



Admission to Primary School for September 2010/11 entry

If you have an older child who will still be attending your preferred school in September 2010, you must apply for a place for the younger child

Primary Schools



Apply online:
[www.richmond.gov.uk/
 online_admissions](http://www.richmond.gov.uk/online_admissions)
 Apply on time:
 by Friday 4
 December 2009



Dear parent or carer

We are extremely proud of the rich and diverse range of primary schools in the borough; they are among the very best in the country. Our schools provide a full, high quality curriculum, with many opportunities for your child to enjoy a range of extra-curricular activities. This publication introduces you to the infant, junior and all-through primary schools and those with nurseries and specialist units for children with disabilities and learning difficulties. We are proud to have both church and community schools. Individual school brochures and websites will help you to find the information you want. However, nothing can beat a personal visit to the school, where I am sure you will be very impressed and most welcome. I am confident that your child will be happy and successful if you choose a primary school in Richmond upon Thames.

Nick Whitfield,
 Director of Children's Services and Culture

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Introduction

Richmond Council centrally co-ordinates all applications for places in the borough's infant and primary schools, whether community (non-church) or church schools. On one form, you apply for up to three schools either in writing or online, but not both. Co-ordinating admissions makes sure that each child gets just one offer of a place.

Applying online

From 1 September 2009, you can apply online for a primary school place via the Council's website at www.richmond.gov.uk/online_admissions. This has several advantages: it speeds up the application process, gives you peace of mind that the form is not lost in the post, minimises the likelihood of errors, and reduces paperwork, postage costs and the amount of council officer time spent on data entry. You will be able to log on to find out the result of your application on 26 March 2010.

Your child can start school in September 2010 if they were born between 1 September 2005 and 31 August 2006

By law, your child does not have to start school until the beginning of the term after their fifth birthday. In Richmond upon Thames, most children start part-time in a reception class about the age of 4½. Dates for admission are given in the chart below. In some schools, parents can delay taking a place until their child reaches compulsory school age, as long as the place is taken up within the school year. Parents will need to check with individual schools for further information. You must complete and return **either** your paper **or** online application by the closing date: **Friday 4 December 2009** for the academic year 2010/2011. After then you will be late and you may limit your child's chance of getting a place at your preferred school.

Primary schools in the borough

Primary schools in the borough consist of infant schools, junior schools and all-through primary schools that combine infant and junior age ranges. Some of these are church schools and are shown as Roman Catholic (RC) or Church of England (CE) in the list of schools on pages 11-12 (see also pages 18-21). Others are known as community schools and these are maintained by the local authority.

Children born	Autumn term 2010 Sept-Dec	Spring term 2011 Jan-April	Summer term 2011 April-July	Autumn term 2011 Sept-Dec
1 Sept 2005 to 31 Dec 2005	R	R	R	1
1 Jan 2006 to 31 Mar 2006	R	R	R	1
1 April 2006 to 31 Aug 2006	N R	R	R	1
1 Sept 2006 to 31 Aug 2007	These children may start local authority nursery education from the age of 3, subject to the availability of places.			

Please note:

Some schools may admit children full time earlier than shown – check with individual schools. Summer born children usually start reception class part time in either the autumn or spring term. These children may start local authority nursery education from the age of 3, subject to the availability of places. Please look at the individual schools prospectuses or ask if you are unsure.

- N Nursery:** All places in a local authority nursery school or classes are subject to availability.
- R Reception:** This is a child's first year at school, either full time or part time, as shown in the table.
- 1 Year 1**
- PT Part-time**
- FT Full-time**

Key dates for applications to community schools

Closing date for applications Friday 4 December 2009

You **MUST** send the completed paper form to be received by the Admissions Section, **or** submit the online application form, by the closing date, **Friday 4 December**. Applications received after this date are late and, unfortunately, you are unlikely to gain a place in your preferred school. The online service will close at midnight on Friday 4 December 2009.

You can start applying online from Tuesday 1 September 2009

Thursday 25 March 2010

Letters will be sent to you by first class post telling you the result of your application. If you have applied online you will be able to log on to find out the result on 26 March 2010.

Thursday 8 April 2010

The final date for reply slips from parents to be received.

June/July 2010

Admission appeals. Every effort will be made to hear appeals during these months. (See page 9 for details.)

How to apply for a reception place at an infant or primary school

STEP 1: Understanding how the application process works

Before you complete the paper or online Richmond Council application form, it is very important that you read and understand how the process works:

» You use one form to apply for up to three state-maintained (not private) infant or primary schools in Richmond upon Thames before **4 December 2009**. Those schools can be either community or church schools. You should list them in your preferred order.

» You complete **either** the paper **or** the online form (available via www.richmond.gov.uk/online_admissions from 1 September 2009 – **but not both**).

» You can also apply for schools in other boroughs. But to do this you must complete the application form(s) of the council(s) that controls those schools' admissions. The closing date might be different for other boroughs. **If you live outside the borough, you are strongly advised to also apply for places in your home borough, as demand for places in Richmond upon Thames is very high.**

» If you list any church schools, the Admission Section will pass the relevant details to those schools so that they can consider your child against their admissions criteria. You will need to complete a supplementary form for each church school. These forms are available from, and should be returned to, the school(s) concerned. The church school will then decide whether or not your child can be offered a place. (Information regarding the position that you ranked the school, or any other schools you have also listed, will not be passed on.)

» Your child will also be considered separately by the Council for each community school (non-church) that you have listed using the school's admission criteria.

» The Admissions Section will check whether your child can be offered a place at more than one of the schools you have listed.

» If your child can be offered a place at more than one school, the place offered will be at the school you listed highest on your form.



» The Admissions Section will send you a letter by first class post on **Thursday 25 March 2010** to let you know the result of your application. If you applied online you will also be able to log on (to find out about your child's allocated school), from 7.00am on 26 March 2010.

» If you are not offered a place for your child at one of your listed schools, their name can be put on the school's waiting list (your child's name goes onto a list of those waiting for a place to become available at a school) and you will have the right to appeal against the decision. **You should note that demand for places is very high** and therefore not all children will be offered a place at one of their parents' preferred schools.

» If your child lives within Richmond Borough and a place cannot be offered at any of your preferred schools, the letter sent to you on 25 March will offer an alternative school place (subject to availability). This can be at any community or church school in the borough with a place available for your child.

Please note the following:

- » You must fill in an application form even if you already have an older child at your preferred school.
- » ATTENDANCE AT A NURSERY CLASS DOES NOT GUARANTEE A PLACE IN THE RECEPTION CLASS OF THAT SCHOOL.
- » There are no defined catchment areas for any of the borough's infant or primary schools.

STEP: 2

Gathering information

You should collect as much information as possible about your preferred schools, especially their admission criteria.

You can do this by:

- » reading this brochure (also available at www.richmond.gov.uk with links to school websites);
- » contacting schools to obtain their prospectuses;
- » obtaining and completing supplementary forms for any church schools you prefer. These forms are available from the schools or online at www.richmond.gov.uk/online_admissions;
- » looking at schools' own websites (details on pages 18 to 21);
- » arranging to visit schools or going to schools' open days or evenings;
- » obtaining the brochure of any other council whose schools you are interested in; and
- » talking to your child's nursery school headteacher.

You may also wish to look at each school's prospectus to find out:

- » whether the school's curriculum and aims suit your child's needs;
- » the school's national curriculum test and assessment results;
- » attendance figures; and
- » how your child would travel to school.

You should also read the Ofsted inspectors' reports on each school (www.ofsted.gov.uk).

For general independent guidance regarding the primary admission process, you can contact the following organisation.

Advisory Centre for Education

This organisation provides free, independent advice on the admissions process and a range of education issues, including bullying, exclusion, SEN and attendance. For advice, enquirers should text the phrase AskACE to 68808 and follow instructions, or telephone 0808 800 5793 Monday to Friday, 10am to 5pm. For further information visit www.ace-ed.org.uk

STEP 3

What to do with the information

Most schools in the Richmond Borough are oversubscribed (they receive more applications than they have places to offer). So, before you make your list of preferred schools, it is important to get a realistic idea of whether or not your child is likely to be offered a place at each of those schools.



You can do this by:

- » carefully reading the admission criteria for each school that you are interested in. This shows the order in which places are allocated; and
- » checking how many applications were made last year, and how the places were allocated using the admission criteria.

Unless you are confident that you will be able to obtain a place at a school further away (for example, because you have an older child who will still be attending the school or you can demonstrate religious commitment if it is a church school) you are strongly advised to state a preference for your closest community school(s). This is because 'home-to-school distance' is the main criterion for allocating places at community schools. On pages 10 to 12 of this brochure, you will find the criteria for each Richmond upon Thames school.

STEP 4

Filling in the form

The following notes will help you to fill in the form correctly. Please make sure you fill out all parts of the form using **black ink** and **BLOCK CAPITALS** on the paper version.

If you need help to fill out the form, the following local organisations may be able to help you.

Ethnic Minorities Advocacy Group,
111A Kneller Road, Whitton. 020 8893 9555.

Refugee Action, Siddely House,
50 Canbury Park Road, Kingston. 020 8547 0115.

Richmond Advocacy for Mental Health,
13 Rosslyn Road, Twickenham. 020 8744 9251.

Part 1: Your child's details

Name

Please make sure that your child's name is written correctly and in the same way as their details are held on medical, child benefit or other records.

Date of birth

If your child was born between 1 September 2005 and 31 August 2006 they are the right age to start infant or primary school in the school year starting in September 2010. Younger or older children may only start in exceptional circumstances that have been supported by the special educational needs (SEN) panel of this or any other council. (Details must be included with the application form.)

Address

You must put the address where your child lives most of the time and where they will be living on the closing date for applications.

If you live in the borough, we will check Council records to see if you are registered at the address that you put as your child's address. If we cannot confirm that you are living at that address, we will contact you to ask for documentary evidence. If you live outside the borough, please provide a copy of your latest Council Tax statement to confirm your address.

You must not use a business address, childminder's address or any address other than the home address. The Admissions Section, together with the Council's Audit team, will investigate any instance where they suspect that a child does not live at the home address you have stated. If a place is offered on the basis of false information, the place will be withdrawn.

If you are separated from your child's other parent and your child lives partly with the other parent, you must state, and provide proof, that you live at the same address that your child lives at most of the time.

If you have a genuine shared-care arrangement with your child's other parent, the address of the parent who is claiming child benefit for the child will be used for the purpose of the application. There are no exceptions to this rule.

If you intend to move after the closing date, you must provide proof of your current address and tell the Admissions Section the address that you will be moving to. Once you have completed the purchase of, or signed a tenancy agreement for, the new property, you must provide evidence to the Admissions Section as soon as possible, plus evidence of occupancy.

If the Admissions Section receives that evidence before 1 January 2010, your new address will be used for your application. Any changes of address after that date will be treated as late applications and will not be considered until after all applications received on time have been looked at.

If you are currently abroad on a temporary work contract but intend to return to the local area before September 2010, you must still complete the application form and attach evidence of your intention to return. That evidence should usually consist of the following:

- » written confirmation from you of the date that, and the address to which, you will be returning;
- » a copy of your work contract or a letter from your employer to show the date that your employment abroad will cease; and
- » proof that you currently maintain, or intend to buy or rent, the local property that you will return to.

Any offer made upon the basis of an intention to move into, or return to, a property in the local area must be taken up at the start of the autumn term. **If you own more than one property you must state, and provide proof of residence of the address where your child lives most of the time. If you move into a property for a temporary period purely for the purpose of trying to be nearer to a school, we will use your normal, permanent residence to process your application.**

Part 2: Your list of preferences

Please list in your preferred order, up to three state-maintained schools within the Richmond Borough (including, if you wish, church schools). Please write the name and address of your first preference school in the box marked 'Preference 1', the name and address of your second preference school in the box marked 'Preference 2', and the name and address of your third preference school in the box marked 'Preference 3'.

You should note that you cannot give equal preferences and that you cannot make more than three preferences. You do not have to use all three preferences. However, applying for only one school will **NOT** improve your chances of getting a place at that school. You should also note that you are not guaranteed to receive an offer at one of your preferred schools as demand for places is very high for nearly all our schools.

If you wish to include any church schools in your list, you should check with each of those schools to see if you also need to complete a supplementary form to confirm you and your child's religious affiliation or commitment. If so, the supplementary form must be collected from the school, or downloaded from the Council website, and returned to the school by the date stated on the school's supplementary form.

If your child will have a brother or sister attending any of your preferred schools at the time of admission in September 2010, you must complete the sibling details box alongside the preference. However, not all church schools give high priority to siblings within their admissions criteria and the definition of sibling can vary from school to school. You are therefore strongly advised to check with the school(s) concerned.

If you feel that you have any exceptional medical, social, religious, philosophical, educational or other reasons why your child must attend a particular school, you must complete the relevant 'reasons for preferences' box(es) on the form and provide appropriate evidence from relevant professionals at the time that you apply.

It is up to you to provide all relevant documents to support your case. Some church schools might not consider your reasons and you are therefore strongly advised to check with the school(s) concerned. It is difficult to give a categorical list of reasons, as each case will be treated on its own merits. You will have to show that there are clear, exceptional reasons why a place should be offered at that particular school and no other. **This information must be provided when you apply.** The Admissions Section will look at all reasons for preferences put forward for community schools and will seek expert opinion to assess those reasons, as necessary. Please note: Richmond Council does not consider the convenience of childcare arrangements to be sufficient to justify the offer of a place at its community infant or primary schools.

We do not consider that a child should be admitted to a particular school under the 'exceptional reasons' category on the basis of being a twin, triplet and so on, unless there are exceptional reasons which can only be met by the particular school.

STEP 5: Sending the application form

You must return the form direct to the Admissions Section, Regal House, London Road, Twickenham, TW1 3QB or apply online no later than Friday 4 December 2009.

You must make sure that the form reaches the Admissions Section by the closing date. **If the form is received after this date, it will be late.** If you have only a few days left before the closing date, you are advised to deliver the form yourself rather than rely on the postal system. If you would like to know if we received your paper form, please attach a stamped, self-addressed envelope.



It is very important that you put the correct postage on the envelope. If it arrives after the closing date due to incorrect postage it will be treated as 'late'. You can also telephone the Admissions Section for confirmation on 020 8891 7514.

Don't forget, if you have any church schools on your form, you must return any supplementary forms required direct to those schools by the date shown on those forms.

Late applications

At the initial offer stage of the admissions process, late applications will not be considered until after all applications received on time have been looked at, unless proof is provided that there are exceptional reasons – such as serious illness, hospitalisation or bereavement – that prevented the form from being submitted on time. Postal delay is not an exceptional reason and a franked date-stamp mark on the envelope will not be considered as proof of postage.

STEP 6: The result of your application and how waiting lists work

On **Thursday 25 March 2010**, the Admissions Section will send you a letter by first class post, with the result of your application. You should receive that letter on 26 March.

If that letter offers you a place at a church school, that school may also send you a letter on the same day. The letter you receive from the Admissions Section will tell you:

- » the name of the school, if any, at which an offer of a place is being made for your child. You will only be offered one place. The place offered will be at the school highest ranked on your list which could offer a place according to its admission criteria. If your child lives within Richmond Borough and a place could not be offered at any of your listed schools, it is the Council's policy to make an offer at an alternative school that has a vacancy subject to availability;

- » that any applications for schools that you listed lower than the school offered, will be withdrawn;
- » how to accept the place, if any, that you have been offered. You must return the reply slip promptly to the address on the letter no later than **Thursday 8 April 2010**. You should not reject the place unless you have a place arranged elsewhere;
- » how to find out more about why your child was not offered a place at a particular school and their position on the waiting list (if applicable);
- » that your child's name will automatically be added to the waiting list of any school that was higher in your order of preference than the school where you have been offered a place. Children's positions on each waiting list will be determined by the school's admission criteria. Places are allocated to children from the top of the waiting list as vacancies arise. Late applications are also included on the waiting list in criteria order. This means that a child's position on the list can move down as well as up. Please note that a 1989 High Court judgement against Greenwich Council prohibits priority to be given to in-borough children over those who live out-borough, and that the School Admissions Code, set by Parliament, prohibits priority to be given to children who were not offered places at the initial allocations stage.

The Admissions Section will maintain the waiting list for each Richmond Council community school from 9 April 2010 until 1 September 2010, at which point the lists will be passed to the schools. Church schools will maintain their own waiting lists from 9 April 2010 onwards; and

- » how to appeal against not being offered a place at any of the schools you applied for and the date by which you must do this.

You can also find out the result of your online application by logging on from 7.00am on **26 March 2010**.

You are strongly advised to accept the place you are offered unless you are sure that you have a place at another school. Accepting the offer does not affect your child's position on the waiting list for any other school.

STEP 7: The appeals process

Parents who are not offered a place for their child at a school have the right to appeal to an independent appeal panel.

If you have applied for, but not been offered, a place at a community school, the letter sent to you by the Admissions Section on 25 March 2010 will have an appeal form with it. If you want to appeal, you should complete the form and return it to the Admissions Section by **Tuesday 8 April**.

If you wish to appeal after that date, your appeal will still be scheduled, but it may be heard later than those who returned their appeal forms on time.

If you have applied for, but not been offered, a place at a church school, you should request an appeal form from the school concerned and complete and return it to them by the date stated.

Appeals are heard by panels made up of people who took no part in deciding how the places that were offered on 25 March were allocated. You will be invited to present your case in person and you can bring a friend or representative to help you if you wish.

Although each appeal case is treated on its own merits, you should note that there are only limited grounds under which a panel can decide that an appeal should be granted. This is because of class size legislation, which limits the number of children in each Key Stage 1 class to no more than 30. A panel cannot consider exceptional circumstances that you did not put on the application form or provide supporting evidence for at that time.

STEP 8: Further offers

If the place that you are offered on 25 March 2010 is not at your most preferred school, your child's name can be added to the waiting list, not just of schools that you listed on your application form, but of other schools too.

Occasionally in the past, some parents have been unhappy with the alternative school places offered at the initial allocation stage. However, most parents were later offered schools nearer to their home before the autumn term. This happens as places are freed up from waiting lists by parents who move out of the area or who decide to accept places in other boroughs or at private schools.

If you are offered a school place that you feel is too far from home or is in some other way unacceptable to you, you should contact the Admissions Section for advice on waiting lists and the availability of places at other Richmond Borough schools.

If you live outside Richmond Borough and you are not initially offered any of the schools listed on your application form, you are welcome to have your child's name added to the waiting list of any other Richmond Borough school. However, it is the council where your child lives that has the legal responsibility to find you a school place.

How places are allocated at community schools

Admissions policy for a community school

When there are more applicants than there are places available, places will be allocated in the following order.

1. Children in public care and other children who are deemed by the Council's Fair Access Panel to have a particular need that justifies priority;
2. Children who have an exceptional medical, social, religious, philosophical or educational need requiring attendance at a particular school that specifies the school as the placement school. When you apply, these needs must be supported by reports or letters from suitable professionals such as GPs, consultants or social workers. We cannot take into account any circumstances unless you provide the relevant information at the time you apply. If you don't provide this information when you apply, you may affect whether or not your child is allocated a place at the preferred schools.
All information submitted will be regarded as confidential. In-borough children who, when the waiting lists are in operation, have not been offered a school place may, at the local authority's discretion, be prioritised under this criterion if it appears unlikely that they would subsequently be offered a school place from the waiting lists;
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school, or at a linked junior school, at the point of admission;
4. Children transferring to a junior school from a linked infant school, if applicable; and
5. Children living closest to the preferred school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the 'seed-point' of their home to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system.

Notes:

- » Criterion 5 will be used as a 'tie-breaker' should any of the first four criteria be oversubscribed.
- » Any offer of a place on the grounds of proximity is conditional on the child living at the address provided on the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
- » Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

- » These criteria apply to all applicants, regardless of the borough they live in.
- » The Council reserves the right to check the information parents have given on the application form and to withdraw the place if false information had been given or important information has been deliberately withheld.

Collis Primary School

Please note the privately maintained footpath at the end of Harrowdene Gardens will not be included in home to school measurements for this school.

Trafalgar Infant School

Please note that distance measurements for this school will be measured to the Elmsleigh Road site.

Casual admissions

From September 2010 onwards: If you are new to the borough and want to apply for a place for your child in Years 1 to 6 (or Reception once that year has already started), you should contact the Admissions Section to obtain an application form and find out which schools have vacancies. If you live outside the borough, you should contact your home council to obtain their application form and they will liaise with our Admissions Section on your behalf.

Before September 2010: You should note that if you are seeking a place for your child in Years 1 to 6 (or Reception once that year has already started), you should contact your preferred school direct to check the availability of places. If there are no vacancies, you should contact the Admissions Section for more information. If the school is full you can ask for your child's name to be added to the waiting list. You also have the right of appeal. If there is a vacancy, there should be no problem about admission. If you require further assistance please contact the Council by calling 020 8891 7514.

Class size

Class size legislation ensures that no 5, 6 or 7 year olds in an infant class at a maintained school can be taught in a class of more than 30 pupils.



Richmond Borough church schools' admissions policies

Church of England and Roman Catholic primary schools in the London Borough of Richmond upon Thames

Parents wishing to apply to a Church of England or Roman Catholic school must contact the school direct to obtain a prospectus which has full details of the admissions criteria. The following schools have listed, in order of priority, their criteria for admission to their school. (These details were correct at the time of going to press. Please note that the policies listed here are summarised versions only.)

Church of England

Archdeacon Cambridge's CE Primary

- 1 Children in public care
- 2 Siblings
- 3 Anglicans attending certain churches 70%; other 30%

Note: All categories – distance will be used to determine offers if there are more applications than places

Bishop Perrin CE Primary

- 1 Children in public care
- 2 Eighteen foundation places for Anglicans and other Christians
- 3 Siblings
- 4 Other faiths
- 5 Distance

Holy Trinity CE Primary

- 1 Children in public care
- 2 Siblings
- 3 Children whose parents are regularly practising Christians
- 4 Attendance at Holy Trinity Nursery
- 5 Distance

The Queen's CE Primary

- 1 Siblings
- 2 Living in Kew Anglican parish areas where one or both parents are members of one of the three Anglican churches in those areas
- 3 Living in Kew Anglican parish areas where one or both parents are members of other Christian churches
- 4 Distance

Note: All categories – children in public care will receive priority

St John the Baptist CE Junior (Year 3 onwards)

- 1 Looked-after children
- 2 Attending Hampton Wick Infant School
- 3 Siblings
- 4 Anglicans living or worshipping in the parishes of St Mark's, Teddington, or St John the Baptist, Hampton Wick
- 5 Other Christians
- 6 Other faiths
- 7 Other children

Note: All categories – distance will be used to determine offers if there are more applications than places

St Mary's CE Primary

- 1 Children in public care
- 2 Siblings
- 3 Sixteen foundation places for children living within local parishes with one or both parents regularly worshipping at St Mary the Virgin, Twickenham or another Christian church
- 4 Distance to Amyand Park Road site

Note: Category 3 – parishes of All Hallows, Holy Trinity, St Mary the Virgin, St Stephen's

St Mary's and St Peter's CE Primary

- 1 Children in public care
- 2 Children with exceptional social or medical need
- 3 Siblings
- 4/5 Parents worshipping in particular parishes
- 6 Distance

St Richard's with St Andrew's CE Primary

- 1 Children in public care
- 2 Children with exceptional social or medical need
- 3 Siblings
- 4 Regular attendance at St Richard's, St Andrew's or St Peter's churches, or another place of worship
- 5 Children who attend St Richard's with St Andrew's nursery
- 6 Distance

Note: Categories 1-5 – distance will be used to determine offers if there are more applications than places and children in public care will receive priority

St Stephen's CE Junior (Year 3 onwards)

- 1 Children in public care
- 2 Siblings
- 3 Attendance at Orleans Infant School
- 4 Regular attendance at St Stephen's church
- 5 Distance

Roman Catholic

Sacred Heart Catholic Primary

- 1 Catholic children in public care
- 2 Baptised children of practising Catholic families
- 3 Other baptised children of Catholic families
- 4 Other children in public care
- 5 Children of Catechumens and other Christians
- 6 Children of other faiths
- 7 Others

Note: All categories – having a sibling in attendance at the time of admission will increase priority

St Edmund's Catholic Primary

- 1 Catholic children in public care
- 2 Baptised Catholic children from practising Catholic families
- 3 Other baptised Catholic children
- 4 Other children in public care
- 5 Children from Catechumen families
- 6 Children from families with affiliation to Eastern Christian churches
- 7 Others

Note: All categories – having a sibling in attendance at the time of application will increase priority unless there is good reason to believe that the sibling will no longer be in attendance at the time of admission. Distance from home to school will be used as a 'tie-breaker' if any of the criteria are oversubscribed

St Elizabeth's Catholic Primary

- 1 Baptised and practising in particular Catholic parish(es)
- 2 Baptised and practising in other Catholic parishes
- 3 Other baptised Catholic children
- 4 Baptised and practising children from other denominations
- 5 Others seeking a place in a Catholic school

Note: All categories – if over-subscribed: i) Children in public care ii) Siblings iii) Attendance at school's nursery iv) Proximity

St James's Catholic Primary

Baptised Roman Catholic children whose application is supported by their priest, in this order:

- 1 Looked-after children from Catholic families
- 2 Siblings
- 3 Children living in the parishes of St Theodore or St Margaret
- 4 Children living in the parishes of St James, St Francis de Sales, St Margaret or St Theodore
- 5 Children living outside these four parishes
- 6 Catholic children whose application is not supported by a priest
- 7 Other looked-after children
- 8 Children of other Christian denominations
- 9 Children of other faiths
- 10 Any other children

Note: All categories – added priority will be given in the following order: i) Special educational, medical or social circumstances ii) Proximity to the school

St Mary Magdalen's Catholic Primary

- 1 Catholic children in public care
- 2 Baptised Catholic children with siblings in attendance at the time of admission where one or both parents are practising Catholics in the parish of St Mary Magdalen
- 3 Baptised Catholic children with siblings in attendance at the time of admission where one or both parents are practising Catholics in other parishes
- 4 Baptised Catholic children where one or both parents are practising Catholics in the parish of St Mary Magdalen
- 5 Baptised Catholic children where one or both parents are practising Catholics in other parishes
- 6 Baptised Catholic children with siblings in attendance at time of admission
- 7 Other children in public care
- 8 Baptised Catholic children
- 9 Baptised Christian children where one or both parents are practising members of a local Christian church with a sibling in the school at the time of admission
- 10 Baptised Christian children where one or both parents are practising members of a Christian church
- 11 Any other child with a sibling in attendance at the time of admission
- 12 Any other applicants

Note: All categories – added priority will be given in the following order:

- i) Special educational, medical or social circumstances
- ii) Proximity to the school

St Osmund's Catholic Primary

- 1 Baptised Catholic children, including members of churches in communion with the Holy See
- 2 Children of other Christian denominations
- 3 Children from other faiths
- 4 Others

Note: All categories – added priority is given to children in public care, those with exceptional social, medical or pastoral needs, to families living within the parish of St Osmund's, and to children with siblings at the time of admission



Questions and answers

1. Does parental preference mean that I am guaranteed a place at the school of my choice?

No. Parents do not have an absolute choice of school, though they have a right to express a preference. Even if you apply on time, your child may not get a place at your preferred school if more people apply than there are places at the school. An alternative offer may be made at a community or church school.

2. What if my child does not get a place at my preferred school?

There is very high demand for places in reception classes in most parts of the borough. Whilst every effort will be made to offer a place at the school you apply for, it may sometimes be necessary to make an alternative offer, even to those who apply on time. An alternative offer may be made at a community or church school. You need to think carefully and assess the likelihood of getting a place at your preferred school before you apply.

When a school receives more applications than there are places available, places are allocated according to the schools' admissions criteria (see pages 10-12). If you are not happy with any alternative offer made, there are arrangements for you to appeal. However, the grounds for appeal are very limited (see page 9). You can ask the Admissions Section to put your child's name on any community school's waiting list and you have a right to appeal for more than one school, including those you didn't originally apply for. For church schools, you need to contact the school direct.

3. Will the Council provide more places at a popular school by putting on an additional class?

The Council cannot provide additional classes when

there are sufficient places available in other schools in the area within a reasonable distance. However, where demand is expected to be very high, the Council may consider this option.

4. What are the catchment areas for the primary schools in the London Borough of Richmond upon Thames?

There are no defined catchment areas for community primary schools. The Admissions Section can advise you on patterns of successful applications for a school's previous years. This information can provide you with useful guidance before you state which school you prefer. However, there is no guarantee that previous years' patterns will be repeated, especially as demand for places can vary from year to year.

5. What should I do if I want to apply for a school place in another borough?

Although you are advised to apply for a place at a Richmond Borough school, some parents living in the Richmond Borough may want their child to go to a primary school maintained by a neighbouring council. Details of their admission arrangements can be obtained from the offices listed below. Policies and administrative arrangements vary from one admission authority to another. You should read any documentation sent to you carefully and make sure you know the closing date for applications of any school you wish to apply for.

London Borough of Hammersmith and Fulham

Postal Address: Education and Children's Services, Town Hall, King Street, London W6 9JU Location (for personal visits): Cambridge House, Cambridge Grove, London, W6 0LE Phone: 020 8753 2627/3628



London Borough of Hounslow

Children's Services and Lifelong Learning Department,
Civic Centre, Lampton Road, Hounslow, TW3 4DN
Phone: 020 8583 2600

Royal Borough of Kingston upon Thames

Education and Learning Guildhall,
Kingston upon Thames, KT1 1EU
Phone: 020 8547 4610

Surrey County Council

County Hall, Kingston upon Thames, KT1 2DN
Call centre 08456 009 009

Wandsworth Council

The Children's Services Department,
4th Floor Reception, Town Hall Extension,
Wandsworth High Street, London, SW18 2PU
Phone: 020 8871 8265/8318/6224

6. What is the linked school policy for secondary school transfer?

Even though these are very early days for you to be thinking about your child's education after 11, you should be aware of the linked school transfer policy that currently exists in the Richmond Borough.

At the moment, at each mixed secondary school, priority is given to children attending certain linked primary schools. If you would like more information on the current policy, please contact the Admissions Section on 020 8891 7514. However, you should note that the linked school policy is subject to an annual public consultation as part of the general secondary school admission arrangements. These arrangements may have changed by the time your child transfers to secondary school.

7. If my child is in an infant school, do I need to apply for a junior school place?

Yes. A transfer form will need to be completed. If you apply for an infant school (covering the ages of 4+ to 7),

your child will be given priority consideration to a linked junior school at the age of 7. Details of linked infant and junior schools are given on page 22. Currently, when more people apply than there are places available, places will be allocated in accordance with the admissions criteria. Unfortunately, you cannot apply online for a junior school place.

8. What if my child has special educational needs?

In most cases, your child's special educational needs will be met from the resources available in a mainstream school. If you need more information or you think your child may need a statutory assessment of those needs, please telephone the Council's Special Educational Needs Section on 020 8891 7533.

9. What if my child has special language needs because English is their second language?

Liaison will take place between you and your child's primary school, and Richmond Council's team of language support teachers may become involved.

10. How do I find out more about the running of my local school or how decisions made by the Council affect parents?

You can approach the parent governor of your school governing body or the parent governor representative at local authority level. They can be contacted by email: pgr@richmond.gov.uk or visit the school governors' section on the borough website: www.richmond.gov.uk

11. Will my child be able to have hot meals at lunchtime?

All primary schools within the borough offer hot lunches to pupils at a reasonable price. Parents and carers are strongly encouraged to arrange for their children to eat hot lunches. Most schools offer taster sessions from time to time so that parents can see what the food is like.

12. Can my child receive free school meals or assistance with school clothing or travel costs?

Free school meals

- If you receive Income Support; or
- Jobseeker's Allowance (Income based); or
- Child Tax Credit, but not Working Tax Credit and have an annual taxable income, as assessed by the Inland Revenue, of less than £16,040 verifiable by Tax Credit Award Notice (TC602); or
- Pension Tax Credit and has an annual taxable income, as assessed by the Inland Revenue, of less than £16,040, or;
- the 'Guaranteed' element of State Pension Credit, verifiable by 'Pension Credit M1000 Award Notice'; or
- financial support, in accordance with the Immigration and Asylum Act 1999, from the National Asylum Act 1999, from the National Asylum Support Service (NASS) or the Council's Asylum and Resettlement Team; and
- have a child at primary, secondary or special school you can apply for free school meals. Contact Pupil and Student Finance on 020 8891 7587 for an application form.

Uniform grants

Grants are only available towards the cost of secondary school uniforms, at age 11.

Travel

Travel on London buses is free for all children under 16. For further information please contact Pupil and Student Finance on 020 8891 7587.

Travel to special schools and units

If a pupil has a statement of special educational needs which includes transport provision, separate arrangements will be made in accordance with the SEN transport policy. Copies of this can be obtained by phoning the SEN Section on 020 8891 7533.

13. What does the Family Information Service (FIS) offer?

The Family Information Service in Richmond upon Thames provides information to parents, carers, and professionals on a range of topics relating to children aged 0 to 14 years (up to 20 for children with special educational needs). The FIS can be contacted Monday to Friday 9.00am-5.00pm on 020 8831 6298, e-mail: fis@richmond.gov.uk, visit: www.richmond.gov.uk/fis or text on 07624 819000.

14. What does the Education Welfare Service do?

This service carries out statutory duties regarding school attendance and offers support and advice on all matters affecting the welfare of your child at school. To speak to an Education Welfare Officer, phone 020 8487 5479.

15. What is Richmond Council's position on attendance at school?

It is essential that pupils regularly attend schools so that they can enjoy a broad and balanced curriculum and make the most of their education. It is also a legal requirement. By law, it is an offence if a parent or carer fails to make sure that their child regularly goes to the school where they are registered, especially if an absence from school has not been authorised by that school. Local authority officers, headteachers (as well as deputy or assistant headteachers) and the police can issue fixed penalty notices or fines if this happens. For the Richmond upon Thames local authority, the Education Welfare Service has this responsibility. Fixed penalty notices or fines will be issued according to the London Borough of Richmond upon Thames Code of Conduct and relevant legislation.

What you can do to help

- » If your child is absent from school, confirm it is with your agreement and that it is for a valid and acceptable reason. Let the school know in advance.
- » Don't take your child out of school when they are taking tests or examinations or preparing for them.
- » Don't let your child take time off without a good reason.
- » Take holidays in school holiday time only.
- » Try to make doctor and dentist appointments outside school hours.
- » Get involved with the school: find out about parents' evening, open days, school events and try to go to them. This shows you know school is important.
- » Help your child be ready to go to school on time.



Map of Richmond Council schools

Map details shown indicate general site locations only.

For a more detailed map of each school visit our website www.richmond.gov.uk or telephone Admissions on 020 8891 7514.

Primary and nursery schools

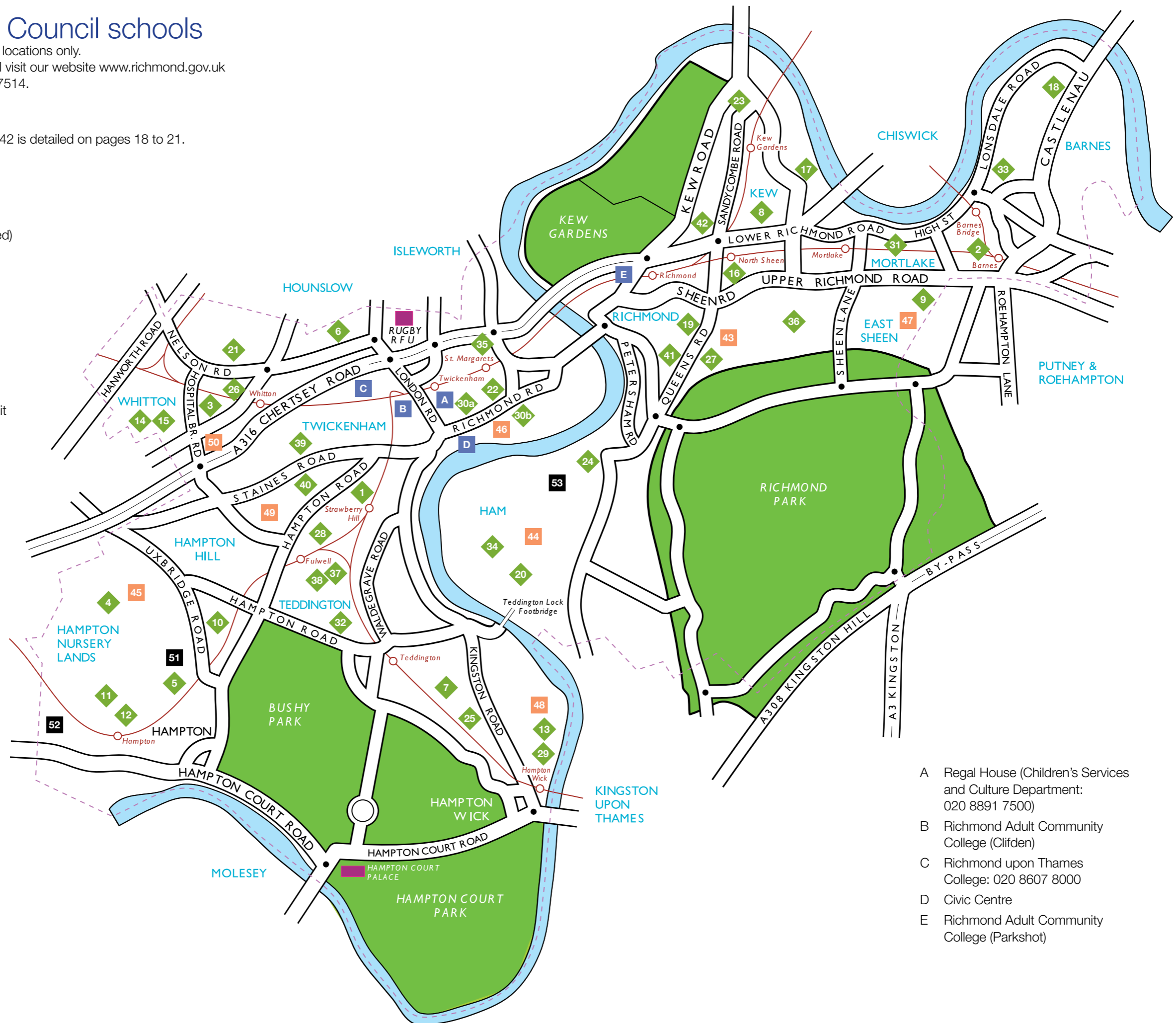
A full listing of all schools including 1 to 42 is detailed on pages 18 to 21.

Secondary schools

- 43 Christ's (Church of England, mixed)
- 44 Grey Court (mixed)
- 45 Hampton Community College (mixed)
- 46 Orleans Park (mixed)
- 47 Shene (mixed)
- 48 Teddington (mixed)
- 49 Waldegrave (girls)
- 50 Whitton (mixed)

Special schools

- 51 Clarendon
- 52 Clarendon – The Oldfield House Unit
- 53 Strathmore



- A Regal House (Children's Services and Culture Department: 020 8891 7500)
- B Richmond Adult Community College (Clifden)
- C Richmond upon Thames College: 020 8607 8000
- D Civic Centre
- E Richmond Adult Community College (Parkshot)

Primary schools in the borough

Key: AN: Admission number

1 Archdeacon Cambridge's CE Primary (N)

DCSF number: 318 3326
The Green, Twickenham, TW2 5TU
Phone: 020 8894 4777
Fax: 020 8893 4762
Email: info@archdeaconcambridges.richmond.sch.uk
Website: www.archdeaconcambridges.richmond.sch.uk
AN: 60

2 Barnes Primary (N)

DCSF number: 318 2028
Cross Street, London, SW13 0QQ
Phone: 020 8876 7358
Fax: 07092 016306
Email: info@barnes.richmond.sch.uk
Website: www.barnes.richmond.sch.uk
AN: 60

3 Bishop Perrin CE Primary

DCSF number: 318 3322
Hospital Bridge Road, Twickenham, TW2 6LF
Phone: 020 8894 1447
Fax: 020 8898 2854
Email: info@bishopperrin.richmond.sch.uk
Website: www.bishopperrin.richmond.sch.uk
AN: 30

4 Buckingham Primary (N)

DCSF number: 318 2035
Buckingham Road, Hampton, TW12 3LT
Phone: 020 8941 2548
Fax: 020 8783 1579
Email: info@buckingham.richmond.sch.uk
Website: www.buckingham.richmond.sch.uk
AN: 60

5 Carlisle Infant

DCSF number: 318 2001
Broad Lane, Hampton, TW12 3AJ
Phone: 020 8979 2770
Fax: 020 8941 8559
Email: info@carlisle.richmond.sch.uk
Website: www.carlisle.richmond.sch.uk
AN: 90

6 Chase Bridge Primary

DCSF number: 318 2036
Kneller Road, Twickenham, TW2 7DE
Phone: 020 8892 1242
Fax: 020 8744 3888
Email: info@chasebridge.richmond.sch.uk
Website: www.chasebridge.richmond.sch.uk
AN: 60

7 Collis Primary

DCSF number: 318 2032
Fairfax Road, Teddington, W11 9BS
Phone: 020 8977 1458
Fax: 020 8977 6991
Email: info@collis.richmond.sch.uk
Website: www.collis.richmond.sch.uk
AN: 90

8 Darell Primary(N)

DCSF number: 318 2004
Darell Road, Richmond, TW9 4LQ
Phone: 020 8876 6721
Fax: 020 8876 3895
Email: info@darell.richmond.sch.uk
Website: www.darellprimary.org.uk
AN: 43

9 East Sheen Primary

DCSF number: 38 2006
Upper Richmond Road West, London, SW14 8ED
Phone: 020 8876 7484
Fax: 020 8878 8451
Email: info@eastsheen.richmond.sch.uk
Website: www.eastsheen.richmond.sch.uk
AN: 60

10 Hampton Hill Junior

DCSF number: 318 2007
St James's Avenue, Hampton Hill, TW12 1HW
Phone: 020 8979 3019
Fax: 020 8941 8560
Email: info@hamptonhill.richmond.sch.uk
Website: www.hamptonhill.richmond.sch.uk
AN: 90

11 Hampton Infant (N)

DCSF number: 318 2009
Ripley Road, Hampton, TW12 2JH
Phone: 020 8979 1815
Fax: 020 8941 8416
Email: info@hampton-inf.richmond.sch.uk
Website: www.hampton-inf.richmond.sch.uk
AN: 90

12 Hampton Junior

DCSF number: 318 2008
Percy Road, Hampton, TW12 2LA
Phone: 020 8979 2545
Fax: 020 8941 8561
Email: info@hampton-jun.richmond.sch.uk
Website: www.hampton-jun.richmond.sch.uk
AN: 97

13 Hampton Wick Infant and Nursery (N)

DCSF number: 318 2010
Normansfield Avenue, Teddington, TW11 9RP
Phone: 020 8977 3971
Fax: 020 8977 2352
Email: info@hamptonwick.richmond.sch.uk
Website: www.hamptonwick.richmond.sch.uk
AN: 60

14 Heathfield Nursery and Infant (N)

DCSF number: 318 2012
Cobbett Road, Twickenham, TW2 6EN
Phone: 020 8894 4074
Fax: 020 8893 3419
E-mail: info@heathfield-inf.richmond.sch.uk
Website: www.heathfield-inf.richmond.sch.uk
AN: 90
Children's centre is now open

15 Heathfield Junior

DCSF Number: 318 2011
Cobbett Road, Twickenham, TW2 6EN
Phone: 020 8894 3525
Fax: 020 8893 4073
Email: info@heathfield-jun.richmond.sch.uk
Website: www.heathfield-jun.richmond.sch.uk
AN: 97

16 Holy Trinity CE Primary (N)

DCSF number: 318 3304
Carrington Road, (off Manor Road),
Richmond, TW10 5AA
Phone: 020 8940 2730
Fax: 020 8940 7163
Email: info@holyltrinity.richmond.sch.uk
Website: www.holytrinity.richmond.sch.uk
AN: 60 (subject to ratification)

17 Kew Riverside Primary

DCSF number: 318 2039
37 Courtlands Avenue, Richmond, TW9 4ES
Phone: 020 8487 8437
Fax: 020 8487 5986
Email: info@kewriverside.richmond.sch.uk
Website: www.kewriverside.richmond.sch.uk
AN: 30

18 Lowther Primary (N)

DCSF number: 318 2013
Stillingfleet Road, Barnes, SW13 9AE
Phone: 020 8748 3984
Fax: 020 8846 9334
Email: info@lowther.richmond.sch.uk
Website: www.lowther.richmond.sch.uk
AN: 30

Children's centre will be opening soon

19 Marshgate Primary

DCSF number: 318 2040
Queens Road, Richmond, TW10 6HY
Phone: 020 8332 6219
Fax: 020 8332 6329
Email: info@marshgate.richmond.sch.uk
Website: www.marshgate.richmond.sch.uk
AN: 60

20 Meadlands Primary (N)

DCSF number: 318 2015
Broughton Avenue, Ham, TW10 7TS
Phone: 020 8940 9207
Fax: 020 8255 2488
Email: info@meadlands.richmond.sch.uk
Website: www.meadlands.richmond.sch.uk
AN: 30

21 Nelson Primary

DCSF number: 318 2016
Nelson Road, Whitton, TW2 7BU
Phone: 020 8894 9899
Fax: 020 8894 3332
Email: info@nelson.richmond.sch.uk
Website: www.nelson.richmond.sch.uk
AN: 60

22 Orleans Infant (N)

DCSF Number: 318 2018
Hartington Road, Twickenham, TW1 3EN
Phone: 020 8892 1654
Fax: 020 8744 2844
Email: info@orleans.richmond.sch.uk
Website: www.orleans.richmond.sch.uk
AN: 90

23 The Queen's CE Primary

DCSF number: 318 3327
Cumberland Road, Kew, TW9 3HJ
Phone: 020 8940 3580
Fax: 020 8948 1796
Email: info@queens.richmond.sch.uk
Website: www.queens.richmond.sch.uk
AN: 60

24 The Russell Primary

DCSF number: 318 2019
Petersham Road, Richmond, TW10 7AH
Phone: 020 8940 1446
Fax: 020 8332 0985
Email: info@russell.richmond.sch.uk
Website: www.russell.richmond.sch.uk
AN: 30

25 Sacred Heart Catholic Primary

DCSF number: 318 3320
 St Mark's Road, Teddington, TW11 9DD
 Phone: 020 8977 6591
 Fax: 020 8943 2449
 Email: info@sacredheart.richmond.sch.uk
 Website: www.sacredheart.richmond.sch.uk
 AN: 30

26 St Edmund's Catholic Primary

DCSF number: 318 3315
 Nelson Road, Whitton, TW2 7BB
 Phone: 020 8894 7898
 Fax: 020 8893 3032
 Email: info@st-edmunds.richmond.sch.uk
 Website: www.st-edmunds.richmond.sch.uk
 AN: 60

27 St Elizabeth's Catholic Primary

DCSF number: 318 3310
 Queens Road, Richmond, TW10 6HN
 Phone: 020 8940 3015
 Fax: 020 8332 0986
 Email: info@st-elizabeths.richmond.sch.uk
 Website: www.st-elizabeths.richmond.sch.uk
 AN: 30

28 St James's Catholic Primary (N)

DCSF number: 318 3316
 Stanley Road, Twickenham, TW2 5NP
 Phone: 020 8898 4670
 Fax: 020 8893 3038
 Email: info@st-james.richmond.sch.uk
 Website: www.st-james.richmond.sch.uk
 AN: 90

29 St John the Baptist CE Junior

DCSF number: 318 3312
 Lower Teddington Road, Hampton Wick, KT1 4HQ
 Phone: 020 8977 4114
 Fax: 020 8977 6960
 Email: info@st-john.richmond.sch.uk
 Website: www.st-john.richmond.sch.uk
 AN: 60

30a St Mary's CE Primary (Infant)*

DCSF number: 318 3317
 Amyand park Road, Twickenham, TW1 3HE
 Phone: 020 8892 5840
 Fax: 020 8744 9027
 Email: info@st-marys.richmond.sch.uk
 Website: www.st-marys.richmond.sch.uk
 AN: 60

30b St Mary's CE Primary (Junior)

DCSF Number: 318 3317
 Richmond Road, Twickenham, TW1 3BA
 Phone: 020 8892 7849
 Fax: 020 8607 0420
 Email: info@st-marys.richmond.sch.uk
 Website: www.st-marys.richmond.sch.uk
 AN: 60

You should note that St Mary's CE Primary is one school based at two sites: one for infant year groups and one for the juniors. It has just one intake, to the reception class.

31 St Mary Magdalen's Catholic Primary

DCSF number: 318 3309
 Worples Street, London, SW14 8HE
 Phone: 020 8876 6679
 Fax: 020 8392 1829
 Email: info@st-marymagdalens.richmond.sch.uk
 Website: www.st-marymagdalens.richmond.sch.uk
 AN: 30

32 St Mary's and St Peter's CE Primary

DCSF number: 318 3321
 Somerset Road, Teddington, TW11 8RX
 Phone: 020 8943 0476
 Fax: 020 8943 2469
 Email: info@smsp.richmond.sch.uk
 Website: www.smsp.richmond.sch.uk
 AN: 90 (subject to ratification)

33 St Osmund's Catholic Primary

DCSF number: 318 3324
 Church Road, London, SW13 9HQ
 Phone: 020 8748 3582
 Fax: 020 8846 9589
 Email: info@st-osmunds.richmond.sch.uk
 Website: www.st-osmunds.richmond.sch.uk
 AN: 30

34 St Richard's with St Andrew's CE Primary (N)

DCSF Number: 318 3303
 Ashburnham Road, Ham, TW10 7NL
 Phone: 020 8940 7911
 Fax: 020 8332 0987
 Email: info@st-richards-st-andrew.richmond.sch.uk
 Website: www.st-richards-st-andrew.richmond.sch.uk
 AN: 30
Children's centre is now open

35 St Stephen's CE Junior

DCSF number: 318 3319
 Winchester Road, Twickenham, TW1 1LF
 Phone: 020 8892 3462
 Fax: 020 8744 9121
 Email: info@st-stephens.richmond.sch.uk
 Website: www.st-stephens.richmond.sch.uk
 AN: 90*

36 Sheen Mount Primary

DCSF number: 318 2020
 West Temple Sheen, London, SW14 7RT
 Phone: 020 8876 8394
 Fax: 020 8878 6568
 Email: info@sheenmount.richmond.sch.uk
 Website: www.sheenmount.richmond.sch.uk
 AN: 60

37 Stanley Infant and Nursery (N)

DCSF number: 318 2022
 Strathmore Road, Teddington, TW11 8UE
 Phone: 020 8977 4793
 Fax: 020 8943 5579
 Email: info@stanley-inf.richmond.sch.uk
 Website: www.stanley-inf.richmond.sch.uk
 AN: 90

38 Stanley Junior

DCSF number: 318 2021
 Stanley Road, Teddington, TW11 8UE
 Phone: 020 8977 4858
 Fax: 020 8977 6937
 Email: info@stanley-jun.richmond.sch.uk
 Website: www.stanley-jun.richmond.sch.uk
 AN: 90

Please note: there is a proposal to combine Stanley Infant and Stanley Junior Schools to form Stanley Primary School subject to consultation and approval.

39 Trafalgar Infant (Reception year only)

DCSF Number: 318 2024
 Meadway, Twickenham, TW2 6PY
 Phone: 020 8894 5729
 Fax/answerphone: 020 8893 3040
 Email: info@trafalgar-inf.richmond.sch.uk
 Website: www.trafalgar-inf.richmond.sch.uk
 AN: 90

40 Trafalgar Infant (Years 1 and 2) Trafalgar Junior

DCSF number: 318 2023
 Elmsleigh Road, Twickenham, TW2 5EG
 (Visitors use Gothic Road)
 Phone: 020 8894 5729 – Infant
 Phone: 020 8894 1606 – Junior
 Fax: 020 8893 3042
 Email: info@trafalgar-jun.richmond.sch.uk
 Website: www.trafalgar-jun.richmond.sch.uk
 AN: 90

41 The Vineyard Primary

DCSF number: 318 2037
 Friars Stile Road, Richmond, TW10 6NE
 Phone: 020 8948 0195
 Fax: 020 8332 6828
 Email: info@vineyard.richmond.sch.uk
 Website: www.vineyard.richmond.sch.uk
 AN: 60

42 Windham Nursery

DCSF number: 318 1001
 Windham Road, Richmond, TW9 2HP
 Phone: 020 8831 6060
 Fax: 020 8831 6305
 Email: info@windham.richmond.sch.uk
 Website: www.windham.richmond.sch.uk

** Please note: there are proposals for Orleans Infant School and St Stephen's Junior School to be converted into individual all-through primary schools. If approved, the proposals would mean that each school would admit 60 children into Reception in September 2010. You are advised to contact the schools for further information.*

Infant ages 4 to 7
Junior ages 7 to 11
Primary ages 4 to 11
Infant & Junior ages 4 to 11

N School with nursery unit
 RC Roman Catholic
 CE Church of England



How to apply for a Year 3 place at a junior school

Parents of children in the final year of infant school (Year 2) in the borough will receive a separate application form on which they are asked to state a preference for a junior or a combined infant and junior school (primary school).

If your child attends the infant school which is linked to the junior school, they will have priority of admission at junior transfer. However, this does not guarantee a place.

If your child is already at a combined infant and junior school, they may remain there. No further application will be necessary. If, however, you would like your child to move to a separate junior school, you will need to apply using the transfer form that can be obtained from your preferred school. This is not an automatic guarantee of a place at a junior school.

The following separate infant and junior schools are linked for admission purposes.

Carlisle Infant **and** Hampton Hill Junior

Hampton Infant and Nursery **and** Hampton Junior
Hampton Wick Infant and Nursery **and** St John the Baptist CE Junior†

Heathfield Nursery and Infant **and** Heathfield Junior
Orleans Infant and Nursery and St Stephen's CE Junior†

Stanley Infant and Nursery **and** Stanley Junior
(please see information above)

Trafalgar Infant **and** Trafalgar Junior

† Please note that, because St John the Baptist and St Stephen's Junior Schools are voluntary aided (church) schools, admission is in accordance with the criteria laid down by the school governors. Parents of children who are considering transferring to these schools should look at the appropriate junior school prospectus and talk to the headteacher to find out the procedure needed to apply there.

» Richmond Council's community schools' admissions policy can be found on page 10.

» See also the notes regarding late applicants and siblings on page 8.

» For the outcome of your application please refer to page 8.

Please note that you cannot apply online for a Year 3 place.

The transfer form should be returned to the headteacher of your preferred junior school no later than Friday 4 December 2009.



Personal Information Policy

The Council respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and any other information about you that is available to the Council ('your information'). In accordance with the Data Protection Act 1998, the Council will use your application for a primary school place to: (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud. The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), other councils, central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf, and with the borough's School Nursing Service. The Council may also use and disclose information that does not identify individuals for research and strategic development purposes. The information contained in this booklet replaces that published previously. It was correct at the time of printing (July 2009), but details are subject to change and arrangements are reviewed each year. If you are in any doubt about any aspect of this booklet, or if you would like confirmation of points which are of particular importance to you, please contact the Admissions Section on 020 8891 7514.

Translation advice

If you have difficulty understanding this brochure, please visit us at the address below where we can arrange a telephone interpreting service.

Please contact us if you need this booklet in Braille, large print, on audio tape or another language, phone: 020 8891 7500 or minicom number 020 8891 7539.

Albanian
Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.

Arabic
إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

Bengali
এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।

Farsi
اگر در فهمیدن این نشریه مشکلی دارید لطفاً به میز پذیرش در آدرس قید شده در زیر مراجعه نمایید تا ترتیب ترجمه تلفنی برایتان فراهم آورده شود:

Gujarati
જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટીંગ સેવાની ગોઠવણ કરી આપીશું.

Punjabi
ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

Urdu
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London Borough of Richmond upon Thames
Regal House, London Road, Twickenham TW1 3QB
Phone: 020 8891 7514 Fax: 020 8891 7714 Minicom: 020 8891 7539
Email: education.admissions@richmond.gov.uk Website: www.richmond.gov.uk

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Phone: 020 8891 7514

Minicom: 020 8891 7539

Fax: 020 8891 7714

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