

Primary Admissions for September 2020

These notes are written to help you decide which steps to take next. Information about allocations, waiting lists and the appeals procedure is also included. Please note that due to the current COVID-19 situation, you can contact Richmond School Admissions by emailing richmond.admissions@achievingforchildren.org.uk

YOUR QUESTIONS ANSWERED

I have been offered a school place that I did not apply for. What should I do?

Until schools re-open, it will not be possible for you to make arrangements to visit the allocated school before you make a decision about the place offered by 30 April. Therefore, we advise you to accept the school place offered to ensure your child has a school place as you can always refuse this at a later date if you are offered a school you prefer. Please be assured that this will not affect your child's position on any waiting lists of your higher preference schools.

You should also find out where your child is on the waiting list of your preferred school(s) (see information about waiting lists below).

The offer process starts on 16 April and continues during the spring and summer until children start school in September 2020. This means that on 16 April some parents may not be offered a place at a school they named on their application, and we realise how disappointing and upsetting that is. However, 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.

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.

I have been offered a school place for my child but not at the school I want most. What should I do?

The offer process starts on 16 April and continues during the spring and summer until children start school in September 2020. This means that on 16 April some parents may not be offered a place at a higher preference school which they named on their application. However, 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.

We therefore advise you to accept the school place you have been offered to ensure your child has a school place as you can always refuse this at a later date if you are offered a school you prefer. Please be assured that this will not affect your child's position on any waiting lists of your higher preference schools.

You should also find out where your child is on the waiting list of your preferred school(s) (see information about waiting lists below).

How do I apply to any other schools that I have not previously applied to?

You should email us **by 30 April** to let us know the names of any schools which you would like to add as preferences, and we will pass on your preferences to the admission authority concerned. This applies whether the school is in this borough or in another council area.

Schools with vacancies

The following schools all have vacancies: Buckingham Primary School, Darell Primary School, Hampton Wick Infant and Nursery School, Heathfield Nursery and Infant School, Lowther Primary School, Nelson Primary School, Sacred Heart RC Primary School and St Richard's CE Primary School. Please email us if you wish your child to be considered for a place at one of these schools.

My circumstances have changed and I now prefer a lower preference school to the school which I have been offered. What should I do?

If your circumstances have changed and you wish to apply to schools you had not applied to previously, or if you want your child's name to be added on to the waiting list of a lower preference school you will need to request this in writing by emailing Richmond School Admissions. Your child's name will be added to the waiting list in accordance with the school's published admission arrangements. If there are vacancies you will be offered a place when we make further offers. In the meantime, we advise you to accept the place you have been offered to ensure your child has a school place. This will not affect your child's place on any waiting lists.

Can I hold more than one school place at a time?

No. You should not hold more than one school place at any time, whether this is an academy, community, free, foundation, voluntary aided or independent (private) school. If, at a later stage, you are offered a place at a school you prefer, you must inform Richmond School Admissions immediately that you no longer require the place you have been offered previously.

I applied under the exceptional reasons criterion for Richmond schools but my child has not been offered a place at my preferred school.

If you applied under the exceptional reasons criterion for any Richmond school but have not been offered a place, please be assured that the documentary evidence you submitted in support of your application was carefully considered. However, it was not considered to be the only school that could meet your child's needs and therefore your application was not given additional priority ahead of children living nearer to the school. You should expect to receive a letter from the school shortly explaining why your child's application was not prioritised under the exceptional reasons criterion. If you do not receive this letter by 30 April 2020 please contact Richmond School Admissions.

WAITING LISTS

Is my child's name automatically put onto waiting lists?

Your child's name is automatically put onto the waiting list of any higher preference school that you were not offered. If you want your child's name to be added onto the waiting list of a lower

preference school, you will need to request this in writing. Your child's name will be added to the waiting list in accordance with the school's published admission arrangements.

How can I find out my child's waiting list position?

Please contact Richmond School Admissions by email in the first instance who will be able to either give you your child's waiting list position/s or advise you how to get this information.

Church school waiting lists

If any of your preferred schools are church schools, and they are unable to offer you a place, your child's name will automatically be on the school's waiting list. The reason why your child has not been offered a place is because the school has received more applications than places, and other children who have been offered a place have a higher priority under the school's admissions criteria.

ALL waiting lists automatically consist of the names of applicants who have not had a higher preference offer, e.g. if your child has been offered a place at your second preferred school then your child's name has automatically been placed on the waiting list for your first preference. You do not need to take any further action.

ALL waiting lists also include any applicants who applied late and could not have their applications considered with all those that were received on time. If this applies to your child's application, then although you may not initially have received an offer, your child may now be in a good position on the waiting list.

When will further offers be made from waiting lists?

Further offers will be made from **11 May 2020** onwards. Parents who have been offered a place on 16 April have until **30 April** to respond to their local authority. After this date, schools will be working with the local authority to record acceptances, refusals and new waiting list requests. The local authority will also be liaising with neighbouring local authorities to update information on offers, acceptances and refusals to their residents. Once all this information has been collated, we will be in a position to re-offer any school places that may have become vacant. After this second round of offers, places will then be re-offered as and when any refusals are received.

The waiting lists will be held in criteria order (regardless of when an application is received) until the end of the academic year in July 2021.

If your child's name is on a waiting list and you change your address, please inform us by emailing us. Please note that waiting list positions are always subject to change as other new applicants are added or places are offered, e.g. if an application is received from a parent or carer whose child has a higher priority under the school's admission criteria, it will affect your child's position.

Can I keep my child's name on more than one waiting list?

Yes, if you wish. You will need to look at the school's admission criteria and consider the likelihood of being offered a place, e.g. if your child's name comes a long way down the waiting list because you live further away from the school than other applicants, then it is less likely that you will be offered a place under the home to school distance criterion.

What happens if I get another offer from a waiting list and I am already holding a school place?

You will be given a specified time within which to decide if you prefer this offer more than the place you have already been offered. The school place you give up will be offered to the next child on that school's waiting list. This process enables us to make further offers from waiting lists from 11 May onwards.

What are the chances of a place becoming available at my preferred school?

It is very difficult to anticipate how many refusals of places may be received because this happens only if parents receive another offer, move out of the area or make alternative arrangements for their child's education.

Generally, the best guide to your chances of gaining a place is your child's position on a waiting list. If your child is near the top, e.g. in the first five, then your chances are greater than if your child is a long way down the list. You should note that waiting list positions are subject to change and your child's name could move lower down the list, e.g. if there is another application from a family who move into the area who have a higher priority on the list under the distance criterion, because they live closer to the school.

By law, schools cannot prioritise children on waiting lists because their parents applied on time ahead of those who applied after the closing-date (15th January).

If my child starts at another school, will this affect my child's position on any waiting list?

No, not at all. If your child starts at another school and is then offered a place at your preferred school, your child may transfer to that school if you wish. However, you may want to consider whether it would be better for your child to remain at the school where he/she may have settled.

If I move house or there is a change in my family circumstances, can I add my child's name to other waiting lists?

If you move house and you no longer live near the schools you originally named as preferences, then you can add new schools on your application by emailing us. If we are unable to offer a place, we will add your child's name to the waiting list using the admissions criteria. We would also advise you of schools with possible vacancies near to your new address.

If another of your children has just started at your preferred school, please let us know so that we can amend your child's position on the waiting list for that school.

PRIMARY SCHOOL ALLOCATIONS FOR SEPTEMBER 2020

The table below shows how places have been offered at the community schools and at Deer Park Primary, Thomson House Primary School, Twickenham Primary Academy and St Mary's Hampton CE Free School which use the same admissions criteria.

School Name Published Admissions Number	EHCP* (SEN)	criterion (i) 'looked after children' (incl. previously looked after children)	criterion (ii) 'exceptional family, social or medical need'	criterion (iii) 'brother or sister at the school'	Criterion (iv) 'children of staff'	criterion (v) 'living nearest to the school' (distance of last child offered)
Barnes Primary 60 places	1	1	1	23	0	34 (0.475 km)
Buckingham Primary 90 places	0	0	1	31	0	44 All preferences met
Carlisle Infant 90 places	0	0	0	26	0	64 (2.250 km)
Chase Bridge Primary 0 places	2	0	1	29	0	58 (1.911 km)
Collis Primary 90 places	0	0	1	50	0	39 (0.952 km)
Darell Primary and Nursery 60 places	0	0	1	10	0	37 All preferences met
Deer Park School 60 places	0	0	0	13	0	47 (3.762 km)
East Sheen Primary 90 places	0	0	0	27	0	63 (1.792 km)
Hampton Infant and Nursery 120 places	1	0	0	47	1	71 (2.468 km)
Hampton Wick Infant and Nursery 90 places	0	0	0	25	0	57 All preferences met
Heathfield Nursery and Infant 120 places	0	1	0	48	2	57 All preferences met
Kew Riverside Primary 30 places	0	0	1	4	0	25 (1.499 km)
Lowther Primary 60 places	0	1	0	20	0	35 All preferences met
Marshgate Primary 60 places	1	0	0	23	0	36 (0.715 km)

School Name Published admissions number	EHCP* (SEN)	criterion (i) 'looked after children' (including previously looked after)	criterion (ii) 'exceptional family, social or medical	criterion (iii) 'brother or sister at the school'	Criterion (iv) 'children of staff'	criterion (iv) 'living nearest to the school' (distance of last child offered)
Meadlands Primary 30 places	0	1	0	12	0	17 (0.766 km)
Nelson Primary 60 places	0	0	0	12	0	27 All preferences met
Orleans Primary 60 places	0	0	0	23	1	36 (1.673 km)
The Russell Primary 30 places	0	0	1	3	0	25 All preferences met
Sheen Mount Primary 90 places	0	1	0	41	0	48 (0.684 km)
Stanley Primary 90 places	0	2	0	37	0	51 (10.769 km)
St Mary's Hampton CE Primary 30 places	1	0	1	17	0	Area 1 – 12 to 2.027 km Area 2 – 0 Distance – 0
Thomson House School 56 places	0	0	0	26	1	29 (0.488 km)
Trafalgar Infant 90 places	0	0	0	27	1	62 All preferences met
Twickenham Primary Academy 60 places	0	0	0	23	0	37 (1.907 km)
The Vineyard Primary 90 places	0	0	1	38	0	51 (0.830 km)

*EHCP (SEN) These are places reserved for children with an Education, Health and Care Plan.

Richmond Church School Allocations

The majority of the church schools received more applications than places and have waiting lists. If you want to know how the places have been allocated at these schools and information about their waiting lists, you need to contact the individual schools direct.

Church schools are their own admission authorities and the governing body of the school is responsible for its own admission arrangements.

Contact details for neighbouring councils

If you have been unsuccessful in your applications for a school in any of the following council areas you will need to contact them direct for advice on waiting lists and their appeals procedure.

London Borough of Hounslow

Phone: 020 8583 2600

Email: admissions@hounslow.gov.uk

Web: www.hounslow.gov.uk/admissions

Royal Borough of Kingston upon Thames

Phone: 020 8547 4610

Email: kingston.admissions@achievingforchildren.org.uk

Web: www.kingston.gov.uk

Surrey County Council

Phone: 0300 200 1004

Email: schooladmissions@surreycc.gov.uk

Web: www.surreycc.gov.uk

London Borough of Wandsworth

Phone: 020 8871 7316

Email: admissions@richmondandwandsworth.gov.uk

Web: www.wandsworth.gov.uk/admissions

APPEALS PROCEDURE

Your appeal rights

You have the legal right to appeal against a decision not to offer your child a place at any or all of the school(s) to which you have applied. You are entitled to appeal for a place at your preferred school even though your child may have a school place somewhere else.

The admissions authority for the school you are applying to is required to explain to you why your child has not been offered a place at that school. They must also explain how you can appeal against this decision.

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

The law states that there must not be more than 30 pupils in an infant class. **If your child has been refused a place an appeal can only be successful in very limited circumstances.**

Infant Class Size Appeals for Reception, Year 1 and Year 2

Where the appeal concerns Infant Class Sizes, only in very limited circumstances can admission be permitted because regulations made under the School Standards and Framework Act 1998 limit the size of an infant class to 30 pupils per school teacher. Appeals where an admission authority refuses to admit a child on the ground that their admission would breach the infant class size limit and there are no measures which can be taken to avoid this without prejudicing the provision of efficient education/use of resources, are governed by Section 4 of the 2012 School Admissions Appeal Code.

The Panel will follow the two stage decision making process when considering infant class size appeals. In the first stage, the Panel will examine the decision to refuse admission and must consider:

- a) whether the admission of an additional child would breach the infant class size limit;
- b) whether the admission arrangements complied with mandatory statutory requirements and where applied correctly and impartially;
- c) whether the decision to refuse admission was one which a reasonable authority would have made in the circumstances of the case.

If it identifies any aspects of the admission arrangements as unlawful, the Panel must immediately refer to the admission authority. The Panel may only uphold the appeal at the first stage where it finds that:

- i) the admission of additional children would not breach the infant class size limit; or
- ii) the admission arrangements did not comply with admissions law or were not correctly/impartially applied and the child would have been offered a place if they were lawfully compliant / had been correctly/impartially applied; or
- iii) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In multiple cases where a number of children would have been offered a place thus, but to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel must proceed to the second stage.

The Panel must dismiss the appeal at the first stage where it finds that the admission arrangements did comply with admissions law and were correctly/impartially applied; or that the admission arrangements did not comply with admissions law or were not correctly/impartially applied but if they had been, the child would not have been offered a place in any event – and it finds that the decision to refuse was one which a reasonable admission authority could have made.

In the second stage of deciding an infant class size appeal, the Panel must compare each appellant's case and decide which of them to uphold, if any. Where the school could admit a certain number of children without breaching the infant class size limit (or without needing to take measures to avoid breaching it that would prejudice the provision of efficient education or efficient use of resources) the panel must uphold the appeals of at least that number of children.

Procedure for community school appeals

Richmond Independent Appeals Services are managing the appeals process on our behalf. If you wish to lodge an appeal you can do so by submitting a form online at www.richmond.gov.uk/admission_appeals. Alternatively please phone 020 8891 7183 to request a printed form. Please ensure that you read the guidelines on the appeals process at www.richmond.gov.uk/admission_appeals.

Before you lodge an appeal, you may wish to discuss your options with an admissions officer by emailing richmond.admissions@achievingforchildren.org.uk.

Once you have submitted an appeal, all queries concerning the appeal must be directed to Richmond Independent Appeals Services on 020 8891 7183 or on education.appeals@richmond.gov.uk to ensure that your appeal is handled separately from Richmond School Admissions.

The completed appeal form should be returned by Friday 22 May 2020

You may attach additional papers to your Notice of Appeal to provide evidence to support your claim that no reasonable admission authority would have made that decision and/or you can ask that previous correspondence be brought to the attention of the appeal panel.

Richmond School Admissions is not involved in organising the independent appeal process, but an officer will attend the appeal hearing to explain why a place could not be offered to your child at the school concerned and to answer questions. You have the right to be accompanied by a relative or a friend at the hearing or to be represented by someone else.

Richmond School Admissions is not involved in organising the independent appeal process, but an officer will attend the appeal hearing to explain why a place could not be offered to your child at the school concerned and to answer questions. You have the right to be accompanied by a relative or a friend at the hearing or to be represented by someone else.

When will my appeal be heard?

Appeals will be heard in July at Richmond Council offices, York House, Twickenham TW1 3BZ. However, due to the current Covid-19 situation, appeal hearing arrangements may be subject to change, and you will be advised accordingly.

Procedure for other school appeals

You are entitled to appeal against the decision of the governing body of a voluntary aided, free, foundation or academy school not to offer your child a place. Full details of how to make an appeal will be given to you by the school if your child is refused a place. An independent appeal panel will hear your appeal. This independent appeal panel will be bound by the same rules as an independent appeal panel for a community school. This includes appeals for admission to infant classes because the legal limit of 30 on the size of an infant class applies to all types of state school.

If you wish to lodge an appeal, you need to complete an appeal form, which will be available on request from the school concerned. The name and address of the appeals secretary to whom your appeal form should be returned will also be given to you and the date by which it should be received.

Can I appeal for a place at more than one school?

You can lodge separate appeals for places at more than one school whether they are all in the borough of Richmond upon Thames and/or in any other Local Authority's area. You will need to obtain the appeal form applicable to each school and then complete and send each one to the address given on the form.

If I accept a place at any other school, does this affect my right to appeal?

No. You are entitled to appeal for a place at your preferred school even though you may have accepted a place for your child at another school in the borough of Richmond upon Thames or elsewhere.

Procedure for out of borough school appeals

If you have been unsuccessful in your application for a school in a different council area, you still have the right to appeal for a place. You will need to contact the relevant council for their appeals procedure. Contact details for our neighbouring councils are listed on page 7.