

## **Admissions frequently asked questions – Moving into Richmond Borough**

**1) I am moving into the borough and want to apply for a school place for my child – what do I have to do?**

You will need to complete [an in-year application form](#). An ‘in-year admission’ is one that happens outside the normal admissions rounds for entry to the Reception and Year 7 year-groups.

**2) When can I make the application if I am moving into the area and want to apply for a school place?**

An application will only be accepted once you are able to provide evidence that you and your family are resident on a full-time permanent basis at the address applied from. The application will only be processed once the address is verified and we are satisfied your child/ren are actually resident at the address applied from.

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

Moving close to a school does not guarantee that a place will be offered because not all schools have vacancies and some have lengthy waiting-lists. It is therefore important that you include other schools local to your home among the schools you list on your application. The Admissions Team are able to offer guidance on schools which have vacancies or short waiting lists.

**4) What happens if none of the schools I name on my in-year application can offer my child a place?**

If your preferred schools are full in the year group you have applied for, your child will be added to the schools’ waiting lists and ranked in accordance with the schools’ oversubscription criteria. 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 oversubscription criteria. If it is likely that a place at none of your preferred schools is likely to arise, we will offer a place at the nearest school that has a vacancy. If you are not offered your preferred school, you will have [the right of appeal](#).

**5) What information must I provide with the application?**

If you are moving from abroad or from another part of the United Kingdom, please provide the following with your application:

- Confirmation of where you and your child will be living – a copy of a signed tenancy agreement with no less than 12 months or proof of completion of the purchase of a property.
- Educational school report – please note, this should be provided in English and, if applicable, should confirm how any additional needs were met at your child's previous school.

**6) I am moving to the area and want to apply for a local school, but will not have a permanent address on arrival – what should I do?**

If you move to the area but will not initially have a permanent address, e.g. you have temporary address, such as a short term let, 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 waiting lists. However, we will advise you of any school with vacancies in the area and offer a school if that year group doesn't have a waiting list. Any subsequent change of address will be considered once the move has taken place and proof of residency has been provided.

**7) My child is temporarily visiting the UK – are they eligible to apply for a state-funded school place?**

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, a school place will normally only be provided where it is expected that the child will remain in the United Kingdom for three months or more.

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

The 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 for a half term break we may not be able to confirm the availability of places until the schools have re-opened and all the children have returned to school.

**9) If I telephone and email the Admissions Team on a regular basis 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 we have available to process your application, the quicker we will be able to let you know the outcome.