

Consultation on School Admission Arrangements for 2013/14 entry

Circulation:	Headteachers of Community Schools Chairs of Governors of Community Schools Headteachers of Voluntary Aided Schools Chairs of Governors of Voluntary Aided Schools Principals of academies Chairs of Governors of academies Neighbouring Local Authorities (LAs) Ethnic Minority Advocacy Group Richmond upon Thames Admissions Forum Elected members Diocesan Boards of Education
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Deadline for responses:	13 January 2012
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The Education (Determination of Admission Arrangements) (England) Regulations 1999 and the Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2002 require the LA to consult with admission authorities within our 'relevant area' and with our neighbouring LAs on the proposed admission arrangements prior to making a determination.

The relevant area is defined as within the administrative boundary of the London Borough of Richmond upon Thames.

This consultation is in respect of:

- proposed oversubscription criteria for community nursery, primary and secondary schools;
- a co-ordinated inter-LA primary school admissions scheme;
- a co-ordinated inter-LA secondary school admissions scheme;
- a co-ordinated in-year admissions scheme; and
- admission numbers for community primary and secondary schools.

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INTRODUCTION

1. Nursery admissions

- 1.1 Admissions to nursery schools are not administered in accordance with the Department for Children, Schools and Families' School Admissions Code ('the Code'), as nursery education is non-statutory.

2. Primary admissions

- 2.1 The latest revised version of the Code sets out the responsibilities of each local authority (LA) in determining primary admissions arrangements, which must be co-ordinated so that all applications are made via the home LA.
- 2.2 Those arrangements require a common application form upon which parents will be able to express up to at least three preferences for community, foundation and voluntary-aided (VA) state-sector infant and primary schools within or outside the home LA's boundaries, with the aim of producing just one offer of a school place per child.
- 2.3 The scheme outlined on pages 8-12 reflects mandatory and discretionary elements of a draft scheme produced by the London Inter-Authority Admissions Group.
- 2.4 The proposed admissions criteria for the LA's community primary schools are outlined on page 13.
- 2.5 The criteria for the VA primary schools within the borough are subject to separate statutory consultation to be carried out by the schools' governing bodies by 1 March 2012 and to be determined by 15 April 2012.

3. Secondary admissions

- 3.1 The Code sets out the responsibilities of LAs in determining secondary admissions arrangements, which from 2005 onwards have been co-ordinated across LA boundaries, in accordance with Government requirements. Each LA is required to draw up a scheme that sets out the details and the timetable of the administrative process.
- 3.2 Each LA must produce a common application form upon which its resident parents will be able to express a minimum of three preferences for any community, foundation, and voluntary-aided schools both within and outside the home LA's boundaries. The aim is that one offer – and one offer only, even if for a school outside the LA – will be made on 'National Offer Day' (1 March 2013 for 2013/2014 entry) by the LA to all of its residents who applied by the closing-date. It is recommended, although not obligatory, that LAs use a common timetable for applications and for exchange of information prior to National Offer Day and seek to align their arrangements as closely as possible with their neighbouring LAs.
- 3.3 From 2005/2006, all London LAs and all the adjacent LAs, including Surrey and Slough, agreed to use a common scheme that incorporates both a common timetable and application forms that have common elements. All London LAs agreed to allow parents to make up to six school preferences. Buckinghamshire and Slough have since withdrawn from the pan-London scheme.
- 3.4 The proposed scheme for 2013/2014 admissions, which varies from the 2012/2013 scheme in its relevant dates, is set out on pages 14-17.

- 3.5 The proposed admissions criteria for the LA's community mixed secondary schools, which vary from those adopted in 2012/2013 by proposing the removal of the 'linked school' criterion, and for Waldegrave School for Girls are outlined on pages 18 and 19-20 respectively.
- 3.6 The criteria for the academies within the borough are subject to separate statutory consultation to be carried out by their governing bodies by 1 March 2012 and to be determined by 15 April 2012.

4. In-year admissions

- 4.1 From September 2010, each LA had a statutory duty to co-ordinate in-year admissions for schools in its area.
- 4.2 The proposed scheme for 2013/2014 admissions does not vary from the scheme proposed for 2012/2013 admissions and is outlined on pages 21-25.

5. Admission numbers

- 5.1 The proposed admission numbers for the borough's community primary and secondary schools are outlined on page 26.

THE CONSULTATION PROCESS: HOW TO MAKE YOUR VIEWS HEARD

Views are welcome regarding all the models by the deadline date of **13 January 2012**. A consultation response form has been included at pages 23-25 of this document for your convenience.

Any parents of children in Richmond Borough primary schools who wish to comment on any of the proposals outlined in this document should complete the response form and return it to the headteacher of their child's school.

Any other members of the public who wish to comment on any of the proposals should complete the response form and send it to: **Matthew Paul, Head of School Commissioning, Education, Children's and Cultural Services, London Borough of Richmond upon Thames, Civic Centre, York Street, Twickenham, TW1 3BZ**, or e-mail it to m.paul@richmond.gov.uk.

In addition, parents and other members of the public may, by prior appointment, visit the Civic Centre and discuss the proposals with Matthew Paul. To arrange an appointment, please telephone 020 8891 7588.

Consultation responses will be collated into a summary document, which will be considered by Richmond upon Thames Admissions Forum at its meeting to be held on **6 February 2012**. The Forum will seek to reach consensus on whether or not to recommend the proposals for adoption by the Council.

The Council's Cabinet will consider the proposals and the consultation responses, and thereby determine the 2013/2014 admission arrangements for the borough's community schools, at its meeting on **22 March 2012**.

OVERSUBSCRIPTION CRITERIA FOR COMMUNITY NURSERY SCHOOLS

The proposed oversubscription criteria for admission to community nursery schools for 2013/2014 do not differ from those agreed and implemented for 2012/2013 admissions. The proposed criteria are therefore as follows: -

Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the school by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care;
2. Children who have an exceptional medical or social need requiring attendance at the nursery school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. 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 children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the attached infant or primary school at the point of admission;
4. Richmond upon Thames resident children living closest to the preferred school, measured by the shortest route by road or 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 (GIS).
5. Other children living closest to the preferred school, measured by the shortest route by road or maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home, out of the front entrance, to the nearest pedestrian school gate used by nursery children. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

Notes:

1. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
2. Late applications will NOT be considered until after all on-time applications have been dealt with.
3. Each school reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.

You can make your views known on these proposals on page 27 of this document.

INTRODUCTION TO ADMISSION ARRANGEMENTS FOR RECEPTION ADMISSIONS

One model scheme, which reflects the new statutory requirement for parents to make applications via their home LA, is offered for consideration as part of the consultation process.

The main components of the scheme can be summarised as follows: -

1. A common application form for home residents, enabling the expression of up to at least three preferences.
2. Applications are to be made by a common pan-London closing-date, and offers of places at all schools, including VA schools, are to be made on the same nationally-prescribed date.
3. It must “provide a means for determining what single offer of a school place should be made, where more than one preferred school can potentially be offered”.
4. Procedures must be agreed for dealing with applications received after the closing-date but before the offer-date; and after the offer-date but before the start of the school year. In-year admissions (i.e. after the start of the school year) are subject to a separate consultation process.

The scheme that was introduced for 2006 entry and has been used since operates on an ‘equal preference’ basis, rather than ‘first preference first’, to determine offers, and with an earlier closing-date so as to enable the consequently larger number of GIS measurements that the LA would need to make. Under ‘first preference first’, the LA would only measure distances from home to school for parents’ first preferences unless a school is under-subscribed with first preferences in which case measurements may need to be made in respect of subsequent preferences. ‘Equal preference’ means that, although parents will be asked to rank up to three preferences, those preferences will be considered against the admissions criteria of all three schools simultaneously and the ranking will only be used if more than one potential offer can be made, at which point the highest-ranked of those potential offers will become the actual offer.

The scheme is outlined on pages 8-12, and you make your views known on the proposed scheme on page 27 of this document.

Failure to secure local agreement to the adoption of the proposed scheme could lead to the imposition of a co-ordinated scheme by the Department for Education.

CO-ORDINATED SCHEME FOR RECEPTION ADMISSIONS

Introduction

This scheme is made by the London Borough of Richmond upon Thames in accordance with the School Standards and Framework Act 1998.

The scheme

Applications

1. Applications from residents of Richmond upon Thames LA's area will be made on Richmond upon Thames LA's Common Application Form, which will be available to be submitted on-line. Parents and carers will be encouraged to apply online, and paper copies of the Common Application Form will only be available on request.
2. Richmond upon Thames LA will take all reasonable steps to ensure that every parent/carer who is resident in Richmond upon Thames LA and has a child in a nursery class within a maintained school, either in Richmond upon Thames LA or any other maintaining LA, receives a copy of Richmond upon Thames LA's admissions booklet, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in Richmond upon Thames LA, and will include information on how they can access their home LA's Common Application Form.
3. Admission authority schools within Richmond upon Thames LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Richmond upon Thames LA's area, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
4. Where supplementary information forms are used by admission authorities in Richmond upon Thames LA's area, they will be available on Richmond upon Thames LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Richmond upon Thames LA's admission booklet and website will indicate which schools in Richmond upon Thames LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Richmond upon Thames LA receives a supplementary information form, Richmond upon Thames LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 3.7 of the School Admissions Code.
6. Applicants will be able to express a preference for up to three maintained primary schools or academies within and/or outside the home LA .
7. The order of preference given on the Common Application Form will not be revealed to a school within Richmond upon Thames LA's area, in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent resident in Richmond upon Thames LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest-ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

8. Richmond upon Thames LA undertakes to carry out verification of addresses against Council records. Where Richmond upon Thames LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA as soon as possible.
9. Richmond upon Thames LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **25 January 2013**.
10. Richmond upon Thames LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **25 January 2013**.

Processing

11. Applicants resident within Richmond upon Thames LA must complete and return the Common Application Form, either on-line or in the paper copy, to Richmond upon Thames LA by **15 January 2013**.
12. Application data relating to preferences for schools in other participating LAs will be up-loaded to the PLR by **1 February 2013**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Richmond upon Thames LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
14. Where such applications contain preferences for schools in other LAs, Richmond upon Thames LA will forward the details to maintaining LAs via the PLR as they are received. Richmond upon Thames LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
15. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme will be **15 February 2013**.
16. On **1 February 2013**, Richmond upon Thames LA shall pass to VA primary schools within its area data relating to on-time applications made for those schools; and will pass in as timely manner as is possible to those schools the details of any applications received between 15 January and 17 February that are deemed to be 'on-time'.
17. By **22 February 2013**, VA primary schools within Richmond upon Thames LA's area shall pass to Richmond upon Thames LA their lists of applicants ranked in criteria order.
18. All preferences for schools within Richmond upon Thames LA will be considered by the relevant admission authorities without reference to rank order, in accordance with paragraph 2.16 of the School Admissions Code. When the admission authorities within Richmond upon Thames LA have provided a list of applicants in criteria order to Richmond upon Thames LA, Richmond upon Thames LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
19. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **15 February 2013**, on the basis that an on-time application already exists within the Pan-London system.

20. Richmond upon Thames LA will participate in the application data checking exercise scheduled between **18 February and 22 February 2013**.
21. Richmond upon Thames LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its Local Authority System (LAS) before uploading data to the Pan-London Register (PLR).
22. Richmond upon Thames LA will upload the highest potential offer available to an applicant for a maintained school or academy in Richmond upon Thames LA to the PLR by **15 March 2013**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Richmond upon Thames LA will eliminate, as a home LA, all but the highest-ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Pan-London 'Business User Guide'), which will continue until notification that a 'steady state' has been achieved, or until **22 March 2013** if this is sooner.
24. Richmond upon Thames LA will not make any additional offers between the end of the iterative process and the 1 March 2011 which may impact on an offer being made by another participating LA.
25. Richmond upon Thames LA will participate in the pan-London offer data-checking exercise scheduled between **25 March and 11 April 2013**.
26. Richmond upon Thames LA will send a file, containing outcomes for all resident applicants who have applied online, to the pan-London e-admissions portal no later than **12 April 2013**.

Offers

27. Richmond upon Thames LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. Where vacancies are available, alternative offers will be made on the basis of distance from home to school, as per Schedule 2.
28. Richmond upon Thames LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the home LA or in other LAs.
29. Richmond upon Thames LA will, on **17 April 2013**, send, by first-class post, notification of the outcome to resident applicants.
30. From 5pm on **17 April 2013** parents who applied online will be able to log on to find out the outcome of their application.

Post Offer

31. Richmond upon Thames LA will request that resident applicants accept or decline the offer of a place by **2 May 2013**, or within two weeks of the date of any subsequent offer.
32. Where an applicant resident in Richmond upon Thames LA accepts or declines a place in a school maintained by another LA by **2 May 2013**, Richmond upon Thames LA will forward the information to the maintaining LA by **16 May 2013**.

33. Richmond upon Thames LA will inform the home LA, where different, of an offer for a maintained school in Richmond upon Thames LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
34. Richmond upon Thames LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
35. Where Richmond upon Thames LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Richmond upon Thames LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
36. Richmond upon Thames LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
37. Richmond upon Thames LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
38. Waiting-lists will be operated for all schools within Richmond upon Thames. Richmond upon Thames LA will to pass VA schools the waiting-lists for those schools on **31 May 2013**; and will maintain waiting-lists for all community primary schools until **3 September 2013**, on which date lists will be passed to schools.

SCHEDULE 1

TIMETABLE OF CO-ORDINATED SCHEME

15/01/13	Closing date for the Common Application forms to be returned to the LA and supplementary forms to be returned to the VA schools.
01/02/13	Application data to be uploaded to the PLR.
22/02/13	By this date, VA schools shall provide the LA with ranked lists of applicants.
17/04/13	The LA sends notification of offers/refusals to parents. On or after (but <i>not before</i>) this date, VA schools may also send letters to parents.
17/04/13	Parents who applied online will be able to log on to find out the outcome of their application.
02/05/13	Last date for offers to be accepted by parents.
31/05/13	The LA will pass the responsibility of making further offers/refusals (i.e. the administration of the waiting-list) to each VA school.
June 2013	Appeals for community and VA schools are heard.
02/09/13	The LA will pass the responsibility of making further offers/refusals (i.e. the administration of the waiting-list) to each community school.

SCHEDULE 2

Nearest Appropriate School

When a preference cannot be met, the “nearest school”, as referred to in paragraph 15 of Schedule 1 must be one with places available.

“Nearest appropriate” is defined by ***distance measured by the shortest route by road and maintained footpath.***

You can make your views known on these proposals on page 27 of this document.

OVERSUBSCRIPTION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS

The proposed oversubscription criteria for admission to community primary schools for 2013/2014 do not differ from those adopted for 2012/2013 entry. The proposed criteria are therefore as follows: -

Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the Local Authority by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care;
2. Children who have an exceptional medical or social need requiring attendance at a particular school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. 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 children are allocated places at the preferred schools. All information submitted will be regarded as confidential. In-borough children who, when the waiting lists are in operation, have not been offered a school place may, at the Local Authority's discretion, be prioritised under this criterion if it appears unlikely that they would subsequently be offered a school place from the waiting lists;
3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school, or at a linked junior school, at the point of admission;
4. Children transferring to a junior school from a linked infant school, if applicable;
5. Children living closest to the preferred school, measured by the shortest route by road or maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

Notes:

1. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
2. Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.
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. The Authority reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
6. The Authority's Behaviour and Attendance Panel may make placements, over the admission number if the school is full, for children who are deemed to be 'hard to place'.

You can make your views known on these proposals on page 28 of this document.

CO-ORDINATED SCHEME FOR YEAR 7 ADMISSIONS

Introduction

The proposed scheme for 2013/2014 entry does not differ from the Pan-London Co-ordinated Scheme that was adopted by Richmond upon Thames LA for 2012/2013 admissions except in the dates of the commonly-agreed timetable.

Applications

1. Applications from residents of Richmond upon Thames LA's area will be made on Richmond upon Thames LA's Common Application Form (CAF), which will be available to be submitted on-line. Parents and carers will be encouraged to apply online, and paper copies of the Common Application Form will only be available on request.
2. The admission authorities within Richmond upon Thames LA will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published admissions criteria: Christ's School will have a supplementary form, which will be available direct from the school, for completion by any parents wishing to apply for a 'foundation' place.
3. Richmond upon Thames LA will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school, either in the Home LA or elsewhere, and who is resident in the London Borough of Richmond upon Thames, receives a copy of the Richmond upon Thames schools booklet. The brochure will also be available to parents who are non-residents, and will include information on how they can access their home LA's equivalent CAF.
4. Applicants will be able to express a preference for up to six maintained secondary schools within and/or outside Richmond upon Thames LA (including Academies).
5. The order of preference given on the CAF will not be revealed to admission authority schools. However, where a parent resident in Richmond upon Thames LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child can potentially be offered a place at more than one school in that LA's area.
6. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Richmond upon Thames CAF or, if resident in another LA, the CAF from their home LA, and the school is nominated on it.

Processing

7. Applicants resident within Richmond upon Thames LA must return the CAF to Richmond upon Thames LA by **Wednesday 31 October 2012**. Supplementary forms for Christ's School or for schools outside Richmond upon Thames LA must be returned to the school(s) concerned by the same date.
8. However, parents/carers will be encouraged to return the CAF to Richmond upon Thames LA by **Friday 26 October 2012**, the Friday before half-term, so that Richmond upon Thames LA has as much time as possible to check applications before it passes data to other LAs via the Pan-London Register ("PLR").

9. Any changes to preferences or to the order of preferences on a CAF made after **31 October 2012** will mean that application will be treated as late, unless the child's family have had to move unexpectedly at very short notice.
10. Application data relating to applications to schools in other participating LAs will be uploaded to the PLR, and/or passed to other admissions authorities in Richmond upon Thames, by **14 November 2012**.
11. Richmond upon Thames LA shall, in consultation with schools and academies within the borough and within the framework of the pan-London scheme timetable, determine and state its own timetable for the processing of application data and the application of admissions criteria.
12. All preferences for schools within Richmond upon Thames will be considered by the relevant admission authorities without reference to rank order. When Christ's School have provided a list of applicants ranked in admissions criteria order to Richmond upon Thames LA, Richmond upon Thames LA shall, for each applicant to its schools for whom more than one offer can potentially be made, use the highest ranked preference to decide which single potential offer to make.
13. Richmond upon Thames LA will accept late applications only if they are late for a good reason, and only up to **14 December 2012**. Examples of what will be considered as good reasons include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family, at short notice, has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Richmond upon Thames will be required in these cases). The LA will consider other circumstances will be considered, but each case will be decided on its own merits.
14. Where a child moves from one LA to another, the new LA will be responsible for co-ordinating the application.
15. Richmond upon Thames LA will eliminate, as the home LA, all but the highest ranked offer where an applicant can potentially be made more than one offer by the LAs who are participating in the pan-London scheme, where information relating to those potential offers has been submitted within deadline to the PLR. This will involve exchanges of information between the LA and the PLR, which will continue until a steady state is achieved (which the PLR will indicate). Richmond upon Thames will transmit to the PLR information about which final offers have, and have not been, determined no fewer than five working days **before 1 March 2013**. The PLR will in turn transmit this information to the relevant maintaining LAs. Richmond upon Thames LA will upload the highest potential offer available to an applicant for a maintained school in Richmond upon Thames LA to the PLR by **4 February 2013**.

Offers

16. On **1 March 2013**, 'National Offer Day', parents will be sent a letter from their home LA notifying them of the school place offered.
17. Richmond upon Thames LA will ensure that Richmond Borough resident children without an offer of a place at their preferred schools will be allocated a place at the nearest appropriate Richmond Borough school to their home with a vacancy, subject to the availability of places at that point.
18. Richmond upon Thames LA has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that the Home LAs shall inform all applicants within their

areas of their highest offer of a school place, whether they were for schools in Richmond upon Thames LA or in the areas of other LAs participating in the Pan-London Scheme.

19. Details of the pupils to be offered will, if possible, be made available to each Richmond upon Thames school by **22 February 2013**.
20. On **1 March 2013** parents who applied online will be able to log on to find out the outcome of their application.

Post-‘National Offer Day’

21. Richmond upon Thames LA will ask parents to return the reply slips, to confirm whether they wish to accept or decline the offer made to them on National Offer Day, by **15 March 2013**.
22. Where a parent accepts or declines a place, this information will be passed on to the appropriate school within Richmond upon Thames, or, for out-borough schools, to the maintaining LA, by **22 March 2013**. Subsequent information will be transferred as quickly as possible.
23. Richmond upon Thames LA will draw up waiting lists when schools are over-subscribed and there are parents who still wish to have an opportunity for their child to attend those particular schools. Lists will be maintained, and places allocated, in accordance with each admissions authority’s published criteria for admission to oversubscribed schools.
24. Where a child does not receive an offer of their first preference, their name will automatically be placed on the waiting list for each Richmond upon Thames school that is a higher preference school to the one they have been offered. Parents will be advised that if they want to go on the waiting list for an out-borough school they should contact that school’s maintaining LA to ensure that their child’s name is on the list. Parents who wish to have their names added to the waiting lists of any schools for which they have not already expressed preferences must do so via their home LA.
25. Richmond upon Thames LA will administer waiting lists for all Richmond Borough schools until **2 September 2013**, at which point they will be passed to the schools and administered, strictly in accordance with their relevant oversubscription criteria, for as long as parents wish their children’s names to remain on the lists, in liaison with the Council’s School Admissions Team.
26. Parents who are unsuccessful in receiving an offer will be given the opportunity to make late applications to Richmond upon Thames schools to which they did not originally apply.
27. When a place is allocated from the waiting list, the school will notify Richmond upon Thames LA as soon as it occurs. Richmond upon Thames LA will check for alternative offers and, if the child has a multiple offer, will contact the parent to establish which offer they wish to accept. The outcome will be shared with each school or maintaining LA (if one of the schools is out-borough), or home LA (if pupil is out-borough).
28. Richmond upon Thames LA will therefore continue to co-ordinate with other LAs participating in the pan-London scheme, in order to eliminate multiple offers, for as long as, and as far as, is reasonably practicable, until **1 September 2013**. This is vital to ensure, in accordance with the ‘Every Child Matters’ agenda, that the destination school of each resident child is tracked and recorded.

29. All post-offer applications will continue to be made via the resident's home LA.
30. Applications received after 1 September 2011, and for places in year group other than the normal year of entry to secondary school, will be treated as 'in-year' admissions. In-year admissions for schools in Richmond Borough will be dealt with by the schools concerned, in accordance with the LA's scheme for coordination of in-year admissions.

SCHEDULE 1

TIMETABLE OF CO-ORDINATED SCHEME

26/10/12	Date by which parents/carers would be encouraged to return the Common Application forms to the LA and supplementary forms to be returned to the VA schools.
31/10/12	Closing date for the Common Application forms to be returned to the LA and supplementary forms to be returned to the VA schools.
14/11/12	Deadline for upload of applications data to PLR.
14/12/12	Closing date for any late applications which, due to mitigating circumstances, are accepted as 'on time'.
04/02/13	Deadline for upload of potential offers data to PLR.
01/03/13	National Offer Day. The LA sends notification of offers/refusals to parents. On or after (but <i>not before</i>) this date, Christ's School may also send letters to parents.
01/03/13	Parents who applied online will be able to log on to find out the outcome of their application.
15/03/13	Last date for offers to be accepted or declined by parents.
May/June 2013	Appeals for community and VA schools are heard.
02/09/13	The LA will pass the responsibility of making further offers (i.e. the administration of the waiting-list) to each secondary school.

You can make your views known on these proposals on page 28 of this document.

OVERSUBSCRIPTION CRITERIA FOR GREY COURT, ORLEANS PARK AND TEDDINGTON

The proposed oversubscription criteria for admission to the borough's community mixed secondary schools for 2013/2014 differ from those adopted for 2012/2013 entry by proposing the removal of the 'linked school' criterion. The proposed criteria are therefore as follows: -

Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the Local Authority by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care;
2. Children who have an exceptional medical or social need requiring attendance at a particular school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. 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 children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
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 point of admission;
4. Children living closest to the preferred school, measured by the shortest route by road or maintained footpath, accompanied as necessary, from the middle (the "seed-point") of their home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

Notes:

1. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
2. Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.
3. These criteria will apply to all applicants, regardless of the borough in which they live.
4. Late applications will NOT be processed until after all on-time applications.
5. The Authority reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
6. The Authority's Behaviour and Attendance Panel may make placements, over the admission number if the school is full, for children who are deemed to be 'hard to place'.

You can make your views known on these proposals on page 29 of this document.

OVERSUBSCRIPTION CRITERIA FOR WALDEGRAVE SCHOOL FOR GIRLS

The proposed oversubscription criteria for admission to Waldegrave for 2013/2014 do not differ from those adopted for 2012/2013 entry. The proposed criteria are therefore as follows: -

Places will be allocated to those girls whose parents/carers have expressed a preference for that school by submission of an application form to the Local Authority by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Girls in public care;
2. Girls who have an exceptional medical or social need requiring attendance at Waldegrave rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. 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 children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
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 point of admission;
4. Girls living within the halves (priority area A and priority area B) of a rectangular catchment area – see Figure 1 on page 20. Under this criterion 85% of the places will be given to priority area A and 15% to priority area B. The places will be given to those girls living within each area on the basis of distance from home to Waldegrave, measured by the shortest route by road and maintained footpath, from the middle (the “seed-point”) of their home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year-group.

Notes:

1. The shape of the priority areas for Waldegrave was originally determined by the link primary school furthest away in each direction in 1998 (i.e. North – John Betts, Hammersmith; South – St John’s School, Kingston; East – St Faith’s School; Wandsworth and West – Forge Lane, Hounslow). These points were used as a basis for the boundary of the priority areas. *Waldegrave is therefore not the central point of the priority areas.* A detailed map of the two areas may be viewed in the reception area of Children’s Services and Culture, on the first floor of Regal House, London Road, Twickenham.
2. Girls with a statement of special educational need that specifies Waldegrave as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.
3. Any places subsequently refused will be re-offered, using the same method, to the priority area in which they were originally offered.
4. The Authority’s Behaviour and Attendance Panel may make placements, over the admission number if the school is full, for children who are deemed to be ‘hard to place’.

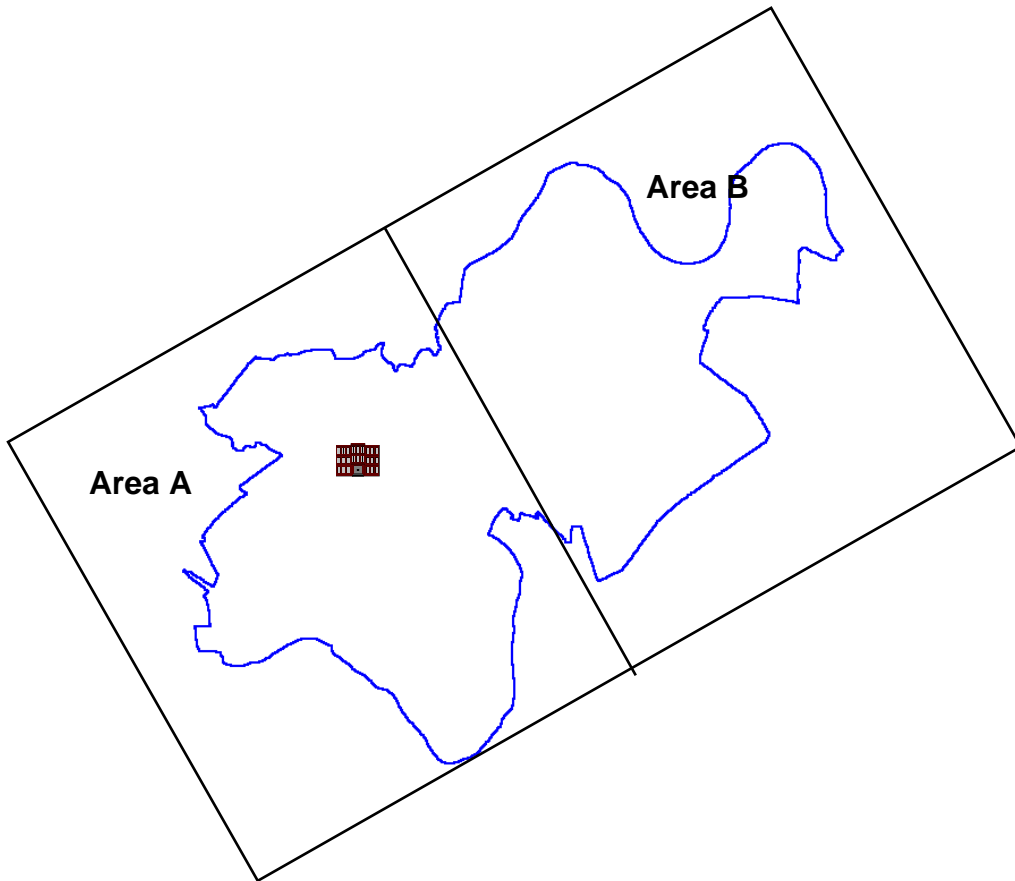


Figure 1: The Waldegrave priority areas, with the borough boundary and the location of the school.

You can make your views known on these proposals on page 29 of this document.

CO-ORDINATED SCHEME FOR IN-YEAR ADMISSIONS

Introduction

Under Schedule 2 of the [School Admissions \(Co-ordination of Admission Arrangements\) \(England\) Regulations 2008](#), local authorities are required to formulate a scheme to coordinate in-year admissions. Applications by residents of the home LA (see below) must apply through their home LA and be able to express up to at least three preferences. This scheme sets out elements that will enable successful co-ordination of in-year admissions within the borough and with other local authorities.

Definitions

“admission authority schools”	schools, such as voluntary-aided church schools, foundation schools or academies, which are allowed, by law, to set their own admission arrangements and determine the order in which places should be allocated at their schools
“the Home LA”	the local authority in which the child is resident
“the Maintaining LA”	the local authority which maintains a school to which an applicant has applied

Section 1: Applications

1. Applications for children resident in Richmond upon Thames LA will be made on Richmond upon Thames LA’s Common Application Form (see Schedule 1). This will include all the fields and information specified in Schedule 1 to this Protocol. These will be supplemented by any additional fields and information which are deemed necessary by Richmond upon Thames LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Applications for children living elsewhere in England will be referred to their Home LA to be considered under their Home LA’s scheme, unless evidence of an imminent move is provided, and this is agreed by both LAs.
3. Applications for children living outside of England will be considered in accordance with Richmond upon Thames LA’s protocol for dealing with applicants from abroad, i.e. they must provide proof of their intention to move/return to a local address at a particular time. (See paragraph 10.)
4. Richmond upon Thames LA will not use supplementary forms for its community schools; however, the sixteen admission authority schools within Richmond upon Thames LA will use supplementary forms where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Richmond upon Thames LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
5. Where supplementary forms are used by admission authority schools within Richmond upon Thames, they will be available from the schools concerned and on Richmond upon Thames

LA's website, and should be returned to the schools direct. Any supplementary forms must advise parents that they must also complete their Home LA's Common Application Form.

6. Where an admission authority in Richmond upon Thames LA receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on their Home LA's Common Application Form, in accordance with paragraph 3.7 of the School Admissions Code, and that form has subsequently been received by the Home LA.
7. Applicants living within the area of Richmond upon Thames LA will be able to express a preference for a maximum of three maintained primary/secondary schools or Academies within and/or outside the Home LA. Richmond upon Thames LA will accept any preference received from a Home LA for a maintained school or academy in its area.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Richmond upon Thames LA, in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent of a child resident in Richmond upon Thames LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
9. Richmond upon Thames LA undertakes to carry out address verification against Council records for each application made by a resident within Richmond upon Thames LA and will seek further evidence if the applicant's name cannot be found. Where Richmond upon Thames LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA as soon as it becomes apparent.
10. Richmond upon Thames LA will seek relevant documentary evidence in any of the following address-related scenarios:
 - Where a child's parents have an equal shared care arrangement, the address of the parent who claims child benefit in respect of the child being claimed for will be used in order to process the application;
 - Where applicants move during the application process, proof of completion of purchase or a signed tenancy agreement will be sought;
 - Where applicants are living abroad on a temporary work contract but intend to return to the local area before the date that the child would be admitted to the school, the following documents will be requested: written confirmation of the date that, and the address to which, the applicants intend to return; a copy of the work contract or letter from the employer to show the date that the employment abroad will cease; and proof that the applicants maintain, or intend to buy or rent, a local property to which they will return.
11. Richmond upon Thames LA will check the status of any applicant who is a 'Looked After' child and provide evidence to the maintaining LA in respect of a preference for a school not in Richmond upon Thames LA's area as soon as it is received.
12. Richmond upon Thames LA will advise a maintaining LA of the reason for any preference expressed for a school not in Richmond upon Thames LA's area, in respect of a resident child, and will forward any supporting documentation to the maintaining LA as soon as it is received.

Section 2: Processing by Richmond upon Thames LA

13. Applicants with children resident within Richmond upon Thames LA must complete and return the Common Application Form to Richmond upon Thames LA.
14. An application for a child resident outside of Richmond upon Thames LA will not be considered until a Common Application Form has been fully completed and returned to the Home LA.
15. Where an application is not fully completed, Richmond upon Thames LA will not treat the application as valid until all information is received.
16. Acting as Home LA, Richmond upon Thames LA will check the address details given on Common Application Forms against Council records and, in liaison with the Council's Audit Section, will seek further evidence where there are discrepancies.
17. Richmond upon Thames LA will aim to share fully completed application data with other LAs, where it relates to preferences for schools in that LA, or with admission authority schools in its own area, within **5 working days** of the application being fully completed. Richmond upon Thames LA will aim to share evidence relating to reasons for preferences with maintaining LAs or admission authority schools by the same date.
18. Where the LA has access to the Pan London Support Site, application data will be exchanged through the document exchange. Richmond upon Thames LA will use the DCSF's 'Schools to Schools' (S2S) secure file transfer website to forward data and supporting information to LAs that do not have access to the Pan London Support Site.
19. Where, acting as a Home LA, this LA requests background information from a previous school before a place is offered, it will pass any information so obtained to a maintaining LA or admission authority school with whom it has shared application data, as soon as this is received.
20. For children who at their current or previous school have an attendance rate below 90% without good reason or any behavioural issues that relevant professionals judge to be significant, applications for places in schools and academies in Richmond upon Thames LA will be considered by Richmond upon Thames LA's Behaviour and Attendance Panel, so that appropriate support can be provided.
21. Where an application for a place at a school or academy within Richmond upon Thames is refused due to oversubscription, Richmond upon Thames LA and/or the school or academy will notify the applicant of their right of appeal.

Section 3: Processing by schools and academies in Richmond upon Thames

22. Where Richmond upon Thames LA passes details of an applicant to an admission authority school within its area, the school shall convene its Admissions Committee as soon as possible and notify Richmond upon Thames LA within **9 school days** whether a place can be offered.
23. Where the application is made within a school holiday period, the admission authority school will aim to convene its Admissions Committee within a reasonable timescale. If at all possible, each school shall provide a point of contact for Richmond upon Thames LA's School Admissions Team during school holidays so as to minimise that the amount of time that children go without school places.

24. Each school and academy within the borough will update the numbers on roll in each of its year-groups **at least once a week**. This will be done via the Schools Extranet.
25. Each school and academy within Richmond upon Thames LA's area will maintain a waiting-list in ranked order for each year-group that is oversubscribed, and will, if possible, share that list with Richmond upon Thames LA in order to minimise the need for communications.

Section 4: Offers

26. Richmond upon Thames LA will aim to share the outcome of an application for one of the schools in its area with the Home LA or the school concerned within **10 school days** of receiving the data. (Where it is clear to Richmond upon Thames LA that no vacancy exists for the child, Richmond upon Thames LA will inform the Home LA as soon as possible after receipt of the application data).
27. If it has not been possible to make a decision within **10 school days**, Richmond upon Thames LA undertakes to send details of the outcome of an application for one of the schools in its area to the Home LA or the school concerned as soon as a decision is made, but within at least **20 school days** of receiving the application data.
28. Where it is clear that no vacancy exists at an admission authority school or academy applied for in its area, Richmond upon Thames LA will still pass application data to the school or academy concerned so that the child's name can be added to the waiting-list and the right of appeal be given to the parent/carer.
29. Where it has not been possible to share the outcome of an application for any school within **10 working days** of receiving the data, Richmond upon Thames LA understands that the Home LA may send an outcome letter advising the parent that a decision has not yet been made in respect of Richmond upon Thames LA's school.
30. Acting as Home LA, Richmond upon Thames LA will eliminate all but the highest-ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within **10 working days**, and, where it has been informed by a maintaining LA that a place is available, will advise that LA whether or not the place is required.
31. Acting as Home LA, Richmond upon Thames LA will inform each applicant within its area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, including, if outcomes are not yet known, whether they were for schools in Richmond upon Thames or in other LAs.
32. Where it has not received an outcome of an application for a school within another maintaining LA which is a higher preference than the school offered, Richmond upon Thames LA, as Home LA, will manage that application by liaising with the maintaining LA and the applicant, as appropriate, until an outcome can be sent in respect of each higher preference school named on the Common Application Form.
33. Acting as Home LA, Richmond upon Thames LA will satisfy itself that each applicant's date of birth is correct by requesting that the applicants submit short birth certificates or other proof with their acceptance of an offer.
34. Where a parent moves from one Home LA to another after submitting an application, the previous Home LA will pass responsibility to the new Home LA who, once they are satisfied that the applicant has moved, will accept responsibility for the applicant.

35. Where an application for a place at a school or academy within Richmond upon Thames is refused due to oversubscription, Richmond upon Thames LA and/or the school or academy will notify the applicant of their right of appeal within **5 school days**.
36. Where an appeal for an admission authority school is successful, the clerk to the appeal panel will notify the home local authority's school admissions team.

Section 5: Post-offer

37. Richmond upon Thames LA will request that resident parents accept or decline the offer of a place within 14 days.
38. Where a parent does not respond within this timeframe, Richmond upon Thames LA will make every reasonable effort to contact the parent to find out whether or not s/he wish to accept the place, and if it is for an out-borough school, will liaise with the maintaining LA, who will in turn liaise with the school. Only where the parent fails to respond, and Richmond upon Thames LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority concerned.
39. Where a parent resident in Richmond upon Thames LA accepts or declines a place in a school maintained by another LA, Richmond upon Thames LA will forward the information to the maintaining LA as soon as it is received.
40. Richmond upon Thames LA will aim to inform the Home LA whether a child offered a place at a school in its area has been placed on roll at the school within **5 working days** of being placed on roll.
41. Richmond upon Thames LA will notify the Home LA of any appeals that are upheld for schools within Richmond upon Thames.

Section 6: Waiting-Lists

42. Where admission authority schools in Richmond upon Thames have any year-groups that are full, they will maintain waiting-lists, wholly in accordance with their published oversubscription criteria, for those year-groups. Richmond upon Thames LA's Admissions Section will do likewise for all community schools within the borough.
43. Applicants will only be placed on the waiting-lists for schools in Richmond upon Thames LA (acting as the maintaining LA) at the request of the Home LA.
44. Where a place is available to be offered from the waiting-list to a child resident in another LA, Richmond upon Thames LA will advise the Home LA so that it will formally communicate the offer of the place.
45. Where Richmond upon Thames LA is informed that another LA is able to offer a place from the waiting-list to one of its residents, it will send the outcome letter to the applicant.
46. All waiting-list offers to be made in respect of schools and academies within Richmond upon Thames LA shall be communicated by Richmond upon Thames LA as the Home LA, or, where it is acting as the maintaining LA, shall be communicated by Richmond upon Thames LA to the Home LA who will then communicate the offer to the applicant.

You can make your views known on these proposals on page 30 of this document.

ADMISSION NUMBERS FOR 2013/2014

The proposed admission numbers for 2013 entry for community primary and secondary schools in the borough are as follows:

Barnes Primary	60
Buckingham Primary	90
Carlisle Infant	90
Chase Bridge Primary	90
Collis Primary	90
Darell Primary	43
East Sheen Primary	60
Hampton Hill Junior	90
Hampton Infant	90
Hampton Junior	90
Hampton Wick Infant	90*
Heathfield Infant	120*
Heathfield Junior	120*
Kew Riverside Primary	30
Lowther Primary	60
Marshgate Primary	60
Meadlands Primary	30
Nelson Primary	60
Orleans Infant	60*
The Russell Primary	30
Sheen Mount Primary	60
Stanley Primary	120
Trafalgar Infant	90
Trafalgar Junior	90
The Vineyard Primary	60
Grey Court	200
Orleans Park	200
Teddington	240
Waldegrave	200

* Subject to approval of statutory proposals.

Please note that each of the community secondary schools has recently consulted upon converting to academy status, most likely in April 2012.

BACKGROUND PAPERS

[School Admissions Code.](#)

[Determined admission arrangements for London Borough of Richmond upon Thames community schools for 2012/2013.](#)

[Richmond upon Thames Fair Access Protocol.](#)

TIMETABLE FOR DETERMINATION OF ADMISSION ARRANGEMENTS FOR 2012/2013

Closing-date for responses to consultation	13 January 2012
Consideration by Richmond upon Thames Admissions Forum	6 February 2012
Consideration by Cabinet	22 March 2012
Statutory deadline for determination of arrangements	15 April 2012

CONTACT OFFICER

Any queries relating to this document should be addressed to: -

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Head of School Commissioning
Education, Children's and Cultural Services
London Borough of Richmond upon Thames
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York Street
Twickenham
TW1 3BZ

Telephone: 020 8891 7588

E-mail: m.paul@richmond.gov.uk.

CONSULTATION RESPONSE FORM: ADMISSION ARRANGEMENTS FOR 2013/2014

Name of individual(s) or group consulted: _____
(e.g. School, LA)

Completed by: _____

Proposed oversubscription criteria for community nursery schools (see page 6)

I/we/the group represented would support the use of the proposed oversubscription criteria for community nursery schools: Yes / No

Reasons:

Proposed co-ordinated primary admission scheme (see pages 8-12)

I/we/the group represented would support the use of the proposed co-ordinated scheme for in-borough primary admissions: Yes / No

Reasons:

Proposed oversubscription criteria for community primary schools (see page 13)

I/we/the group represented would support the use of the proposed oversubscription criteria for community primary schools: Yes / No

Reasons:

Proposed co-ordinated secondary admission scheme (see pages 14-17)

I/we/the group represented would support the use of the proposed co-ordinated scheme for secondary admissions: Yes / No

Reasons:

Proposed oversubscription criteria for Grey Court, Orleans Park and Teddington (see page 18)

I/we/the group represented would support the use of the proposed oversubscription criteria for community mixed secondary schools: Yes / No

Reasons:

Proposed oversubscription criteria for Waldegrave School for Girls (see page 19-20)

I/we/the group represented would support the use of the proposed oversubscription criteria for Waldegrave School for Girls: Yes / No

Reasons:

Proposed coordinated scheme in-year admissions (see pages 21-25)

I/we/the group represented would support the use of the proposed scheme for in-year admissions:
Yes / No

Reasons:

Proposed admission numbers (see page 26)

I/we/the group represented would support the proposed admission numbers: Yes / No

Reasons:

Please e-mail your response-form to m.paul@richmond.gov.uk, or post it, by **13 January 2012**, to:

**Matthew Paul,
Head of School Commissioning
Education, Children's and Cultural Services
London Borough of Richmond upon Thames
Civic Centre
York Street
Twickenham
TW1 3BZ**