

Moving Into Richmond or Moving Schools Within Richmond – Applying for a school place at any time during the school year (known as ‘In-year Admissions’)

Whether you are moving into Richmond or would like your child to move schools within Richmond, please read these frequently asked questions

Moving into Richmond

1) I am moving into the London Borough of Richmond upon Thames and want to apply for a school place for my child – what do I have to do?

You need to complete an in-year application form for either primary or secondary admission [application forms](#). An ‘in-year admission’ is one that happens at a time outside the normal admissions process for entry in September to the Reception and Year 7 year-groups.

2) When should I complete the application?

If you are moving into the London Borough of Richmond upon Thames, we will not be able to complete the in-year admissions process to the point of offering a school place unless your child is available to take up a place immediately.

We will need to verify the address used in the application so that we can apply the home to school distance criterion, and we cannot complete the verification process until the family and the child/children are living permanently at this address. This address must not be an address of convenience. For more information about Richmond Council’s address policy, please read the “Child’s home address” section in the 2021 admissions brochures.

https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/secondary_school_admissions

https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/primary_school_admissions

3) My child is not currently living in the United Kingdom – can I still apply?

In order to verify your address so we can fully process your application, you and your child must be living at this address before an offer of a school place can be made. Please see answer to 2) above.

4) Children of UK service personnel

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning to this area from overseas, you can apply for an in-year school place up to four months in advance of your return. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in Richmond.

5) My child and I are moving into Richmond Borough and I want to apply for a local school, but we will not have a permanent address when we arrive – what should I do?

If you move into the borough but will not initially have a permanent address, for example you have a temporary address, such as a short term rent, a hotel, Airbnb or will be staying with friends or family, we will not be able to add your child's name to any school's waiting list using that address. However, we will advise you of any school with vacancies in the area and offer a school if the particular year group doesn't have a waiting list. Any subsequent change of address will be considered once you have moved to a permanent address and you have provided satisfactory proof of your residence.

6) Can I ensure that I obtain a place at my preferred school by moving close to it?

Moving close to a school does **not** guarantee that a place will be offered, because some schools are full and have a long waiting-list. It is therefore very important that you include other schools local to your home among the schools you list on your application. The School Admissions Team can give you guidance on schools which have vacancies or short waiting lists.

7) What happens if none of the schools I name on my in-year application form has a place for my child?

If your preferred schools are full in the year group you have applied for, your child's name will be added to the schools' waiting lists and ranked in accordance with the schools' oversubscription criteria (the order in which places are allocated). Please be aware that your child may move down as well as up the list, because it is possible that other children will have higher priority than your child in accordance with the criteria.

If a place is not available at any of your preferred schools, we will offer a place at the nearest school that has a vacancy. If you are not offered a place at your preferred school, you will have [the right of appeal](#).

8) What information must I provide with the application?

If you have moved from another country or another part of the United Kingdom, please provide the following with your application:

- Confirmation of where you and your child are living – a copy of a signed tenancy agreement for no less than 12 months or proof of completion of the purchase of a property.

- School report – this should be in English where possible, and, if applicable, should confirm how the previous school met your child’s additional needs.

9) My child is temporarily visiting the UK – can I apply for a state-funded school place?

Not normally, no. Children who do not have the right to live in the United Kingdom and who have arrived as a child visitor, with or without their families, are not entitled to state-funded education and will not normally be provided with a school place. In other cases, where children do have the right of abode in the United Kingdom, a school place will normally only be provided where it is expected that the child will remain here for three months or more.

10) I am moving into the area during the holiday period when schools are closed – how will that affect my application?

The School Admissions Team work during school holidays and aim to process applications within 20 school days. However, if schools are closed for the summer break or any other holiday period, please note that the Admissions Team will **not** be able to confirm the availability of places until after the schools have re-opened.

11) If I contact the School Admissions Team every day will this speed up my application?

No. Please be patient and wait for a response. We understand that it can be an anxious time when you are waiting for a school place for your child, but the more time the School Admissions Team has available to process your application, the quicker they will be able to let you know the outcome. In other words, the more time the team spends answering queries about the progress of applications, the less time they will have to process those applications.

Moving Schools within Richmond

1) I am moving home within the London Borough of Richmond upon Thames and the new address will be too far from my child’s current school – can I apply to transfer my child to another school within the Borough?

Although changing schools can be disruptive to a child’s education, you would be welcome to make an application. Please complete the relevant in-year admission application form – for either primary or secondary admission [application forms](#).

Please note that moving nearer to a preferred school does not guarantee an offer of a place,

as some schools may not have any vacancies in your child's year-group and may also have lengthy waiting-lists.

2) My child is unhappy at their current school and I would like them to have a 'fresh start' at a new school. What should I do?

You should first discuss your concerns with the Headteacher of your child's current school. This is because a child's education benefits most from having continuity of teaching and learning in the same school. Problems can usually be resolved without the need to disrupt your child's education by changing schools. If your child is already in Year 10 or 11, please be aware that other schools may not be able to offer exactly the same GCSE subjects or use the same examination boards as your child's current school, so you should contact any prospective schools before deciding to apply to move your child.

But if you do still wish to apply for a place in another school, please complete an in-year application form (please see Question 1, above) and make sure that your child's current school completes section 6, Pupil Information Form, before you return the form to the Admissions Team.

3) My child has special educational needs and/or disabilities (SEND); can I still make an in-year application for a new school?

If your child has an Education, Health and Care Plan (EHCP), you cannot make an in-year admission application and should instead contact your SEND Case Worker to discuss the situation, because any possible placement change needs to be discussed and agreed through a formal review and requires very careful thought and planning.

If your child does **not** have an EHCP but has special educational needs which require support at your child's current school, please contact the schools in which you are interested to see whether the same level of support will be available for your child before you apply.

4) How long will it take to place my child in another school?

If there are vacancies at your preferred school, we will speak with the school to arrange the admission of your child. This could take up to 20 school days. If your child has special needs and/or disabilities (SEND -see Question 3 above), the new school may need time to assess whether or not they can meet your child's needs and to arrange suitable support. If there are no vacancies at your preferred school(s), your child's name will be added to the waiting list(s) in accordance with the published oversubscription criteria (the order in which places are allocated).

5) Should I take my child out of the current school before admission to a new school is confirmed?

No. You must **not** withdraw your child from their current school until you have secured a place at a new school. If you withdraw your child from school, we would assume that you are home educating and we would ask our Education Welfare Service to visit your home to ensure that your child is receiving a satisfactory standard of education.

6) Can I appeal if my child is not offered a place at my preferred school?

You have the legal right of appeal against a decision not to offer your child a place at any of the schools you have applied for, even though you may have accepted a place at another school. Details of how to appeal are available [on Richmond Council's website](#).

7) How do I find out if there are vacancies at my preferred schools?

Please contact the Admissions Team, by telephoning 020 8547 5569 between 9.00am and 2.00pm or by email to: richmond.admissions@achievingforchildren.org.uk

8) What if I have a medical, social or other reason for applying to a particular school for my child?

You must state this on your application and provide independent supporting evidence from relevant professionals. Please be aware, though, that priority is only given on this basis when the circumstances are exceptional, documented by independent supporting evidence and clearly demonstrate why your child must attend the particular school and no other.

You should also check that the school which you prefer includes priority on this basis within its published oversubscription criteria (the order in which places are allocated).