

The London Borough of Richmond upon Thames

SCHOOL ADMISSION ARRANGEMENTS FOR THE SCHOOL YEAR 2021-2022

A. Admission arrangements for community schools for September 2021

Oversubscription criteria for community schools

Primary, Junior, Infants Schools and Nursery Classes

Criteria for the community primary and infant schools

1. Oversubscription criteria for community infant and primary schools for 2021-2022 are summarised as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i. *places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii. places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the 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;
- iii. places will then be offered to children who have a sibling, including an adopted, foster, half or step sibling living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the point of admission;
- iv. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- v. the remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained

footpath from the property 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 the Council's geographical information system.

If there are more applicants within each criterion than places available, distance from home to school will be used as a tie-breaker and will be measured using the Council's computerised geographical information system.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion (iii).

Criteria for the community junior schools

2. Oversubscription criteria for community junior schools for 2021-2022 are summarised as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i. *places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii. places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the 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;
- iii. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired infant school) at the time of admission;
- iv. places will be offered next to children attending the "paired" infant school (note: this criterion will only apply until 31 August 2021 when the applicant will have left the paired infant school);

- v. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- vi. the remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property 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 the Council's geographical information system.

If there are more applicants within each criterion than places available, distance from home to school will be used as a tie-breaker and will be measured using the Council's computerised geographical information system.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion (iii).

Criteria for community Nursery Schools

3. Oversubscription criteria for community nursery schools for 2021-2022 are summarised as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i. *places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii. places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the 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;

- iii. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the time of admission;
- iv. places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- v. the remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property 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 the Council's geographical information system.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the Council's computerised geographical information system.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion (iii).

***Under community school admissions criteria for secondary, primary, junior and nursery admissions the definition of Looked After Children and previously looked after children is as follows:**

Looked After Children

Children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22 of the Children Act 1989, at the time an application for a school is made;

Previously Looked After Children

Children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order. This provision includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being

adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Notes on the admissions criteria for community schools:

- i. Any offer of a place on the grounds of distance must be based on the child's permanent address. A business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Proof of address will be sought and may be the subject of further investigation. Temporary addresses will not be used for the purpose of administering applications.
- ii. Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.
- iii. The local authority's Fair Access Panel may make placements, over the admission number if the school is full, for children who are deemed to be 'hard to place'. Any children placed under the Fair Access protocol will have priority over any children on the school's waiting list.

Measuring home to school distance

4. The Council has a standard method of measuring home-to-school distance. This is done by using a geographical information system that measures the home-to-school distance using routes by road and/or maintained footpath.

The starting point is a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

The end point is the named or nearest pedestrian school gate used by the relevant year group.

Shortest route by road or maintained footpath: this is a method for measuring home-to-school distance for school admissions purposes only. The Council does not promote these routes as actual walking routes and nor should they be interpreted as such.

Use of a final tie breaker

5. The distance from home to school, criterion, is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

6. If a parent applies for entry into the same year group for more than one child and there is only one place available, random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (iii).

Waiting lists for community schools

7. The child's name will automatically be put on the waiting list, in criteria order, of any school which is a higher preference to the school he/she has been offered.
8. A parent/carer may ask for their child's name to be added to the waiting list of a lower preference school to the one the child has been offered, or on one that they did not originally name as a preference. His/her name will be added to the waiting list in criteria order.
9. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
10. Waiting lists for community schools will be kept open throughout the academic year until the end of the summer term in July 2022. After this date, waiting lists will be disbanded and parents who would like their child's name to remain on any waiting list will need to request this in writing.
11. The local authority's Fair Access Panel may make placements over the admission number if the school is full, for children who are deemed to be 'hard to place'. Any children placed under the Fair Access Protocol will have priority over any children on the school's waiting list.

Applying for entry into the reception class of a primary or infant school

12. For children currently attending a school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the same school. Priority is not given to children who attend the nursery class in the same school. This is to ensure that parents who place their children in other kinds of nursery, or do not use a nursery, are treated fairly when applying for a school place for their child.

Deferred entry or part-time attendance in Reception year

13. Parents can defer their child's entry to school until later in the school year or to attend part-time, but only until the child reaches compulsory school age in that school year i.e. the latest their child can start school is at the beginning of the summer term 2022. Once a place has been offered, parents can confirm the arrangements with the Head teacher of the school.

Admission outside of the child's normal age group

14. Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January 2021. They will also need to submit a separate written request and may provide supporting documentation should they wish to do so.
15. Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account parents' views, information about their child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. Consideration will be given to whether they may naturally have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group. Views of senior school staff, the manager of their current early years setting and other professionals will also be taken into account.
16. For summer born children, when it is agreed that they can be educated in a younger year group, parents will need to re-apply in the following year for entry into Reception in September 2022.

Children with Special Educational Needs and Disabilities

17. If a child is undergoing a statutory assessment of special educational needs and a parent/carer does not know what the outcome will be by the closing date of application, they should apply for a school place using the common application form. If a particular school is later named in the child's Education and Health Care Plan (EHCP), a place will be provided automatically for the child at that school.

Children with an EHCP (formerly known as Statement of Special Educational Needs)

18. If a child has an EHCP (or Statement), he/she will be offered a place at the school named in their EHCP, in accordance with the Children and Families Act 2014 and the Special Educational Needs Code of Practice.

B. ADMISSIONS NUMBERS FOR SEPTEMBER 2021-2022

Primary School Admission Numbers for September 2021-2022

19. The numbers are as follows:

School	Admission No
Barnes Primary	60
Buckingham Primary	90
Carlisle Infant	90
Chase Bridge Primary	90
Collis Primary	90
Darell Primary	60
East Sheen Primary	90
Hampton Hill Junior	90
Hampton Infant	120
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
Orleans Primary	60
The Russell Primary	30
Sheen Mount Primary	90
Stanley Primary	90
Trafalgar Infant	90
Trafalgar Junior	90
The Vineyard Primary	90

C. Scheme for co-ordinated secondary admissions

Co-ordinated Secondary School Admission Arrangements

20. The co-ordinated scheme for secondary admissions for September 2021 is attached as **Annex 1** and does not differ significantly from the LA's scheme for 2020 admissions except in the dates of the commonly agreed timetable.

D. Scheme for co-ordinated primary admissions

Co-ordinated Primary School Admission Arrangements

21. The co-ordinated scheme for primary admissions for September 2021 is attached as **Annex 2** and does not differ significantly from the LA's scheme for 2020 admissions except in the dates of the commonly agreed timetable.

E. In-Year Admissions Scheme for all maintained schools in Richmond

In-Year Admissions for 2021-2022 for all maintained schools

22. The scheme, which is attached as **Annex 3**, is based on the principles of maintaining key benefits of the existing scheme and meeting the requirements of the School Admissions Code.
23. It is recognised by Richmond schools and the LA that the scheme may need to be amended as a result of ongoing review and work between local authorities and schools to agree procedures that promote fair access and improve outcomes for pupil admissions to schools.