

TRANSFER TO SECONDARY SCHOOL SEPTEMBER 2021

You are reminded that it is your responsibility to notify the Admissions team of any change in your circumstances which occur before September that may affect your school place offer. This includes a change to your child's permanent address.

YOUR QUESTIONS ANSWERED

ABOUT THE OFFERS

I have not been offered any school place. Why is this the case and what will happen next?

The offer process starts on 1 March and continues during the spring and summer until children start school in September 2021. This means that some parents will not be offered a place for their child on 1 March 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 will be monitoring your situation closely and while we may not be able to contact you as regularly as we would like, please be assured that we will be keeping a close eye on your child's progress on waiting lists and looking at alternative options which you may not have considered.

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 March. In previous years all initially unplaced children have been placed within a reasonable period of time and we expect the same to be the case this year. We hope that your wait for a school place for your child will be minimal, and we recognise that it is an anxious time.

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

Please make arrangements to visit the allocated school before you make a decision about the place offered. You should also find out where your child is on the waiting list of your preferred school(s) (see information about waiting lists below). You can also make an application to schools you have not applied to, which may have spaces available, or only a small waiting list.

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

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.

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

You should email Richmond School Admissions 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 local authority

My circumstances have changed and I now prefer a lower preference school to the school 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 it is an academy, community, foundation, free, voluntary aided or independent (i.e. 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 had been offered previously.

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

If you applied under the exceptional circumstances 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 preferences 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 **10 March 2021** please contact the school.

ABOUT THE WAITING LISTS

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

Your child's name is automatically on the waiting list of any higher preference school that you were not offered.

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

For all Richmond schools, please contact Richmond School Admissions. For schools outside of Richmond borough you should contact the admission authority for the school(s) concerned. The School Admissions Code 2014 requires waiting lists to be held in oversubscription criteria order so your child's position on the list can go down if an application is received for a child with a higher priority.

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

Yes, if you wish. It will not affect your chances of being offered a school that you prefer. 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.

ABOUT THE APPEALS PROCEDURE

How can I appeal for a school place?

You can appeal against a decision not to offer a place at any school to which you have applied. The appeal is heard by an independent appeal panel who will consider the grounds you give for appealing, together with the reasons given by the admissions authority for refusing to offer a place. The appeal panel is independent of the school and the school is obliged to act upon their decision.

Appeal panels follow a two-stage process in reaching decisions. The panel must first decide whether the admissions arrangements comply with admissions law, that they were correctly applied and whether there will be prejudice to efficient education and efficient use of resources if more children are admitted to the school. This means that it would have a harmful effect on the education of other pupils and/or would not be an efficient use of the school's staff and accommodation. If the panel decides that the admission arrangements were correctly applied and that prejudice would be caused by the admission of further children, it will balance this against the reasons you give for your appeal. This is the second stage of the appeal process.

Can I appeal if I have accepted an alternative school place?

Yes. Holding an alternative school place does not affect your right to submit an appeal.

Can I submit a second appeal for the same school if my first appeal is unsuccessful?

A further appeal in the same academic year will only be allowed if there are exceptional changes in your circumstances.

How to make an appeal for a Richmond school

You may attach additional documents in support of your case and you may also request that previous correspondence is brought to the attention of the panel. You have the right to attend the hearing to present your case and you have the right to be accompanied at the hearing or to be represented by someone else.

If you wish to appeal for Christ's C of E School, Hampton High, Orleans Park School, Teddington School, The Richmond upon Thames School, Turing House School, Twickenham School and Waldegrave School, you can do so by submitting a form online at www.richmond.gov.uk/admission_appeals. Please ensure that you read the guidelines on the appeals process. Alternatively please phone 020 8891 7183 to request a printed form. The deadline for lodging an appeal to be heard in the main round is **19 April 2021**.

For appeals at Grey Court School, Richmond Park Academy and St Richard Reynolds High School, please visit the school's website or contact the school/s directly to request a Notice of Appeal Form and the date by which the completed form should be returned.

How to make an appeal for schools in another local authority

If you wish to appeal for a place at a community school in another local authority, please contact the local authority direct for further information (see page 4).

If the school is an academy, foundation or voluntary aided school you will need to contact the school direct for appeal information.

ALLOCATION OF PLACES AT 1 MARCH 2021 FOR SCHOOLS IN THE LONDON BOROUGH OF RICHMOND UPON THAMES

School Name	Current Situation	Furthest Distance Offered
Christ's School	Foundation - Waiting list	6.515 km
	Open - Waiting list	1.425 km
Grey Court School	Waiting list	2.379 km
Hampton High School	Waiting list	1.793 km
Orleans Park School	Waiting list	1.282 km
Richmond Park Academy	Waiting list	1.632 km
St Richard Reynolds Catholic High School	Waiting list	Randomly allocated within Bands 2 and 3
Teddington School	Waiting list	4.120 km
The Richmond upon Thames School	Waiting list	1.581 km
Turing House School	Waiting list	20% 6(a) 1.019 km 80% 6(b) 2.245km
Twickenham School	All preferences met	–
Waldegrave School	Waiting list	Area A 1.470 km Area B 5.109 km

Contact details for Richmond Council's Admissions Team:

Please include your child's name and date of birth with your enquiry

School Admissions
Achieving for Children
Guildhall 2
Richmond upon Thames
KT1 1EU

Email: richmond.admissions@achievingforchildren.org.uk

Due to the current situation with COVID-19 we are currently only contactable by email. We aim to respond to emails within 10 working days.

Contact details for secondary schools in Richmond upon Thames

Christ's School

Karen Hindle – Admissions Officer
Phone: 020 8940 6982
Email: info@christs.richmond

Hampton High

Admissions Officer
Phone: 020 8979 3399
Email: info@hamptonhigh.org.uk

Richmond Park Academy

Terri Nardoni - Admissions Officer
Phone: 020 8876 8891
Email: contactus@richmondparkacademy.org

Teddington School

Admissions Officer
Phone: 020 8943 0033
Email: info@teddingtonschool.org

Turing House

Melanie Woodcock – Admissions Officer
Phone: 020 8069 6100
Email: info@turinghouseschool.org.uk

Waldegrave School

Dervla Park – Admissions Officer
Phone: 020 8894 3244
Email: info@waldegrave.org.uk

Grey Court School

Kathy Welton - Admissions Officer
Phone: 020 8948 1173
Email: info@greycourt.richmond.org.uk

Orleans Park School

Denise Bridges – Admissions Officer
Phone: 020 8891 0187

St Richard Reynolds Catholic High School

Eileen Wilson – Admissions Officer
Phone: 020 8325 4630
Email: office@srrcc.org.uk

The Richmond upon Thames School

Ms Munro– Admissions Officer
Phone: 020 8891 2985
Email: info@rts.richmond.sch.uk

Twickenham School

Zillah Smith – Admissions Officer
Phone: 020 8894 4503
Email: info@twickenhamschool.org.uk

Contact Details for Neighbouring Local Authorities

Please note that due to Covid-19 local authorities may only be contactable by email currently

Royal Borough of Kingston upon Thames

Email: kingston.admissions@achievingforchildren.org.uk
Web: www.Richmond.gov.uk

London Borough of Hounslow

Phone: 020 8583 2711
Email: admissions@hounslow.gov.uk
Web: www.hounslow.gov.uk

Surrey County Council

Phone: 0300 200 1004

Email: schooladmissions@surreycc.gov.uk

Web: www.surreycc.gov.uk

London Borough of Hammersmith & Fulham

Phone: 020 8753 1085

Email: school.admissions@lbhf.gov.uk

Web: www.lbhf.gov.uk/admissions

London Borough of Wandsworth

Phone: 020 8871 7316

Email: admissions@richmondandwandsworth.gov.uk

Web: www.wandsworth.gov.uk