

Admission to **Secondary School**

For September 2009 entry

For children born between 1 September 1997 and 31 August 1998



Apply online:
www.richmond.gov.uk/online_admissions
by 24 October 2008

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This brochure has two main aims:

- ▶ to provide parents and carers of children living in Richmond upon Thames with information needed to apply for a secondary school place in this or any other council's area for September 2009; and
- ▶ to provide information regarding all eight Richmond upon Thames secondary schools.

Applying for secondary school places in London

All 33 London borough councils, together with six councils bordering the capital, are part of a coordinated scheme to ensure, as far as possible, that each child receives just one offer of a state school place.

This means that parents cannot hold on to more than one school place at a time.

Applying online

Parents of children living in the London Borough of Richmond upon Thames can apply online for a secondary school place via the Council's website at www.richmond.gov.uk/online_admissions

This has several advantages both for you and for your home council: it speeds up the application process, gives you peace of mind that the form is not lost in the post, allows us to check the data more easily to minimise the likelihood of errors, and reduces paperwork, postage costs and the amount of council officer time spent on data entry.

You can register with the pan-London online admissions portal from 1 September 2008 via www.richmond.gov.uk/online_admissions. You will be asked for a user name – usually your email address if you have an email account – and for a password. If you give your email address, you should receive an email to verify that the address is valid.

The online application form is straightforward and asks for the same information as the paper form. If you have any doubts about the information you should enter, please see Step 4 of the guide on page 5.

If you have provided your email address you will receive confirmation that you have submitted your application.

You will be able to log on to see the outcome of your application from 9.00am on 3 March 2009.

Dear parent or carer,

I am pleased to present detailed information on the range of secondary and special schools in Richmond upon Thames.

This brochure provides an introduction to the wide range of learning opportunities, specialist facilities, aspirations and achievements to ensure your child's future success.

The pace of change and marked improvements in our schools are underpinned by strong leadership, committed staff and large scale capital investment.

Selecting the right school for your child is both challenging and exciting. Individual school websites will give you a real insight into the life of the school. However, there is nothing like a personal visit to see the school in action, taking the opportunity to meet students and staff.

For 2009 admissions you can apply online. This allows you to apply quickly and conveniently from your own home.

Please do take the many opportunities offered by all schools to support this important decision. I am sure you will be made very welcome, most impressed and reassured that your child will thrive in a Richmond upon Thames school.



Nick Whitfield, Director of Education and Children's Services



The application form for admission to London Borough of Richmond upon Thames schools must only be completed by Richmond Borough residents and sent to:

Education and Children's Services, Admissions Section, 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

Personal visits to the Admissions Section are welcome. However, private interviews cannot be guaranteed unless an arrangement has been made using the contact number above.

Key dates 2008

July

If your child lives in the London Borough of Richmond upon Thames you should receive your paper application form via borough primary schools and through linked primary schools outside the borough. Parents of children who attend any other schools or who are educated at home can request a form from the Admissions Section.

Prospectuses are available from secondary schools.

September/October

Secondary schools' open days and evenings. Prospectuses are available for collection from the schools at these events.

Friday 24 October

Closing date for receipt of the application form. Please return it to:

Admissions Section
Education and Children's Services
Regal House, London Road
Twickenham, TW1 3QB

Phone: 020 8891 7514 Fax: 020 8891 7714

Email: education.admissions@richmond.gov.uk

After this date your application will be considered as late.

Online applications can be made from Monday 1 September 2008 via www.richmond.gov.uk/online_admissions
This facility closes Friday 24 October at midnight.

Key dates 2009

Monday 2 March - National Offer Day

We will post offer letters by first class post to tell you the result of your application.

Tuesday 3 March

You can log on from 9.00am to find out the result of your application if you applied online.

Monday 16 March

Closing date by which you must send your acceptance of a school place using the reply slip.

Closing date for appeals for Richmond Council's secondary schools to be received by the Admissions Section. (See page 8)

April – June

Admission appeals.

Monday 6 July

All students transferring to Richmond upon Thames secondary schools spend a day at their new school.

2008 open evenings

Open evenings

Christ's School	Monday 22 September	6.30 to 9.00pm
Whitton School	Tuesday 23 September	6.30 to 8.45pm
Waldegrave School for Girls	Wednesday 24 September	6.30 to 8.30pm
Orleans Park School	Thursday 25 September	6.30 to 9.00pm
Teddington School	Monday 29 September	7.00 to 9.00pm
Grey Court School	Tuesday 30 September	6.30 to 9.00pm
Hampton Community College	Wednesday 1 October	7.00 to 9.00pm
Shene School	Thursday 2 October	6.15 to 8.30pm

2008 open mornings

Christ's School

Open door

Visits to the school can be arranged by telephoning the school

Grey Court School

Open mornings

Grey Court School welcomes parents to visit us during the working day. Tours will be available and the headteacher will talk to parents every Thursday and Friday starting from Thursday 18 September until Friday 17 October, at 9.15 and 11.15am

Open door

Visits to the school can be arranged by telephoning Ms Kathy Welton

Hampton Community College

Open mornings

Monday 6 and Tuesday 7 October 9.15 to 10.45am

Open door

Visits to the college can be arranged by ringing Mrs Heximer on ext 212

Orleans Park School

Open mornings

Monday 29 and Tuesday 30 September Headteacher's address at 9.00am followed by tours of the school until 10.30am

Open door

Tours on a normal working day can be arranged by telephoning the school

Shene School

Open mornings

Every Tuesday and Wednesday morning from 16 September until 22 October, by appointment

Open door

Visits to the school outside these times can be arranged by telephoning the school

Teddington School

Morning tours

Morning tours of the school will start at 9.30am from Wednesday 1 to Thursday 23 October. Please contact the school for an appointment

Waldegrave School for Girls

Open morning

Thursday 25 September 9.00 to 10.30am. Tours from the main entrance from 9.00am. Tours to finish by 10.00am. The headteacher will speak at 10.00am

Open door

Visits during a normal working day can be arranged by telephoning the school

Whitton School

Open mornings

Wednesday 17, Thursday 18, Friday 19 and Monday 22 September. Tours commence at 9.15, 10.00 and 11.15am and last approximately 40 minutes. The headteacher will speak at the end of each tour

Open door

Visits can be arranged by telephoning the school

Step by step guide

STEP 1:

Understanding how the application process works

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

- ▶ You use one form to apply for up to six state schools in any council area before **Friday 24 October 2008**. (The only exceptions are City Technology Colleges, which have their own forms and closing dates.)
 - ▶ You complete the form of the council where your child lives (your home council). If your home council is the London Borough of Richmond upon Thames, the form is provided with this brochure or can be completed online via www.richmond.gov.uk/online_admissions. If your child lives elsewhere, you will need to contact your home council to obtain their brochure and, most importantly, their form.
- Please do not complete both a paper and online form**
- ▶ You are asked to list **up to** six state schools on the form, in the order that you prefer them.
 - ▶ If any of the schools that you list are in other councils' areas, your home council will pass the relevant details to those councils.
 - ▶ Likewise, if your child lives outside the London Borough of Richmond upon Thames and you list any Richmond Council school on your form, your home council will pass the details to us.
 - ▶ Your child will be considered separately for each school that you have listed, using the school's published admission criteria (the order in which places are allocated) to decide whether or not they can be offered a place. Your home council will not pass on the order in which you have listed your preferred schools. They will not tell schools which (if any) other schools you have also listed.
 - ▶ Before places are actually offered, your home council will check whether your child can be offered a place at more than one of the schools you have listed. If you have listed schools in other councils' areas, your home council will also check with those councils whether your child can be offered a place at any of those schools.

- ▶ If your child can be offered a place at more than one school, you will be offered a place at the highest listed on your form.
- ▶ Your home council will write to you by first class post on 2 March 2009 with the result of your application. If you applied online you will also be able to log on to find out your child's allocated school, from 9.00am on 3 March 2009.
- ▶ If you are not offered a place at one of your listed schools, your child's name can be placed on a waiting list and you will have the right to appeal against the decision. (See page 8)

STEP 2:

Gathering information

You should collect as much information as possible about your preferred schools, especially their admission procedures. You can do this by:

- ▶ Reading this brochure (also available at www.richmond.gov.uk with links to school websites)
- ▶ Obtaining the brochures of any other councils whose schools you are interested in. The telephone numbers of neighbouring councils are included on page 39 of this booklet
- ▶ Contacting schools to obtain their prospectuses
- ▶ Looking at schools' own websites
- ▶ Going to schools' open days or evenings (see page 3)
- ▶ Talking to your child's primary school headteacher
- ▶ Finding out which, if any, of your preferred schools require you to complete a supplementary form, for example, Christ's, Tiffin, Gumley House.

Step by step guide

STEP 3:

What to do with the information

Most schools are oversubscribed: they receive more applications than they have places to offer. 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 you are interested in. This is the order in which places are allocated.
- ▶ Checking how many applications were made last year and how the places were allocated using the admission criteria.

On pages 10 to 14 of this booklet you will find the criteria for each Richmond upon Thames school. You will find similar information for schools in other boroughs in the booklets issued by those councils. (See page 39 of this booklet for how to contact neighbouring boroughs.)

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

- ▶ Whether the school's curriculum and aims suit your child's needs. Most schools now have a specialism which may, or may not, suit your child's abilities and interests.
- ▶ How your child would travel to school and the likely cost.
- ▶ The linked-school policy of the school (if applicable).

You could also read reports on the school by Ofsted inspectors (available from libraries or at www.ofsted.gov.uk).



STEP 4:

Filling in the form

Use the correct form – if you live in the London Borough of Richmond upon Thames, you must fill in Richmond Council's form. You must do this whether the schools you wish to apply for are in Richmond upon Thames or in other areas.

If you do not live in the London Borough of Richmond upon Thames you must fill in the form issued by the council where your child lives and **NOT** the Richmond Council form. You will need to contact the council in whose area your child lives for their booklet and form. (Details on page 39.) You should list on that form any Richmond Council schools you wish to apply for.

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**.

For online admissions:

Once you have registered to apply online via www.richmond.gov.uk/online_admissions, note down your user name and password here:

User name

Password

Assistance with completing the form

If you need someone to help you fill out the form, the following organisations may be able to assist you:

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

Refugee Action, Siddeley House, 50 Canbury Park Road, Kingston upon Thames. Phone: 020 8547 0115

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

Remember you can apply online via www.richmond.gov.uk/online_admissions
You should read the following whether you complete the online or paper application form.

Step by step guide

Part 1: Your child's details

Name

Please make sure that your child's name is spelt correctly and in the same way as their details are held by their primary school.

Date of birth

If your child's date of birth is between 1 September 1997 and 31 August 1998 they are the right age to transfer to secondary school in September 2009. Younger or older children may only transfer 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 state the address where your child lives most of the time and at which they will be living on the closing date for applications. We will check Council records to see if you are registered at the address that you state as your child's address. If we are unable to confirm that they live at that address, we will contact you to ask for further documentary evidence.

You must not use a business address, childminder's address or any address other than your home. You should be aware that the Admissions Section, in conjunction with the Council's Audit Team, will investigate any instance where we strongly suspect that the 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 at your address and partly at their other parent's address, you should state, and provide proof of residence at, the address at which your child lives most of the time. If you have a genuine equal 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. Please be aware that there are no exceptions to this rule.

If you intend to move after the closing date, you should provide proof of your current address and tell the Admissions Section the address to which you will be moving. Once you have completed the purchase of, or signed a tenancy agreement for, the new property you should submit evidence to the Admissions Section as soon as possible. Please note though, that we may, in exceptional circumstances, ask for additional proof that you have moved in to the new property.

If the Admissions Section receives that evidence before **12 December 2008**, your new address will be used for the purpose of your application. **Any changes of address after that date will be treated as late applications and will not be considered until after all on-time applications have been looked at.**

If you are currently abroad on a temporary work contract but you intend to return to the local area prior to September 2009 you should still complete the application form and attach evidence of your intention to return. That evidence must include: written confirmation from you of the date that, and the address to which, you intend to return; 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 to which you will return.

If you own more than one property you should state, and provide proof of residence of, the address at which 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 for the purpose of administering the application.

Part 2: Your list of preferences

Preferences

Please list up to six state-maintained schools (including grammar, church or foundation schools) in order of your preference. They can be in Richmond upon Thames or other council areas. Please write the name and address of your first preference school in the box marked 'Preference 1' and so on, up to six preferences. **Please be aware that you cannot give equal preferences and that you cannot make more than six preferences. You do not have to use all six preferences.**

Applying for only one school will NOT improve your chances of getting a place at that school.

Siblings

If your child will have a brother or sister attending any of your preferred schools at the time of admission in September 2009, you should complete the siblings details box alongside the preference. Please be aware, however, that the definition of sibling can vary from council to council and from school to school and you are therefore strongly advised to check with the council(s) or school(s) concerned.

(See page 10 for details of Richmond Council's sibling rule.)

Step by step guide

Exceptional reasons

If you feel that you have any exceptional medical, social, religious, philosophical, educational or other reasons, including preference for single sex education, why your child must attend a particular school, you must complete the reasons for preference box on the form and provide appropriate evidence from a relevant professional.

Again, please be aware that the definition of 'exceptional reasons' can vary from council to council and from school to school and you are therefore strongly advised to check with the council(s) or school(s) concerned to see if they admit children on that basis. All applications for community secondary schools in Richmond upon Thames under 'exceptional reasons' will be considered. However there is no guarantee that a place will be offered on that basis, as we have to be convinced, from the independent evidence provided, that the child has an overwhelming need to attend a particular school and no other. You should note that Richmond Council does not consider the convenience of childcare arrangements to be a sufficiently important reason to justify the offer of a place at one of its schools.

If you feel that your child has exceptional circumstances, you must state them on the application form as they cannot be considered at a later date and you must submit the relevant evidence to your home council at that time.

If you wish to include any voluntary aided (church) or foundation schools (for example, Christ's or Tiffin) in your list, you should check with these schools to see if you also need to complete a supplementary form to confirm your child's religious affiliation or your wish for your child to take an entrance examination.

Twins and triplets – multiple applications

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 other exceptional reasons which can only be met by the particular school.

Changing preferences

If you change your preferences after the closing date, your application will be treated as late and will not be considered until after all on-time applications have been considered.

STEP 5:

Sending in the form

If your child lives in the London Borough of Richmond upon Thames, you must submit your online application or return the paper form direct to the Admissions Section, Regal House, London Road, Twickenham TW1 3QB to arrive no later than Friday 24 October 2008.

If the Admissions Section does not receive your application form by 24 October 2008, your child will not be considered for a place until after all on-time applications have been considered, 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. They are also unlikely to be considered until after the initial offers are made on 2 March 2009 and therefore you would be hindering your chance of getting a place at your preferred school. You should note that postal delay is not considered to be an exceptional reason and that the franked date-stamp mark on the envelope will not be considered as proof of postage.

If your form is received late, you do not have any exceptional reasons that prevented the form from being submitted on time and you have stated a preference for a selective school on your form, this may mean that your child will not be able to sit the entrance examination until after 2 March 2009. Each selective school will have its own arrangements in place for how it will test late applicants.

If you would like the receipt of your paper form acknowledged, please attach a stamped, self-addressed envelope. You can also telephone the Admissions Section for confirmation on 020 8891 7514.

It is very important that you put the correct postage on your application. If it arrives after the closing date because you did not use the right amount of postage, it will be considered as late, and we won't be able to look at it until after all on-time applications have been considered.

STEP 6:

The result of your application and how waiting lists work

On Monday 2 March 2008, we (or your council if you do not live in Richmond upon Thames) will write to you by first class post with the result of your application on behalf of the schools you listed on the form. The communication will tell you:

- ▶▶ The name of the school, if any, that can offer you a place. Please be aware that you will only be offered **one** place. This place will be at the highest-ranked of the schools on your list that could offer a place (in accordance with their published admission criteria).
- ▶▶ That applications for schools listed lower than the school you are 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 **Monday 16 March 2009**. 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).
- ▶▶ How the waiting list operates for any school that you put higher in your order of preference than the school for which you have a place. We will maintain the waiting list for each Richmond Council school, including Christ's, until 1 September 2009 at which point the lists will be passed to the schools. Children not offered a place on 2 March 2009 will automatically be placed on the waiting list in the order of 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 in the waiting list in criteria order. This means that a child's position on the list can move down as well as up.
- ▶▶ 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.

▶▶ What you should do if you did not receive a place at any of the schools you applied for. **Please be aware that if you live within Richmond upon Thames and a place could not be offered at any of your listed schools, we have a responsibility to offer an alternative place at a school that has a vacancy, if there are any vacancies available at that time. This alternative offer may be at a school which is some distance from your home.**

▶▶ If you apply late, your child's name will be added to the waiting list for each of your preferred schools. However, if you move into the borough after the closing date, you must provide proof of residence (either proof of completion of purchase, or a signed and dated tenancy agreement). We will use your new address, only when you start living there, to determine your child's place on the waiting list.

STEP 7:

The appeals process

You have the right of appeal to an independent appeal panel established under Section 94 of the School Standards and Framework Act 1998.

- ▶▶ If you want to appeal, you should complete a form for the council(s) or school(s) concerned and return it within 14 days of the letter notifying you of the decision not to offer a place.
- ▶▶ Although each appeal case is treated on its own merits, you should think carefully about your reasons for wanting your child to attend the particular school and whether those reasons would stand out from those of other parents.
- ▶▶ Appeals are heard by panels of people who have not taken part in deciding how the places that were offered on 2 March were allocated. You will be invited to present your case in person and you will be allowed to bring a friend or representative to help you if you wish.



This page explains how you can help your parents to apply for a place at secondary school. Initially, you can find out more from the following sources.

- ▶▶ You can use the internet to find out more about those secondary schools you are already interested in, or to find out which are the nearest schools to your home. Visit the Your London website at www.yourlondon.gov.uk
- ▶▶ You can talk to your friends about the schools that they are looking at. **Remember that your friends and their parents might be applying to other schools that are not right for you. For example, your friends may be of a different religion to you and therefore looking to transfer to a different secondary school to you.**
- ▶▶ With your parents, you can visit schools that you are interested in. Schools have open days and open evenings where you can look round and see what the schools have to offer (see page 3 for the dates of Richmond Borough schools' open days and evenings). You will also be able to talk to children and teachers at the school to find out what they think. **Remember though, that just because you like one school more than another, it does not mean that you will automatically be offered a place there. Many of the more popular schools have more applications than there are places available, meaning that some children will be disappointed.**

▶▶ Talk to your parents about the schools you like best and tell them your reasons. **Remember that your parents might have different ideas about those schools and might prefer to apply for other schools.**

▶▶ You can use the internet to find out how you could travel from your home to the schools that you and your parents like best. Visit the Transport for London website www.tfl.gov.uk **There are many different ways of getting from home to school, including walking, cycling, buses, trains and trams. Travel on London buses and trams is free for all school children living within Greater London.**

It is also worth remembering that once your parents have completed and sent off the application form by the closing-date of **24 October 2008**, it is quite a long wait until you will find out what school you will be going to next September. Your parents will be sent the letter on **2 March 2009** and should receive it by **3 March**.

If the letter does not offer you the school you were hoping for, don't give up hope. Your parents can ask for your name to be put on the waiting list for that school. Some parents turn down the offer of places, because they move away or would prefer their children to go to private schools. This means that the places they free up can be re-offered to children on the waiting list in the months after 3 March.

We wish you every success in your new school for September 2009.



General admissions criteria for mixed community secondary schools: Grey Court School, Hampton Community College, Orleans Park School, Shene School, Teddington School and Whitton School

Admission criteria for mixed community secondary schools remain the same for 2009 entry as they did for 2008. Christ's School, being a voluntary aided Church of England school, has its own criteria (see page 11).

If there are more applications than there are places available, offers at community secondary schools will be made according to the following criteria (except Waldegrave School for Girls, see page 14):

1. Children with a statement of special educational need that specifies the school as the placement school;
2. 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;
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school at the time of admission;
4. Children who attend a link junior or primary school; and
5. Children living closest to the preferred school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system.

Notes:

1. Any offer of a place based on distance from the school depends 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 required and may be the subject of further investigation.
2. Places may be allocated to children who have an exceptional medical or social requirement that can only be met by the particular school concerned. This must be supported, at the time of application, by a report or letter from a suitable professional person such as a GP, consultant or social worker. We cannot take such circumstances into account unless you provide information at the time of application, and therefore failure to provide such information at this stage may affect

whether or not your child is offered a place at the school of your preference. All information submitted will be regarded as confidential.

3. These criteria will apply to all applicants, regardless of the borough in which they live.
4. Late applications will NOT be considered until after all on-time applications have been dealt with.
5. We reserve the right to check the information you have given on the application form and to withdraw places if false information has been given.
6. Links are formed when at least 25% of Year 6 leavers or 15 students transfer to a particular secondary school. Links between schools can be formed and lost on the basis of the number of children who transfer from a primary to secondary school. There will be some schools that do not have a link because: the numbers are too low to establish a link, there is no pattern of transfer to a school, or no pattern has yet been established. (See individual school's pages for their linked schools.)

If there are more applications from children at linked schools than there are places available, places will be allocated to these children on the basis of distance from home to school, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary.

Linked schools

After places have been allocated to brothers and sisters of current students and to children from linked schools, places may remain at some schools for children from non-linked primary schools. The availability of non-linked places at each school will depend on the pattern of applications.

If you wish to apply to a school not linked to your child's primary school, those living nearer the school would have a better chance of admission than your child. There is no guarantee that places will be left at any individual school to allocate to children from non-linked primary schools in any one year.

The application criteria for Hampton Community College, Shene and Whitton Schools remains the same as above for September 2009. However, you should be aware that they may change for 2010 entry, if as expected, they become academies.

When you apply for a place for your child at Christ's School you do so knowing that the school provides an education based on Christian principles, and therefore the governing body expects that all students will take part in the Christian worship at the school and will attend religious education lessons.

The school is part of the locally agreed coordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. You must complete the local authority's application form and return this to the authority. If applying for a place at Christ's School, you must name this school as one of the preferences on the form. If you wish to apply for a foundation place, you must also complete the school's supplementary form and return this to the school. Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria. In this case the application will be considered under the next most appropriate criteria based on the information on the authority's form.

Total places available The school will admit a total of 120 students to Year 7 each September. This admission number has been agreed between the governors and Richmond Council's Admissions Section. This policy applies to all admissions in the academic year 1 September 2009 to 31 August 2010.

Christ's School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

In exceptional cases, the governing body has discretion to give higher priority to particular cases where a parent or legal guardian provides professionally-supported evidence (for instance, a doctor's letter) that, at the time of application, their child has an acute medical or social need for a place at Christ's School. Information as to why Christ's School is the only school that can meet these medical or social needs and the problems that would be caused by travel to another school must be included. Application forms received without this evidence will not be considered under these exceptional grounds.

Places are divided into 70 foundation and 50 open places; priority being given to foundation places (up to the 70 quota) and then open places according to the criteria outlined below. Where two or more applicants have equal right to a place, priority will be given, within the criterion concerned, on the basis of proximity to

the school (shortest route by road and publicly maintained footpath as measured by the local authority). Lots will be used to decide between applicants who live the same distance from the school. Unsuccessful foundation applicants become open applicants. Unfilled foundation places become open places.

Foundation places are offered to children, parents or legal guardians who can demonstrate their commitment to a Christian church (defined as a full member church of Churches Together in Britain and Ireland or as a full member of the Evangelical Alliance). Parents or guardians applying for a foundation place will need to complete one of the school's own foundation place application forms in addition to the authority's application form. All applications for foundation places must be supported by the reference form from the minister of the church. If there is no supporting form from the minister, the application will be considered under the open places criteria.

In the event of over-subscription, places will be offered in accordance with the foundation places criteria set out below.

1. Looked-after children;
2. Exceptional circumstances (see notes);
3. Children who are committed members and regular worshippers, or children whose parents or legal guardian(s) are committed members and regular worshippers (see notes), at Church of England churches within the Deanery of Richmond and Barnes in the following order:
 - a. Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2009 to 31 August 2010.
 - b. Distance from the school;
4. Children whose parent(s) or legal guardian(s) are committed members and regular worshippers (see notes) of a Christian church as defined as full members by the Churches Together in Britain and Ireland or as full members of the Evangelical Alliance, (see notes) and live within three kilometres of the school, by the shortest route by road and publicly maintained footpath as measured by the local authority in the following order:
 - a. Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2009 to 31 August 2010.
 - b. Distance from the school;
5. Children whose parent(s) or legal guardian(s) are members of a Christian church as defined as full members by the Churches Together in Britain and Ireland or as full members of the Evangelical Alliance, (see notes) and live within three

Christ's School

Admissions criteria

kilometres of the school in the following order:

- Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2009 to 31 August 2010.
- Distance from the school.

Open places are offered to children irrespective of their religious background. In the event of over-subscription, places will be offered in accordance with the open places criteria set out below:

- Looked-after children;
- Exceptional circumstances (see notes);
- Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2009 to 31 August 2010;
- Children who attend one of the Church of England primary schools in the Deanery of Richmond and Barnes (St Richard with St Andrew's, Ham; the Queen's School, Kew and Holy Trinity, Richmond upon Thames) and live within three kilometres of Christ's School, by the shortest route by road and publicly maintained footpath as measured by the local authority;
- Children who attend a primary school within two kilometres of Christ's School and live within two kilometres of Christ's School, by the shortest route by road and publicly maintained footpath as measured by the local authority;
- Children living the closest to Christ's School, by the shortest route by road and publicly maintained footpath as measured by the local authority.

Waiting list Richmond Council will maintain the waiting list for Christ's School until 1 September 2009, at which point the lists will be passed to the school. Children not offered a place on 2 March 2009 will automatically be placed on the waiting list in the order of 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 in the waiting list in criteria order. This means that a child's position on the list can move down as well as up.

Appeals Parents who are not offered a place for their child at the school have the right of appeal to an independent appeal panel established under Section 94 of the School Standards and Framework Act 1998. Parents wishing to appeal should request a form from the school and return it within 14 days of the letter notifying the decision not to offer a place.

Appeals are heard by panels of people who have not taken part

in deciding how the places that were offered on 2 March were allocated. You will be invited to present your case in person and you will be allowed to bring a friend or representative to help you if you wish.



Notes:

Note i: Committed members at a congregation may be expressed by enrolment on the electoral roll, office holder in the church or parish, membership and leadership of church organisations, participation in church activities. This is not an exhaustive or exclusive list but represents the kind of participation which may be seen as evidence of being a committed member of a church.

Note ii: Regular worshipper means attending church at least twice a month for at least a year before the closing date for applications. If you, your minister or religious leader have moved recently, you must also obtain a reference from your previous church or place of worship, minister or religious leader.

Note iii: Siblings include full, half-, step-, adopted and legally fostered children living at the same home address.

Note iv: Member means attending church at least once a month for at least a year before the closing date for applications. If you, your minister or religious leader have moved recently, you must also obtain a reference from your previous church or place of worship, minister or religious leader.

Note v: The following list contains all the churches of the Deanery of Richmond and Barnes:

Barnes Team Ministry:

Barnes, Holy Trinity
Barnes, St Mary
Barnes, St Michael & All Angels

Ham: St Richard

Kew: St Anne
Kew, St Philip & All Saints with St Luke
Kew, St Philip & All Saints (the Barn Church)
Kew, St Luke

Mortlake with East Sheen Team Ministry:

Mortlake, St Mary the Virgin
East Sheen, All Saints
East Sheen, Christ Church

Petersham: St Peter

Richmond: Holy Trinity and Christ Church

Richmond Team Ministry:

Richmond, St Mary Magdalene
Richmond, St John
Richmond, St Matthias

Note vi: Exceptional circumstances - children whose parents provide professionally supported evidence at the time of application that their child has an exceptional social or exceptional medical need for a place at Christ's School. If the supporting evidence is not provided by the application closing date, the application will not be considered under this criterion.

Information as to why Christ's School is the only school that can meet the exceptional social or exceptional medical need and the problems that would be caused by travel to another school must be included. Applications

made on exceptional medical grounds must be supported (at the time of application) by a current letter from a specialist health professional, and applications made on exceptional social grounds must be supported (at the time of application) by a current letter from a social worker or other care professional working with the family. The letter should give reasons why the child's condition or circumstances make it essential for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. The information will be considered by a panel of governors who may seek independent advice before reaching a decision. If the supporting evidence described above is not provided by the application closing date, the application will not be considered under this criterion.



Waldegrave School for Girls

Admissions criteria

If there are more applications than places for Waldegrave School for Girls, priority will be given as follows:

1. Girls with a statement of special educational need that names Waldegrave School for Girls as the placement school;
2. Girls in public care and other girls who are deemed by the Council's Fair Access Panel to have a particular need that justifies priority;
3. Girls who have sisters (by which is meant full, step-, half- and adopted sisters living in the same household) at the school at the time of admission;
4. Girls living within the halves (priority Area A and priority Area B) of a rectangular catchment area. (See page 17)

Under this criterion, 85% of the places will be given to priority Area A and 15% to priority Area B as shown on map on page 17. The percentages allocated reflect the actual take-up of places. This was felt to be a fair way of allocating places that still allows girls from the eastern half of the borough to gain a place at Waldegrave. If you wish to view a more detailed map of the areas, please visit the Admissions Section at Regal House. Places will be given to those living within each area on the basis of distance from home to Waldegrave School, measured by the shortest route by road and publicly maintained footpath.

5. Any other girls on the basis of distance from home to Waldegrave, measured by the shortest route by road and publicly maintained footpath.

To view a detailed map of the Waldegrave priority areas, including the roads where the successful 2008 applicants were living at the time of application, please visit the Admissions Section on the first floor at Regal House, London Road, Twickenham. (For opening hours, please see the back cover of this brochure.)

Notes:

1. Any offer of a place on the grounds of distance depends on the girl living at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the girl's home will not be accepted. Proof of address will be required and may be the subject of further investigation.
2. Places may be allocated to girls who have an exceptional medical or social need requiring attendance at Waldegrave School for Girls rather than any other school. Such needs must be supported, at the time of application, by a report or letter from a suitable professional such as a GP, consultant or social worker. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the girls are allocated places at the preferred school. All information submitted will be regarded as confidential.
3. These criteria will apply to all applicants, regardless of the borough in which they live.
4. Late applications will not be considered until after all on-time applications have been dealt with.
5. We reserve the right to seek proof of the information you have given on the application form and to withdraw places if false information has been given.



Academies

Richmond Council has agreed to participate in the Government's academies programme.

The schools that may become academies and their preferred sponsors are:

- ▶▶ Hampton Community College - Kunskapsskolan
- ▶▶ Whitton School - Kunskapsskolan
- ▶▶ Shene School - Edutrust

Academies are publicly funded independent local schools.

They are all-ability schools which aim to raise standards by innovative approaches to management, governance, teaching and the curriculum. The involvement of sponsors allows them to bring their skills and expertise to the academy. Academies provide a teaching and learning environment which offers a broad and balanced curriculum, focusing on one or more subject specialisms. The specialisms at the three proposed academies have yet to be agreed.

Edutrust is an educational charity and a not-for-profit organisation established to promote educational excellence. It is in the process of opening ten academies across the country, including London, Birmingham, Leeds, Gainsborough, Oldham and Sheffield. Its emphasis is on personalised learning and placing the academy at the heart of the local community, both serving it and accountable to it. It sees working with partners, including the local authority, local businesses and academic institutions, such as local universities and colleges, as key to delivering its vision. Its trustees

and management have wide experience of education, including improving poor performance in schools.

Kunskapsskolan runs 30 secondary schools in Sweden as part of the state sector. It also emphasises personalised learning with clear weekly and yearly goals set for each pupil. It uses a mixture of one-to-one support, tutorials and lectures and will be adapting its approach to deliver the English National Curriculum. Kunskapsskolan are keen to work with local stakeholders to provide the best opportunities for pupils.

The preferred sponsors have both indicated to us that they will want to continue to use the Council's school admission policy.

There are a number of stages before formal agreement by the Council and Ministers is obtained for these schools to become academies. The earliest that they could open is September 2009.

We will be keeping parents informed of progress including information for those who are considering applying to the schools or academies for September 2009 entry. There will be opportunities to meet the sponsors and to discuss their proposals and a formal consultation will also be carried out during the 2008 autumn term.

If the academies open in September 2009 those children with offers at the three schools will be honoured. All children who on the last day of the 2008/09 school year are on roll in Years 7, 8, 9 and 10 of the closing school will automatically transfer to the academies on 1 September.



Frequently asked questions

What is the Council's position on attendance at school?

It is essential that students regularly attend school 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:

- ▶▶ Check that your child is in school when they should be.
- ▶▶ If a 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.
- ▶▶ Do not take your child out of school when your child is taking tests or examinations or preparing for them.

- ▶▶ Do not 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 time.
- ▶▶ Get involved with the school, find out about parents' evenings, 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.

Education Welfare Service The Education Welfare 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, call 020 8487 5479.

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 child's school governing body, or you can visit the school governors' section on the borough website: www.richmond.gov.uk

School location map



Area A and Area B refer to the two Waldegrave School priority areas. To view a detailed map of the Waldegrave priority areas, including the roads where the successful 2008 applicants were living at the time of application, please visit the Admissions Section on the first floor at Regal House, London Road, Twickenham. (For opening hours, please see the back cover of this brochure).

KEY:		
1	Christ's School	(mixed voluntary aided)
2	Grey Court School	(mixed)
3	Hampton Community College	(mixed)
4	Orleans Park School	(mixed)
5	Shene School	(mixed)
6	Teddington School	(mixed)
7	Waldegrave School for Girls	(girls)
8	Whitton School	(mixed)
9	Clarendon School	(special)
10	Strathmore School	(special)
A	Regal House	
B	Richmond Adult Community College - Clifden	
C	Richmond upon Thames College	
D	Civic Centre	
E	Richmond Adult Community College - Parkshot	

Map details shown indicate general site location only. For a more detailed map of each school visit our website at www.richmond.gov.uk/schools or telephone Education and Children's Services Reception on 020 8891 7500.



Christ's School

DCSF NUMBER: 318 4603

We are a small and welcoming learning community located on an attractive green field site beside Richmond Park. As the only church secondary school in Richmond upon Thames, our ethos and culture is built on fundamental Christian values. We have enviable facilities that help us provide for the learning needs of individual students and enhance the standards of teaching across a broad curriculum. The quality of the school experience is of paramount importance, which is why we offer a variety of activities that enrich the learning of students. We have an excellent staff of teachers and support staff, very supportive parents and some wonderful young people, working together to achieve excellence.



Christ's School is working hard to establish itself as a learning community that maximizes the achievement of its students and offers them an experience that will shape the rest of their lives. Set within 16 acres of playing fields, our school has some excellent facilities that include: a superbly equipped sports hall, new science laboratories, technology workshops and food technology facilities.

Our music centre, opened in July 2004, provides opportunities for workshops and concerts for our students, for students of local primary schools and for the local community.

We believe that each member of the school plays a crucial role in the partnership of educating our students, including the students themselves. Parents, governors and the local community are actively encouraged to be involved in the life of the school, and students are urged to enrich and expand their horizons by joining any of the wide range of extra-curricular activities on offer.

Choosing the right secondary school for your child is a vitally important decision. We recognise the crucial

role played by you as parents in the education of your children. You want them to be happy and successful so you need to feel confident that we will provide the environment where this will happen.

At Christ's, we challenge our students to learn and to develop within a caring Christian community built upon the values of the gospel. We are committed to attaining the highest standards of spiritual, moral, social, cultural and academic development. We strive for excellence in all aspects of school life and have high expectations of our community.

We submitted an application for Specialist Humanities College status in March which, if successful, will provide even more opportunities for our students at Christ's and in our neighbouring primary schools.

We operate an open door policy and welcome visitors to view the school at any time. If you share in the belief that a commitment to Christian values and to academic accountability provide the basis for excellence and success for all, please call us, come and visit the school and be part of our exciting future.



Queens Road, Richmond TW10 6HW

Phone: 020 8940 6982

Fax: 020 8332 6085

Email: info@christs.richmond.sch.uk

Website: www.christs.richmond.sch.uk

Standard intake: 120 students

Headteacher

Mr Richard E Burke MA

Chair of Governors: Mr Martin Brecknell

Open evening 2008

Monday 22 September

6.30 to 9.00pm

Open door 2008

Visits to the school can be arranged by telephoning the school

Railway services

Richmond - ¾ mile

North Sheen - ¼ mile

Bus services

391, H37, 337, 33, 65, 371, 90,

H22, R70, 290, 190, 419, 17

Linked primary schools (see page 10)

Holy Trinity CE Primary, The Queen's CE Primary,

St Richard's with St Andrew's CE Primary

Grey Court School

DCSF NUMBER: 318 4006

Set in a magnificent 25 acre site close to the River Thames, Grey Court School provides a stimulating and exciting learning environment. We have excellent facilities for delivering a 21st century curriculum, including our innovative and unique Classroom of the Future.

Highly qualified and dedicated staff provide the best possible education that allows students to reach their full potential. The school extends learning beyond the classroom and has an extensive range of extra-curricular activities, including a foreign exchange programme with France and Germany.

The school supports students of all abilities, challenging the most able and providing for students who are keen to pursue other areas of learning.



As a Specialist School in science, mathematics and computing, we have close links with local primary schools to maintain curriculum continuity. We have excellent facilities across the curriculum that support us in attaining excellence through achievement, innovation, inclusion and accountability.

Students are treated as individuals and are encouraged to be confident independent learners. Our school is a thriving and caring community where we are accountable to one another, and everyone is expected to participate in the life of the school. We have strong links with parents and a very active parents association to make sure that every student feels supported.

Our curriculum ensures that students keep as many options as possible open for further study and employment. Students go into sets in most subjects when they arrive in the school. For those students with potential, we offer an accelerated and personalised curriculum to help them complete their Key Stage 3 and Key Stage 4 studies a year early. They then move on to AS levels. Everyone in Year 7 will study English, drama, mathematics, science, a modern foreign

language, religious education, geography, history, art, design technology, music, physical education and ICT. For the 2008 to 2009 entrants onwards we have a fast track grouping in place.

We have excellent relationships with our primary feeder schools ensuring a positive induction process that allows the children to move on with confidence. A deputy headteacher has overall responsibility for the move from primary to secondary school, and together with a senior member of staff, who has responsibility for the transition phase, makes sure that all students are supported in Year 7. The induction programme includes individual parent interviews with the Year 7 tutor and a full day of activities in school for the new intake.

We believe that, like the Ingenium (Classroom of the Future), we offer our students something unique – the opportunity to explore learning in an environment that stimulates, and provides creative and innovative learning experiences. We have the facilities, the expertise and the commitment to provide children of all abilities with the opportunity to attain academic success and develop into independent and adaptable young adults.



A SPECIALIST SCHOOL IN SCIENCE, MATHEMATICS AND COMPUTING
Ham Street, Ham TW10 7HN

Phone: 020 8948 1173
Fax: 020 8332 2428
Email: info@greycourt.richmond.sch.uk
Website: www.greycourt.richmond.sch.uk

Standard intake: 200 students

Headteacher

Ms Maggie Bailey BHum MA
Chair of Governors: Mr Frank Kitson

Open evening 2008

Tuesday 30 September
6.30 to 9.00pm

Open mornings 2008

Tours will be available every Thursday and Friday starting from Thursday 18 September until Friday 17 October. The headteacher will speak at 9.15am and 11.15am

Open door 2008

Visits to the school during the normal school day can be arranged by phoning Ms Cathy Welton

Bus routes

65, 371

Linked primary schools (see page 10)

Darell Primary, Fern Hill Primary (Kingston), Holy Trinity CE Primary, Latchmere Junior (Kingston), Meadlands Primary, St Richard's with St Andrew's CE Primary, The Russell Primary

Hampton Community College

DCSF NUMBER: 318 4011

Hampton Community College offers a broad curriculum enhanced by a comprehensive study support programme which provides opportunities for academic success and prepares students for their roles as citizens of tomorrow.

The college has excellent facilities including a large sports hall, floodlit sports pitches and a fully equipped fitness suite. Specialist accommodation also includes a performing arts complex, our brand new music zone with recording studio, new science laboratories and a purpose-built theatre with lighting and sound system. Our new learning resources centre with state-of-the-art ICT facilities and a 21st century library will be opened to all students from September 2008.



The college is committed to ensuring that all students achieve their potential. We offer the best possible learning opportunities, complemented by a full programme of study support and extra-curricular activities.

Education is an on-going process and we see our links with feeder primary schools as critical to our success. We have established many extra-curricular links with our primary schools in the fields of sport and the performing arts and are now developing a range of curriculum initiatives in science, modern foreign languages and ICT. We aim to ensure that the transition from primary to secondary school is as smooth as possible and that students and their families feel supported by our transition team throughout the process.

Students are set by ability in English, maths, science and languages from Year 7 and taught in tutor groups for the remainder of their timetable. All students have the opportunity to achieve the Lingua Gold Award in French and/or German in Key Stage 3. We run a comprehensive programme for identified gifted and talented students, as well as ensuring through diagnostic setting that their needs are fully met within the mainstream curriculum. We are committed to supporting students with special educational needs

through our special access provision in Year 7 and through a modified curriculum tailored to individual need from Year 8 onwards.

All students are regularly tested and their performance assessed so that we can be sure that each is receiving an appropriate level of education for their ability. We are proud to have once again achieved a positive Value Added Score from Key Stage 2-3 last year.

Our excellence in the field of performing arts is well known and our achievement of the Artsmark Gold Award confirms our commitment to quality provision in all four arts subjects. Our music department has been completely remodelled to provide a recording studio and a suite of sound proof practice and recital rooms. We place a strong emphasis on sport, and students have access to playing fields on the Hampton School site as well as our own excellent indoor facilities and astro turf pitch.

We respect and value all individuals for the qualities, skills, knowledge and experience they bring to our college community. We offer opportunities to develop their abilities in new areas, both in the classroom and beyond.



A SPECIALIST PERFORMING ARTS COLLEGE
Hanworth Road, Hampton TW12 3HB
Phone: 020 8979 3399
Fax: 020 8783 0086
Email: info@hcc.richmond.sch.uk
Website: www.hcc.richmond.sch.uk

Standard intake: 200 students

Principal
Dr Sue Demont BA (Hons)
Chair of Governors: Mrs Diane Chidzey

Open evening 2008
Wednesday 1 October
7.00 to 9.00pm
There will be opportunities to meet the staff, governors and PTA members and to hear the Principal's address

Open mornings 2008
Monday 6 and Tuesday 7 October
Tours from 9.15 to 10.45am

Open door 2008
Visits to the college can also be arranged by ringing Mrs Heximer on ext 212

Bus services
111, 285, R70

Railway services
Hampton: 1 mile

Linked primary schools (see page 10)
Buckingham Primary, Forge Lane Primary (Hounslow), Hampton Hill Junior, Hampton Junior, Oriel Primary (Hounslow)

Orleans Park School

DCSF NUMBER: 318 4010

Orleans Park is a thriving and successful mixed community school situated on a secluded 16 acre site close to the River Thames. Our excellent reputation is consistently reflected in heavy oversubscription. Orleans Park has a High Performing Specialist School status with specialisms in mathematics, computing and languages. Orleans Park enjoys unrivalled sporting success and we have been Borough Athletics Champions for 26 consecutive years.



Orleans Park aims to work in close cooperation with parents to ensure that every pupil enjoys success. Communication between home and school is good. The weekly newsletter keeps pupils, parents and staff informed of the range of events taking place in school and, along with termly school magazines, is used to celebrate individual and collective achievements.

We are an extremely successful school, particularly in the way in which we establish a friendly, caring atmosphere in which pupils' learning and personal development can thrive.

The school has an excellent transition programme for Year 7 students. New parents are invited to an induction evening in the summer term to meet their child's form tutor, and again in September for an informal social event. All pupils spend a day in school at the beginning of July to meet their tutor, head of year and classmates. They also take part in a team-building day in September.

We provide a broad and varied curriculum, one that is designed to meet the needs of all pupils. There are opportunities beyond the core curriculum for pupils to extend their learning, both within and beyond the school day.

We recognise homework is an important feature of school life. The Library and Resource Centre is open from 8.00am, at lunchtime and after school. There are also several homework clubs.

We have an outstanding extra-curricular programme including an extensive range of sports teams, chess club, drama club, music groups and a very successful Duke of Edinburgh's Award scheme.

A number of trips take place throughout the year including theatre, concert and field study visits. More ambitious ventures such as skiing, language exchanges and sports tours are also organised.

The school also benefits from an active and very supportive Parents' Association that organises social and fund-raising events throughout the year including a highly successful comedy night and an annual barbecue.



A SPECIALIST COLLEGE IN MATHEMATICS, COMPUTING AND LANGUAGES

Richmond Road, Twickenham TW1 3BB

Phone: 020 8891 0187

Fax: 020 8744 0312

Email: info@orleanspark.richmond.sch.uk

Website: www.orleanspark.richmond.sch.uk

Standard intake: 200 students

Headteacher

Ms Joanna Longhurst BEd NPQH
Chair of Governors: Mr Laurence Mann

Open evening 2008

Thursday 25 September
6.30 to 9.00pm
Headteacher's address: 6.45pm,
7.30pm and 8.15pm

Open mornings 2008

Monday 29 and Tuesday 30 September
Headteacher's address at 9.00am, followed by
tours of the school until 10.30am

Open door 2008

Tours on a normal working day can be arranged
by telephoning the school

Railway services:

Twickenham (South West trains)
St Margaret's (South West trains)
Richmond (South West Trains, District Line)

Bus services:

R70, H22, 90, 290, 33, 267, 281, H37, R68, 110

Very limited parking on site

Linked primary schools (see page 10)

Archdeacon Cambridge's CE Primary, Chase
Bridge Primary, Ivybridge Primary (Hounslow),
St Mary's CE Primary, St Stephen's CE Junior,
The Blue Primary (Hounslow), Worples Primary
(Hounslow)

Shene School

DCSF NUMBER: 318 4020

At Shene School, we know the choice of a secondary school is difficult. How can you tell if your child will be happy and successful there? What makes one school better for your child than another?

We are passionate that every child meets his or her academic potential, for those GCSEs are the keys to opening future doors. We want students to access the widest possible array of interesting and stimulating activities within and outside of the main curriculum, to become thriving, independent learners who are proud of their school. Our guiding principles to realise our motto 'enrich the time to come' are aspire, acquire, attain and achieve.



Shene School

Shene School is a genuine comprehensive school with an able, lively and diverse student body. We believe every child matters and that our school should serve its local community where everyone can be the best they can.

Our site is very pleasant and benefits from playing fields, dance and drama studios, modern, airy classrooms, a professional quality fitness suite, a new maths and library building, a floodlit all-weather playing pitch and a state-of-the-art language suite.

The curriculum has been designed to meet the needs of each pupil, because we consider every child as an individual.

In Year 7 the most academically able join our fast-track classes, giving them opportunities to take some GCSEs early. They will also be in a good position to access the more academic Key Stage 4 route. We also provide an innovative programme to help Year 7 students make the transition more easily through a learning, enrichment and skills-focused programme.

In Years 7 to 9, students study a broad and balanced curriculum which includes subjects such as

discrete citizenship, a second language for those who wish to study one and four technology subjects.

In Key Stage 4 (Years 10 and 11), we offer a rich and exciting programme through three separate routes, depending on your child's abilities and interests. The most academically motivated students can achieve up to 13 GCSEs, through such subjects as triple science, statistics, BTEC engineering or OCR Nationals in ICT (worth up to four separate GCSEs). Most students will be offered the full range of expected courses such as three modern foreign languages, three humanities, art, photography, dance and business studies. Some students will choose to opt for vocational subjects such as hair and beauty, carpentry and horticulture. Most of the vocational courses are offered through college providers, supported by the school.

We are particularly proud of our award-winning arts faculty and our prestigious Artsmark Gold award, the quality of the individual, caring support offered through our Learning Access team, our wide range of sporting achievements and opportunities, and our successful Duke of Edinburgh's Award programme.

We welcome any parent or carer who would like to visit the school during open week. If you are unable to visit then please ring us and we will be delighted to arrange a mutually convenient time.



Park Avenue, London SW14 8RG

Phone: 020 8876 8891

Fax: 020 8392 9694

Email: info@shene.richmond.sch.uk

Website: www.shene.richmond.sch.uk

Standard intake: 215 students

Headteacher:

Ms Lesley Kirby BEd MA NPQH

Chair of Governors: Ms Tina Jones

Open evening 2008

Thursday 2 October

Arrive 6.15pm. Open to 8.30pm

Headteacher will speak at 6.30pm

Open mornings 2008

Every Tuesday and Wednesday morning from 16 September until 22 October, by appointment

Open door visits 2008

The school warmly welcomes parents visiting on any normal school day prior to arrangement. Please contact the school office to arrange a visit

Transport

Train to Mortlake Station or Barnes Station

Buses: 33, 337, 209, 493

Linked primary schools (see page 10)

The Alton Primary (Wandsworth), Barnes Primary, Brackenbury Primary (Hammersmith and Fulham), East Sheen Primary, Lowther Primary, St Faith's CE Primary (Wandsworth), St Paul's CE Primary (Hammersmith and Fulham), St. John's, Walham Green (Hammersmith and Fulham) and Sheen Mount

Teddington School

DCSF NUMBER: 318 4013

Teddington School is a very successful, popular and over-subscribed school held in high esteem within the local community. The school meets the diverse needs of all its students, offering an appropriate range of curricular and extra-curricular opportunities within a challenging, supportive and civilised community. We believe in creating a learning environment where our highly skilled staff can foster a secure ethos of achievement. We aim to produce confident, capable young people who can express themselves whilst showing respect and understanding for others.



Teddington School is a very successful and popular school situated in a beautiful part of the Richmond Borough close to the River Thames.

As a co-educational comprehensive, the school mirrors society at large and as such we believe it is the most appropriate environment for children to learn and develop. Our standards are high and we aim to provide the best possible learning opportunities to help every child fulfil their maximum potential academically, culturally and socially.

Through a diverse range of opportunities, our students leave us after five years of study as well rounded, considerate and confident young adults. Through our designation as a Specialist Visual Arts College, we are bringing new resources and opportunities into the school that will further enrich the academic life of students. We have an outstanding academic record, as well as considerable expertise in performing arts and sport, and a flourishing programme of extra-curricular activities.

At Teddington there is an atmosphere of care and concern for each individual. We believe that an individual student's welfare and development can best be fostered in a framework of firm but fair discipline. We emphasise the importance of personal responsibility and good

relationships with all members of the school, while recognising and accepting that students have their own strengths and areas of interest. We encourage a sense of partnership between home and school so that parents will feel committed to and involved in the life of the school.

By valuing each student in all aspects of school life we:

- ▶ Promote self-esteem, self-discipline and respect for others within school and the wider community.
- ▶ Promote an atmosphere in which achievement, effort and participation are highly valued.
- ▶ Provide an encouraging and stimulating learning environment.
- ▶ Provide every student with a well-balanced, high quality and relevant curriculum.

The future

We look forward with great excitement to the rebuilding of Teddington School. This is a wonderful opportunity; the excellent design will, when complete, provide our students with an outstanding physical environment. State-of-the-art teaching facilities and resources will ensure the best possible all-round educational experience for our students.



A SPECIALIST VISUAL ARTS COLLEGE
Broom Road, Teddington TW11 9PJ
Phone: 020 8943 0033
Fax: 020 8943 2999
Email: info@teddington.richmond.sch.uk
Website: www.teddington.richmond.sch.uk

Standard intake: 225 students

Headteacher

Mr Richard Weeks MBA (Ed) BA FIMgt
Chair of Governors: Mr Jack Stephen

Open evening 2008

Monday 29 September 7.00 to 9.00pm

Morning tours 2008

Tours start at 9.30am from Wednesday 1 to Thursday 23 October. Please contact the office for an appointment

Railway services

Hampton Wick - ¼ mile

Bus services

281, 485, 11, 411, R68

Linked primary schools

 (see page 10)

Collis Primary, Sacred Heart RC Primary, St John the Baptist CE Junior, St Mary's and St Peter's CE Primary, St Paul's CE Junior (Kingston), Stanley Junior, Trafalgar Junior

Waldegrave School for Girls

DCSF NUMBER: 318 4021

Waldegrave School is a comprehensive school offering outstanding opportunities for girls aged 11 to 16. Set in an attractive 14.5 acre site, the school is well equipped and well cared for by students, staff and parents. High standards in teaching, learning and behaviour lead to a calm, disciplined but exciting learning environment in which students of all abilities can succeed. Since September 2004, Waldegrave has been a Specialist Science College which has led to further improvements for our curriculum and buildings. Students are not selected according to scientific ability and our curriculum is broad and balanced. This supports our aim that students and staff should enjoy learning, experience success, and develop their full potential.



The school has achieved many awards that recognise its success. In January 2007 Ofsted said 'Waldegrave is an outstanding school'. 'Standards are high and all students do extremely well academically and in their personal development'. 'The quality of teaching is impressive and there is a real sense that the staff want students to be successful and enjoy school.'

We believe that our most successful students are those that involve themselves fully in the life of the school. We hold awards for arts and sports as well as the Healthy Schools and Eco Schools standards. Clubs, including musical, sports, dance and drama, ICT and study support, provide additional opportunities for students to achieve. We also encourage students to support charities of their choice by organising fund-raising activities.

There are also cultural events, curriculum-related visits in the local area, as well as residential trips and holidays.

Waldegrave students come from many primary schools so we have a carefully planned programme of events to help girls settle into Year 7. When a place has been offered, girls and parents attend a short interview. Girls attend an induction day getting to know their tutor and classmates. In September, all Year 7 girls take part

in a team building day to build good relationships. Each tutor group has two attached prefects who provide advice and support, and help them with charity events and assemblies.

In Year 7 students are initially taught in tutor groups for many subjects. However, setting is introduced for mathematics early in the first term and some other subjects later in the year. All students are given a study planner to write down homework assignments and record their achievements during the year. This helps students organise their workload and is a useful means of communication between home and school as parents and tutors sign it each week.

The school enjoys the support of an active PTA and governing body. Parents and governors are invited into school for plays, concerts, curriculum evenings, and celebration of achievement afternoons, as well as parents' meetings to discuss progress. A weekly newsletter and a regularly updated website keep parents informed on the life of the school.

You are very welcome to visit the school on open evening or on a working day. We look forward to seeing you.



Science



Healthy School



Sportsmark 2002



Investor for Careers



Training Schools



Arts Council



Green flag



Blue and yellow flag



A SPECIALIST SCIENCE COLLEGE
Fifth Cross Road, Twickenham TW2 5LH
Phone: 020 8894 3244
Fax: 020 8893 3670
Email: info@waldegrave.richmond.sch.uk
Website: www.waldegrave.richmond.sch.uk

Standard intake: 200 students

Headteacher

Mrs Philippa Nunn BSc, MA, NPQH
Chair of Governors: Mrs J Fellows

Open evening 2008

Wednesday 24 September 6.30 to 8.30pm
The headteacher will speak at 6.30pm and again at 8.00pm
Tours will leave from the foyer between 6.30 and 7.00pm and will finish by 8.00pm
This event is very busy and there is little parking available on site or nearby. Visitors are advised to travel by public transport or on foot

Open morning 2008

Thursday 25 September 9.00 to 10.30am
Tours will start from the foyer from 9.00am and will finish at 10.00am
The headteacher will speak at 10.00am

Open door 2008

Visits to the school during a normal working day can be arranged by telephoning the school

Railway services

Fulwell Station - 1/2 mile
Strawberry Hill Station - 3/4 mile

Bus services

267, 281, H22, 110, 290, 33, R70, R68

Whitton School

DCSF NUMBER: 318 4016

Whitton School is a vibrant and thriving mixed comprehensive school. In our recent Ofsted inspection we were praised for the excellent relationships between staff and students and our sports work was recognised as outstanding. We have an excellent reputation as a sports college and in a recent visit from the Department of Culture, Media and Sport we were particularly praised for the excellent provision for the non-sporty child. We have an accelerated learning programme through which our higher ability students can study subjects early; for example, some students take GCSE in Year 10 and AS Level in Year 11. As one of the smaller secondary schools in the area we develop a detailed knowledge of each child very quickly and this helps us to support and challenge students throughout their time at Whitton School.



We have close links with our local primary schools and many students visit us when they are in Years 4, 5 and 6. This makes the transfer to secondary school less daunting. We use information from our feeder schools to help us place students into tutor and teaching groups where they can be most successful. We set students from the beginning of Year 7 in mathematics, English and science. As children progress through the school, they are also placed into sets for other subjects and, depending upon progress, are moved from one set to another.

The school is now developing curriculum links with schools in Toulouse, Ghana and Canada and the vision for the school is decisively an international one as we move towards the 2012 London Olympics.

At Key Stage 4, students can choose to follow one of three pathways – academic, vocational or a mixture of the two. We have an expectation that most of our students will go on to further and higher education.

In addition to delivering the usual academic subjects, we are able to offer a far wider range of sporting and health-related opportunities than other schools. There

are over 100 clubs and extra-curricular activities a week, catering for all tastes. We have an exciting programme for gifted and talented children that is organised by our advanced skills teacher.

We are the centre of the Richmond Schools Sports Partnership and have recently opened a well-equipped facility to train adults from across the borough in PE and sport. This facility is available for student use. We have fantastic refurbished science laboratories, interactive learning rooms, good ICT facilities and new art studios.

In our 2007 survey, parents stated that there is high quality teaching, a friendly and purposeful atmosphere and students are encouraged to be mature and responsible. Parents commented that staff are approachable, expectations are high in all areas and their children make good progress.



A SPECIALIST SPORTS COLLEGE
Percy Road, Twickenham TW2 6JW
Phone: 020 8894 4503
Fax: 020 8894 0690
Email: info@whitton.richmond.sch.uk
Website: www.whitton.richmond.sch.uk

Standard intake: 200 students

Acting Headteacher

Mr Philip Davies BEd (Hons), NPQH
Chair of Governors: Mrs K Bridger

Open evening 2008

Tuesday 23 September
6.30 to 8.45pm
The headteacher will speak at 6.30pm

Open mornings 2008

Wednesday 17, Thursday 18, Friday 19 and
Monday 22 September.
Tours commence at 9.15, 10.00 and 11.15am
and will last approximately 40 minutes.
The headteacher will speak at the end of each tour

Open door 2008

Visits to the school can be arranged by
telephoning the school

Railway services

Whitton - ¼ mile

Bus services

110 Twickenham - Hounslow
H22 Richmond - Hounslow West
281 Tolworth - Hounslow

Linked primary schools (see page 10)

Bishop Perrin CE Primary, Crane Park Primary
(Hounslow), Heathfield Junior, Nelson Primary

Special educational needs

What if I think my child has special educational needs (SEN)?

All mainstream schools must by law provide education for all their students who have special educational needs. Teaching must be adapted for individual students, according to their particular needs.

Your child's class teacher or the special educational needs coordinator at your child's primary school will be able to provide advice. For more information, contact Richmond Council's Special Educational Needs Section on 020 8891 7541. If your child's special educational needs can be met within a mainstream school, the secondary school where your child is offered a place will liaise with your child's primary school to gain a clear understanding of your child's needs and make sure that appropriate help is available.

What if my child has a statement of special educational needs?

If your child has a statement of special educational needs, arrangements are slightly different. You must still fill in the secondary application form but you should make it clear on the form that your child has a statement.

Your child's statement defines what educational arrangements need to be made for your child, and includes related reports and documents as appendices. Your child's primary school will hold an annual review of your child's statement at the end of Year 5 or beginning of Year 6. The annual review meeting will help you consider which school you would like your child to attend for secondary education. When you fill out the secondary application form, you will be able to say which school you prefer for your child. Further arrangements will then be handled by Richmond Council's Special Educational Needs Section. Richmond Council's Special Educational Needs Panel will make the final decision about the school placement, in consultation with you. Your child's statement will be amended to include the name of the new school in Part 4. It will also set out the additional resources to meet your child's special educational needs that will be provided at this school.

What if my child has a disability that makes moving around the new school difficult?

You will be able to discuss this with your child's new school. By law, schools must have an accessibility plan setting out their arrangements for providing physical access to the school, access to the curriculum, and access to information.

The school will carry out an assessment, in consultation with professionals who know your child, to see if any physical adaptations need to be made. Governors must publish information

about the arrangements for admitting disabled students, the steps taken to prevent discrimination and the facilities provided to assist such students.

Your child's class teacher at primary school and form tutor at secondary school, or the special educational needs coordinator should be the first point of contact if you are worried about your child's learning as they will be able to provide advice and appropriate help.

Governing bodies of all maintained mainstream schools have a legal duty to report to parents each year on their policy for students with special educational needs. Governors must also make every effort to see that the necessary special arrangements for any student who has SEN are in place.

Richmond House is a unit for students aged 11 to 16 with a statement of special educational needs, of which the main element is emotional and behavioural difficulties. It is a borough-wide resource managed by the governors and principal of Hampton Community College (HCC). All students are taught by specialist staff and supported by them when they attend mainstream lessons. Teaching assistants work with teachers at Richmond House and at HCC to promote students' achievement.

Whitton Gateway is a unit for pupils aged 11 to 16 with Autistic Spectrum Disorder (ASD). It opened in September 2006 on the Whitton School site. Purpose-built to accommodate pupils across the borough, this centre provides an innovative approach to student learning involving:

- ▶ both mainstream and individualised learning;
- ▶ a bespoke curriculum for learners which incorporates ICT methodologies;
- ▶ multi-sensory learning; and
- ▶ all the benefits of the facilities at Whitton School, including its sports specialism facilities and student support programme.

For more information contact the Centre Manager, Mr Bob Pulman on 020 8894 4503.

Special schools



Clarendon School

Hanworth Road
Hampton
TW12 3DH
Phone: 020 8979 1165 Fax: 020 8941 3069
Email: info@clarendon.richmond.sch.uk
Website: www.clarendon.richmond.sch.uk
Headteacher: Mr John Kipps BSc (Hons) PGCE NPQH

Clarendon School is a day special school for students aged 7 to 16 who have learning difficulties. It manages the off-site unit at Oldfield House for students aged 7 to 11 with behavioural, emotional and social difficulties. The school received an extremely positive Ofsted report in 2007, and is consistently within the top 25% of special schools nationally in the DCSF value-added tables at Key Stages 2 to 4.

Classes are small with an emphasis on the individual. Work is broken down into small, achievable yet challenging steps. A large team of skilful teaching assistants work alongside teachers to support teaching and learning throughout the school.

Students study for an increasing range of accreditation: ASDAN Youth Awards, Entry Level Certificates and GCSEs. We are proud of the numbers of students each year who receive the Duke of Edinburgh's Award.

Clarendon is an extended school, offering a broad range of extra-curricular activities.



Strathmore School

Meadlands Drive
Petersham
TW10 7ED
Phone: 020 8948 0047 Fax: 020 8948 0047
Email: info@strathmore.richmond.sch.uk
Website: www.strathmore.richmond.sch.uk
Headteacher: Ms Ann Nanasi MA NPGH

Strathmore School is a community special school for pupils aged between 7 to 19 who have severe or profound and multiple learning difficulties. In addition some pupils have autism.

Our facilities include a hydrotherapy pool, inspirational playground for outside learning, sensory stimulation and dark area, and bungalow for teaching aspects of independent living.

We follow the National Curriculum and additional curriculum to meet the needs of all our pupils and adopt the TEACCH approaches when working with children who have autism.

We have a good liaison with our stakeholders to provide an integrated quality education for our pupils. The school works closely with local primary, secondary schools and post-16 colleges.

Strathmore School has been awarded Investor in People, Activemark, Sportsmark, Artsmark Gold and Healthy Schools awards. Students in our Years 11 to 14 follow nationally recognised courses in ASDAN Transition Challenge and Towards Independence gaining accreditation in these. Students take part in the Duke of Edinburgh's Award scheme at both Bronze and Silver levels.



INVESTOR IN PEOPLE



How to apply All the benefits in this section relate to Richmond upon Thames residents for 2008/2009. If you live elsewhere, you should contact your own council.

Free school meals If you receive Income Support or Job Seeker's Allowance (income-based) or Pension Tax Credit or Child Tax Credit but not Working Tax Credit and have an annual taxable income of less than £15,575 or are being financially supported by either the National Asylum Support Service (NASS) or Richmond upon Thames 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 You may qualify for a grant towards the cost of your child's school uniform on entry to secondary school at age 11, if you meet the eligibility criteria for free school meals (see above), or are receiving Working Tax Credit.

Contact Pupil and Student Finance on 020 8891 7587 for an application form.

Travel London Borough of Richmond upon Thames residents will be entitled to free home to school travel if:

- ▶▶ they are in Year 11 or below of a maintained school; and
- ▶▶ the walking distance between home and school, measured by the shortest route by road and publicly maintained footpaths, is more than three miles (or two miles if aged 7 or less); and
- ▶▶ their school is the nearest suitable maintained school of its type (community or of a particular religion or denomination). Please note, however, that this criterion does not need to be fulfilled if the applicants have just moved to the borough and the students are in Year 10 or 11 at their school; and
- ▶▶ the school attended is not accessible within a timetabled journey of less than one hour by buses on which the Transport for London free travel concession for under-16s applies throughout the entirety of the bus journey(s).

If a child attends a school which is not the nearest suitable maintained school of its type, but the nearest such school with a place available is also more than three miles (or two miles if aged 7 or less) from home, then assistance is given to the value of travel costs to either the school attended or to the nearest school, whichever is cheaper.

A child attending the nearest maintained non-denominational single-sex, selective or partially-selective school is not eligible for a travel pass if a place is available at a maintained non-selective, co-educational school nearer to home.

If a student's circumstances change, either because of a change of address, or because of a change of school, they may be eligible for free travel concessions.

This would be considered if the student is in the final year of a primary school; or the student is in the last two years of a secondary school and is taking GCSE examinations; or the student is taking a specialist course. Free travel is not available purely on the basis of parental preference for single-sex education.

Further information on the Council's full home to school travel policy can be obtained from the Pupil and Student Finance Section on 020 8891 7587.

Special schools and units If a student has a statement of special educational needs which includes transport provision, separate arrangements will be made, in accordance with SEN transport policy. Copies of this can be obtained by ringing the SEN section on 020 8891 7541.

School journeys If you are on a low income, you may be able to obtain help from your child's school. For more information you should contact the headteacher.



Secondary transfer information 2008

The table below shows how places were allocated at the initial allocation stage for maintained schools 2008.

	Christ's School	Grey Court School	Hampton Community College	Orleans Park School	Shene School	Teddington School	Waldegrave School for Girls	Whitton School
Published no. of places	120	200	200	200	215	225	200	200
Total no. of 'on time' first preference applications	180	60	105	248	49	259	266	67
No. first preference offers	100	60	105	172	48	191	186	67
No. second preference offers	34	47	26	36	29	40	41	28
No. third preference offers	10	34	21	5	15	7	1	17
No. fourth preference offers	5	29	4	2	14	2	2	6
No. fifth preference offers	1	13	4	0	6	0	0	0
No. sixth preference offers	0	8	4	0	0	0	0	11
Alternative offers made on distance where no preference can be met	0	20	33	0	86	0	0	31
TOTAL OFFERS MADE	150	211	197	215	198	240	230	160
How places were allocated by criteria								
Special circumstances/ in care/SEN	6	2	5	10	1	9	7	3
Siblings	50	36	35	73	30	58	42	25
Link schools	34	89	98	132	26	173	N/A	39
Distance	60	64	26	0	55	0	181	52

Post-16 and casual admissions

Diversity In line with many secondary schools across the country, all Richmond Council secondary schools are developing their own distinctive areas of curriculum specialism.

There are now six nationally approved specialist schools in the borough. The specialist schools use their increased expertise and additional resources allocated under these schemes for the benefit of students within their schools and for the wider school community. Over the next few years, the other secondary schools will develop their areas of specialism, increasing further the diverse opportunities for learning across the schools. All Richmond Council secondary schools offer a wide variety of courses leading to GCSE and equivalent examinations. These include academic and vocational options.

Post-16 education In 2007, 84% of students who enjoyed Richmond Council's education through secondary school continued into post-16 education.

Pupils leaving Richmond upon Thames secondary schools for full-time further education in 2007 went on to a range of institutions including Richmond upon Thames College, Esher College, Kingston College and West Thames College.

Casual admissions If you are new to the area and want to apply for a place for your child in Years 8 to 11 (or Year 7 once that year has already started) of any Richmond Council secondary

school, you should contact your preferred school direct to check the availability of places. If the school does not have a place in the year group you require, you should ask for your child's name to be added to the waiting list. Waiting lists operate in accordance with the appropriate admission policy for that academic year. You should also contact the Admissions Section for details of the appeals process.

If you are thinking of transferring your child from one Richmond upon Thames secondary school to another, you are strongly encouraged to discuss the matter with your child's current class teacher, head of year or headteacher before you take any further action. It is often the case that some children take a while to settle into their new secondary school and asking the school for further help may resolve any difficulties that your child may be experiencing. If you do not wish to talk to the school, it may be helpful to discuss the matter with the Education Welfare Service (phone 020 8487 5479).

If you have any general queries regarding the admissions process, please contact the Admissions Section on 020 8891 7514.

Neighbouring councils

If your child lives outside the London Borough of Richmond upon Thames, you should obtain and complete the secondary admission application form of the council in which your child lives.

Although all councils within London and its surrounding areas are working together to process secondary admission applications in accordance with a common timetable, you should note that admission policies vary from council to council and from school to school. You must therefore obtain full details of, and make sure that you find out the order in which places are offered at, any schools that you prefer.

LONDON BOROUGH OF HOUNSLOW

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

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. 020 8753 3643/3664

LONDON BOROUGH OF WANDSWORTH

Pupil Services Section, Children's Services, The Town Hall, Wandsworth High Street, London SW18 2PU. 020 8871 7962

ROYAL BOROUGH OF KINGSTON UPON THAMES

Education and Children's Services, Guildhall, Kingston upon Thames KT1 1EU. 020 8547 4610

SURREY COUNTY COUNCIL

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

Translation advice

Please contact us if you need this leaflet in Braille, large print, on audio tape or another language on 020 8891 7500 or Minicom 020 8891 7539.

Albanian	Nese keni veshtersi per te kuptuar kete botim, ju lutemi e jani ne receptionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.	Gujarati	જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થાનના સંપર્કમાં પર આવો, જ્યાં અમે દેશિકાન પર શુદ્ધ રાતીમાં ઉચ્ચગોળીયા સેવાની સેવાઓ કરી આપીશું.
Arabic	إن كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الاستقبال في العنوان المعطى أدناه حيث يمكننا أن نرتب لخدمة ترجمة شفوية هاتفية.	Punjabi	ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੈਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਸੰਪਰਕ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰੀਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।
Bengali	এই পত্রিকাটির বিষয়ে আপনার কোনো প্রশ্ন থাকলে, দয়া করে নিচের ঠিকানায় আমাদের সাথে যোগাযোগ করুন। আমরা আপনাকে মুখের মুখে অনুবাদ সেবা প্রদান করতে সক্ষম হব।	Urdu	اگر آپ کو اس پمکٹیکے بارے میں کوئی سوال ہے، تو براہ کرم نیچے دیئے گئے پتے پر ہمیں رابطہ کریں۔
Farsi	اگر در فهمیدن این نشریه مشکلی دارید لطفاً به میز پذیرش در آدرس فوقه شده در زیر مراجعه نماید تا ترتیب ترجمه تلفنی برایتان فراهم آورد شود.		

Published by:

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Brochure design: www.crescentcreative.co.uk

The information in this brochure was correct at the time of going to press July 2008





Apply online via

www.richmond.gov.uk/online_admissions

Please keep this brochure until you have received and accepted an offer of a secondary school place for your child.

If you have any questions regarding school admissions, please contact:

Education and Children's Services
Admissions Section
London Borough of Richmond upon Thames
Regal House
London Road
Twickenham
TW1 3QB

Opening hours: Monday - Thursday, 9.00am-4.45pm;
Friday, 9.00am-4.30pm

Phone: 020 8891 7514

Minicom: 020 8891 7539

Fax: 020 8891 7714

Email: education.admissions@richmond.gov.uk

Website: www.richmond.gov.uk