



Junior Admissions for September 2019

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.

YOUR QUESTIONS ANSWERED

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

We advise you to accept the school place offered to ensure your child has a school place. 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 preferred schools.

I have not been offered any junior school place. What should I do?

You should find out where your child is on the waiting list of your preferred school(s). You can also make an application to junior schools you have not applied to, which may have spaces available, or only a small waiting list. Please be assured we will monitor your child's progress and will offer your child a place as soon as we can. If you live close to a neighbouring council, you might also want to check with them to see if they have any available places you may wish to apply for.

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

You should email us **by 30 April** at richmond.admissions@achievingforchildren.org.uk to let us know and we will pass any applications on to the admission authority concerned. This applies whether the school is in this borough or in another council area.

Schools with vacancies

Heathfield Junior School and Trafalgar Junior School have vacancies. If you wish to be considered for one of these vacancies, please contact us on the email address above.

Waiting lists for Richmond junior schools

If you have applied for and haven't been offered a place at one of these junior schools, we will be able to tell you your child's current waiting list position(s) if you phone on 020 8547 5569

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 junior school then your child's name has automatically been placed on the waiting list of your first preferred junior school. 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.

If you have received a higher preferred offer but you have now decided you would like your child's name added to a lower preferred junior school's waiting list, or there is a junior school you did not name as a preference and you would like your child's name added to that school's waiting list, you can do this by emailing richmond.admissions@achievingforchildren.org.uk. We will add your child's name to the waiting list in criteria order.

What will happen to these waiting lists?

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 reoffer any school places that may have become vacant.

When will further offers be made from waiting lists?

From **10 May 2019**, we will reoffer any Richmond junior school places that may have become vacant since 16 April 2019. Places will continue to be 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 2020. If your child's name is on a waiting list and you change your address, please inform Richmond School Admissions.

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.

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

You need to email us at richmond.admissions@achievingforchildren.org.uk to let us know which school you now prefer. If there are vacancies you will be offered a place. If there are no places available, your child's name will be added to a waiting list. You should contact the admissions authority for the school to find out how their waiting lists are run. 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 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, it is less likely that you will be offered a place.

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 10 May onwards.

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

It is very difficult to anticipate how many refusals of places may be received as this happens 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.

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 or not it would be best 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 junior school waiting lists?

If you move house and you no longer live near the junior school(s) you originally named as preferences or you wish to name schools you hadn't applied for before, you can make a new application. We will then add your child's name to the waiting list using the admissions criteria. We would also be able to advise you of schools with possible vacancies near to your new address.

If you have had a change in circumstances e.g. 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.

How do I apply for a Year 3 place at a primary school?

If you wish to do this, please contact us on 020 8547 5569 to find out which primary schools have places available. If a school has places available in current Year 2, your child may transfer at the time you apply.

However, if you only want to transfer your child to a primary school in September 2019 and not before, you should contact us towards the end of the summer term (by the week commencing 9 July 2019), to see if the school has a place available in September 2019. This is because places available during the school year cannot be reserved for children whose parents only wish them to start in September.

If your preferred school is currently full in Year 2, your child's name can be added to a waiting list by completing an In-Year application form available from the School Admissions Office or you can download the form from Richmond's Council's website at www.richmond.gov.uk.

Community Junior School Allocations for September 2019

The table below shows how places have been allocated at the community junior schools that received more applications than places.

School Name	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 attending the paired infant school'	criterion (v) 'children of staff'	criterion (vi) 'living nearest to the school' (distance of last child offered)
Hampton Junior (120 places)	1	0	1	38	22	0	8 (4.625 km)
Hampton Hill Junior (90 places)	5	0	0	21	59	0	5 (2.499 km)
Heathfield Junior (120 places)	0	0	0	39	61	0	10 All preferences met
Trafalgar Junior (90 places)	2	3	0	27	49	0	1 All preferences met

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

Richmond church school allocations

St John the Baptist C of E Junior School has offered all its places in accordance with its admission criteria. If you want to know how the places have been allocated at this school and information about their waiting list, you need to contact the school 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 (For parents who have applied for schools outside the borough)

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

Tel: 020 8583 2600

Email: admissions@hounslow.gov.uk

Web: www.hounslow.gov.uk/admissions

Royal Borough of Kingston upon Thames

Tel: 020 8547 4610

Email: kingston.admissions@achievingforchildren.org.uk

Web: www.kingston.gov.uk

Surrey County Council

Tel: 0300 200 1004

Email: schooladmissions@surreycc.gov.uk

London Borough of Wandsworth

Tel: 020 8871 7316

Email: admissions@wandsworth.gov.uk

Web: www.surreycc.gov.uk

Web: www.wandsworth.gov.uk/admissions

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 junior school(s) to which you have applied. You are entitled to appeal for a place at your preferred junior 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 local authority/governing body whose decision you are appealing against. You have the right to attend the hearing to explain your case to the 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.

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

First stage: examining the decision to refuse admission: whether the admission arrangements (including the co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998 and whether the admission arrangements were correctly and impartially applied to each case. The panel must then decide whether prejudice (or harm) would arise to the efficient provision of education and/or the efficient use of resources in the school were the child to be 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.

Procedure for community junior 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. **The completed appeal form should be returned by 24 May 2019.**

Before you lodge an appeal, you may wish to discuss your options with an admissions officer on 020 8547 5569. However, 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.

You may attach additional papers to your Notice of Appeal to provide evidence in support of your case 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 we could not offer your child a place 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 3AA

Procedure for church junior school appeals

You are entitled to appeal against the decision of the governing body of a voluntary aided junior 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 junior school.

The decision of the appeal panel is binding upon the governing body of the voluntary aided 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 schools of the same type or a combination of community and church schools, and whether they are all in the Borough of Richmond and/or in other Local Authority areas. 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 Richmond Borough or elsewhere.