you take up post must be before the beginning of term in September 2024.

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.

Step 5: Submitting your application

The closing date for receipt of your application and any supplementary information forms is **15 January 2024**.

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-denominational 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 the guide and understand 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 between 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 April.

The offer process starts on 16 April 2024 and continues during the spring and summer until children start school in September 2024. This means that some parents will not be offered a place for their child on 16 April, 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 **16 April 2024**. You will also be able to log on to the eAdmissions website www.eadmissions.org.uk to view the outcome during the evening of 16 April 2024. If you applied on paper, you will be sent an email during the evening.

Responding to the offer

You must accept or decline your offer by **Tuesday 30 April 2024**, 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.

We advise you to accept the school place offered to ensure your child has a school place in September, as you can always refuse this at a later date if you are offered a school you prefer. This will not affect your child's position on any waiting lists of your higher preference schools or your right to appeal.

Once an offer has been made (whether it is for a preferred school or for an alternative school), the duty to provide a school place has been discharged, and any further offer will be from the waiting list. If you refuse an offer you must provide information about the arrangements for your child's education from September (or at the point they reach statutory school age). If we do not have this information we are required to refer your child to the Education Welfare Service for further investigation as a potential child missing education

Please note that your child will not be given any additional priority on the waiting lists if they remain unplaced when the academic year begins in September. You will continue to be responsible for providing a suitable education for your child until a place is offered.

You should be aware that your child's position on the waiting list is subject to change. The list must be maintained in accordance with the school's oversubscription criteria and re-ranked every time a new application is added.

Further offers

From **Monday 20 May 2024** 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 that any further offer will not be shown on your eAdmissions account as this is only a portal for on time applicants to make an application and receive the initial offer. Any further offers will be made by the Schools 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 list must be re-ranked each time a new child is offered. We are not allowed to give priority to any child based on the date they applied or when they joined the list. As a result, waiting list positions are subject to change. Your child can move down as well as up the list.

Please note there is no provision with the admission regulations to give higher priority to children who are currently unplaced.

Waiting list positions will be available from **Monday 20 May 2024** by sending an email to the School Admissions team. Faith schools are responsible for ranking their own applications and you will need to contact them directly for waiting list information.

Waiting lists will be maintained until the end of July 2025, and then disbanded. If you wish your child to remain on the waiting list for the following academic year you must submit an in-year transfer application in June 2025.

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: Out of year group requests

General information

The relevant legislation can be found in paragraphs 2.18 to 2.20 of the School Admissions Code.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (that is a child born between 1 April and 31 August) may choose not to send that child to school until the September after their fifth birthday and may request that they are admitted out of their normal age group into Reception rather than Year 1. Please see the separate guidance relating to summer born children below.

Any request for admission outside of the normal age group will be considered by the admitting authority for the school. For entry into Reception under the normal admissions round, this decision-making has been delegated to the local authority on behalf of all schools. Admission authorities must make clear the process for requesting admission outside of the normal age group in their admission arrangements.

Decisions must be made based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group and whether they may have naturally fallen into a lower age group if it were not for being born prematurely.

For requests other than entry into Reception under the normal admissions round, you must seek agreement from the admitting authority of the school. One admitting authority cannot be required to honour a decision made by another admitting authority on the admission of a child out of the normal age group.

Whilst there is no statutory barrier to children being admitted outside their normal age group, parents do not have the right to insist that their child is admitted to a particular age group. Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Deferring entry into Reception class after a place has been accepted

By law, a child does not have to attend school full-time until the start of the term following their fifth birthday. For this purpose we think of the traditional three-term year with terms starting in September, January and April.

If you have accepted a place in Reception at a school for September 2024:

- you can choose to defer entry until later in the academic year, but not beyond the start of the term following your child's fifth birthday nor beyond the start of the final term of the academic year for which the offer has been made
- you can choose to send your child on a part-time basis up until the term following their fifth birthday

- you can continue with, or take up, a free place in an early years setting up until the term following their fifth birthday, but not beyond the end of the academic year. If you need any additional information about early years education

Please note that the information in this booklet relates to applications for a school place to start school during the academic year 2024-25. Therefore, any place accepted that was based on an application for the 2024-25 academic year is valid for that academic year only. Your place must be taken up at the beginning of the term after your child's fifth birthday, or if they were born between April and August it must be taken up by the start of the summer term in 2025 at the latest. If your child fails to start school on this basis the offer will be withdrawn.

Summer born children (born between 1 April 2020 and 31 August 2020)

The Department for Education has produced [a factsheet](#) about the admission of summer born children.

Generally, children start school in the September following their fourth birthday. If you are the parent of a summer born child you may choose not to send your child to school until the September after their fifth birthday and you may request that they are admitted out of their normal age group into Reception rather than Year 1. The own admission authority primary schools (that is academies, voluntary aided and free schools) have delegated the assessment of these requests to the local authority as part of national coordination.

In order to make this assessment we ask you to:

- visit the school(s) you are interested in and discuss your request with them
- provide a written statement explaining why you think it would be in your child's best interests to enter Reception rather than Year 1 in the term after their fifth birthday. This should include the names of the schools you have approached to discuss your request
- where relevant, any additional information from professionals involved with your child which you choose to provide. There is no requirement for you to provide additional information or evidence to support your application should you choose not to provide it

Our decision on whether it is in the child's best interest to join Reception or Year 1 at the age of 5 will be made on the basis of the information available to us at the time the decision is made.

We will consider:

- your views
- information about your child's social and emotional development
- their medical history and the views of a medical professional, if applicable
- the views of the head teacher of the school(s) concerned
- any additional information from professionals involved with the child that the parent has chosen to provide
- where relevant, whether the child may naturally have fallen into a lower age group if not for being born prematurely
- relevant research into the outcomes of summer-born and premature children

The decision will be communicated to you in writing before primary National Offer Day (16 April 2024) if your request is made by 15 March 2024, otherwise it may be communicated to you after offers are made.

How this affects the application process

If you wish to request that your summer born child joins a Reception class in the term after their fifth birthday rather than with their normal age group, you must still apply in the usual way by 15 January 2024.

If we agree to your request we will withdraw your application for entry in September 2024 before the offers are made on National Offer Day. You will be invited to apply again when applications for entry in September 2025 open between 1 September 2024 and 15 January 2025, and provide a copy of the decision with your application.

The application the following year will be processed as part of the main admission round unless your application is made too late for this to be possible. An agreement to delay does not guarantee your child a place at a particular school. The application will be processed on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given a lower or a higher priority on the basis that the child is being admitted outside of their normal age group.

Starting school in Year 1 and not attending Reception

If you wish to delay your child's entry into school until the term after their fifth birthday with the intention of them entering school in Year 1 (that is, they do not attend the Reception year) you do not need to make an application under the normal admissions round. Instead you should make an in-year application in the June preceding the start of Year 1, and your child will be admitted with their normal age group.

Please be aware that oversubscribed schools are likely to have already been filled by children who took up their places in the Reception class and who will automatically transfer into Year 1.

SECTION 4: Appeals

General

You have a 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.

If you are appealing for an infant class (Reception, Year 1 and Year 2) please ensure you read the information on the infant class size regulations below.

The admissions authority for the school to which you are applying is required to explain to you why your child has not been offered a place at that school. They must also explain to you how you can appeal against this decision. This information will be published on their website.

Your appeal will be heard by an appeal panel that is independent of the admissions authority whose decision you are appealing against. To ensure their independence and impartiality, there are strict rules covering the appointment of 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 authority.

Appeals for Richmond community schools are managed by the Richmond Independent Appeal Service. More information can be found on [the Richmond Council website](#). The deadline for appeals to be heard in the first round is **Friday 17 May 2024**.

For information about appealing for a school place at an own authority school or in another council area, please contact the school or relevant council directly. Contact details for neighbouring boroughs can be found in Section 7.

Pending the outcome of your appeal, your child will be offered a school place at a lower named preference school where possible, or at the nearest appropriate school with a place available.

If an appeal is unsuccessful there is no automatic right to a further appeal within the same academic year unless there are significant and material changes in the circumstances of the parent or carer, child or school since the time of the original appeal.

Infant class size regulations

By law, infant classes (Reception, Year 1 and Year 2) must contain no more than a maximum of 30 pupils per qualified teacher. There are only a small number of permitted exceptions whereby an infant class can exceed this number. These exceptions are as follows:

- children admitted outside the normal admissions round with an education, health and care plan specifying a school
- looked after children and previously looked after children admitted outside the normal admissions round

- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- Children of UK service personnel admitted outside of the normal admissions round
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- Children with an education, health and care plan who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

Pupils admitted for the above reasons are classed as excepted pupils until the infant class size drops back to 30.

How this affects the admissions appeal process

If an infant class exceeds 30 pupils, for any reason other than those permitted exceptions listed above, then the school is required to take 'relevant measures'. 'Relevant measures' would mean a school would be required to employ an additional teacher and may also be required, in extreme circumstances, to provide an additional classroom. Either would involve significant expenditure.

Due to this, appeals for school places in infant classes which total 30 students are heard under infant class size regulations. These regulations remove the discretion from the appeal panel to consider individual extenuating circumstances when deciding whether to offer children a place, unless they find that your appeal is covered by one of the relevant grounds below:

- it finds that the admission of additional children would not breach the infant class size limit; that the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions code and the SSFA 1998
- that the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case. For a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements, that is it was beyond the range of responses open to a reasonable decision maker, or was a decision which was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.

If your appeal does not meet one of these grounds then your appeal will not be successful. You should keep this in mind when considering whether to appeal for a school which is covered by infant class size law. The Local Government and Social Care Ombudsman office has produced [a fact sheet](#) for parents and carers on infant class size appeals.

Appeal rules followed for all other year groups (Years 3 to 6)

When considering an appeal for any other year group, appeal panels follow a two stage process in reaching decisions.

First, a factual stage: at which the panel considers whether the school's published admission arrangements were correctly applied in the individual's case, and decides whether prejudice (or harm) would arise to the efficient provision of education and/or the efficient use of resources in the school if the child was admitted.

Second, a balancing stage: at which the panel exercises its discretion, balancing between the degree of prejudice to the school (or harm) and the weight of the parent's case, before arriving at a decision.

SECTION 5: 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.

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 2023

School name	Places available	Applications received	Last place allocated
Archdeacon Cambridge's CofE Primary	60	187	All preferences met
Barnes Primary	60	319	Proximity to school to a distance of 0.293km
Bishop Perrin CofE Primary	30	106	Please contact the school for information
Buckingham Primary	60	107	All preferences met
Carlisle Infant	90	216	All preferences met
Chase Bridge Primary	90	237	Proximity to school to a distance of 2.469km
Collis Primary	90	246	Proximity to school to a distance of 1.670km
Darell Primary	30	79	All preferences met
Deer Park	60	348	Proximity to school to a distance of 1.292km
East Sheen Primary	90	344	Proximity to school to a distance of 1.182km
Hampton Hill Junior	90	163	Proximity to school to a distance of 2.217km
Hampton Infant	120	247	All preferences met

School name	Places available	Applications received	Last place allocated
Hampton Junior	120	163	Proximity to school to a distance of 0.821km
Hampton Wick Infant and Nursery	60	145	All preferences met
Heathfield Nursery and Infant	90	159	All preferences met
Heathfield Junior	90	128	All preferences met
Holy Trinity CofE Primary	60	208	All preferences met
Kew Riverside Primary	30	77	All preferences met
Lowther Primary	60	72	All preferences met
Marshgate Primary	60	277	Proximity to school to a distance of 3.669km
Meadlands Primary	30	74	All preferences met
Nelson Primary	60	112	Proximity to school to a distance of 3.422km
Orleans Primary	60	368	Proximity to school to a distance of 2.218km
Sacred Heart Primary	30	54	All preferences met
St Edmund's Catholic Primary	60	143	All preferences met
St Elizabeth's Catholic Primary	30	116	Please contact the school for information
St James's Catholic Primary	90	197	Please contact the school for information
St John the Baptist CofE Junior	60	68	All preferences met
St Mary's CofE Primary	90	262	Please contact the school for information

School name	Places available	Applications received	Last place allocated
St Mary's Hampton CofE Primary	30	97	All preferences met
St Mary Magdalen's Catholic Primary	30	120	Please contact the school for information
St Mary's and St Peter's CofE Primary	90	214	Please contact the school for information
St Osmund's Catholic Primary	30	86	Please contact the school for information
St Richard Reynolds Catholic Primary	30	181	Please contact the school for information
St Richard's CofE Primary	30	38	All preferences met
St Stephen's CofE Primary	60	230	Please contact the school for information
Sheen Mount Primary	90	302	Proximity to school to a distance of 1.47km
Stanley Primary	60	186	All preferences met
The Queen's CofE Primary (now The King's CofE Primary)	60	145	Please contact the school for information
The Russell Primary	30	83	All preferences met
The Vineyard Primary	90	271	All preferences met
Thomson House	60	277	Proximity to school to a distance of 0.494km
Trafalgar Infant	60	167	All preferences met
Trafalgar Junior	90	100	All preferences met
Twickenham Primary Academy	60	261	Proximity to school to a distance of 2.889km

SECTION 6: Financial assistance

Free school meals

All infant age children (Reception, Years 1 and 2) will receive free school dinners, however it is still worth notifying your school if you meet the criteria below as they will receive additional funding.

For other year groups, in order 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 four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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

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

Infant free school meals in England

Your child will be able to get free school meals if they're in an infant class (Reception, Year 1 or Year 2) at a government-funded school.

Tell your school if you also get any of the qualifying benefits. Your child's school can get extra funding if you do.

School uniform grant

Richmond Council does not provide school uniform grants to families on low incomes. Please contact your child's allocated school for information about any support they may be able to offer.

SECTION 7: Schools in other council areas and independent schools

If you are a Richmond borough 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 the Richmond borough follow.

<p>London Borough of Hounslow Children’s and Adults’ Services Hounslow House, 7 Bath Road Hounslow TW3 3EB T: 020 8583 2711 E: admissions@hounslow.gov.uk W: www.hounslow.gov.uk/admissions</p>	<p>Royal Borough of Kingston upon Thames School Admissions, Achieving for Children Guildhall 2, Kingston upon Thames KT1 1EU E: kingston.admissions@achievingforchildren.org.uk W: www.kingston.gov.uk/schools</p>
<p>Hammersmith and Fulham School Admissions Section 3rd Floor, 145 King Street Hammersmith W6 9XY T: 020 8753 1085 E: school.admissions@lbhf.gov.uk W: www.lbhf.gov.uk/admissions</p>	<p>Surrey County Council Admissions and Transport Team PO Box 475, Reigate RH2 2HP T: 0300 200 1004 E: schooladmissions@surreycc.gov.uk W: www.surreycc.gov.uk/admissions</p>
<p>London Borough of Wandsworth Pupil Services Section, Children’s Services Town Hall Extension, Wandsworth High Street, London SW18 2PU T: 020 8871 7316 E: admissions@wandsworth.gov.uk W: www.wandsworth.gov.uk/admissions</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

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 KT1 1EU
E: richmond.admissions@achievingforchildren.org.uk
W: 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.