

Determined on 20 February 2023

**Admission Arrangements for  
London Borough of Richmond upon Thames  
Community Primary, Junior and Nursery Schools  
For academic year 2024-25**

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## Introduction

The London Borough of Richmond upon Thames is the admitting authority for community schools within the borough.

The London Borough of Richmond upon Thames delivers its school admissions service through Achieving for Children, a community interest company set up in partnership with the Royal Borough of Kingston upon Thames and the Royal Borough of Windsor & Maidenhead.

This document sets out the local authority's admission arrangements for entry to schools in September 2024.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2012 (as amended), the School Admissions Code 2021 and the School Admission Appeal Code 2022.

### Other Admitting authorities within the London Borough of Richmond upon Thames

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Schools that become academies after 3 January 2023 must process applications in line with the arrangements published in this paper for admissions in September 2024. They will then be expected to determine their own arrangements for entry in September 2025.

There are no community secondary schools in the London Borough of Richmond upon Thames.

## Definitions and explanations

**Admission authority** - the authority responsible for setting and managing admission arrangements for a particular school.

**Admission criteria** - the rules used to prioritise the order in which children are offered school places.

**Education, health and care plan** - An education, health and care plan (EHCP) is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25. If a child has an EHCP naming a specific school they must be offered a place at the school named, in accordance with the Children and Families Act 2014 and the Special Educational Needs and Disability Code of Practice.

**Looked after children** - Looked after children are 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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

**Normal admissions round** - The period during which parents are invited to express up to six preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period starts on 1 September, with deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places).

**Oversubscribed** - where there are more applications than places available. The admission criteria will be applied to all applications to determine who will be admitted into the school.

**Parent** - this is defined in the Education Act 1996 as including any person who is not a parent of the child but who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, or any person who has care of the child or young person.

**Previously looked after children** - a) a child who was previously looked after but immediately after being in care became adopted from local authority care or subject to a child arrangement order under the terms of the Children Act 1989 or special guardianship order. A special guardianship order is defined in section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian or special guardians; b) a child who appears (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

**Published admission number** - this is the maximum number of pupils that a school is required to admit into the normal year of entry. If not over-subscribed, all applicants must be offered a place up to the PAN.

**Sibling** - children are considered siblings if they have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address. A sibling must still be attending the school at the time of admission of the child for whom a place is sought.

## Admission policy for community schools from 1 September 2024

The authority strives to allocate places in a fair and transparent way. Every school has a published admission number (PAN) which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in a table at the beginning of each transfer group.

Where a school receives more applications than there are places available, applicants will be prioritised, and places allocated according to the published oversubscription criteria set.

### Tiebreaker

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 local authority'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.

### Measuring home to school distance

The Council has a standard method of measuring home-to-school distance. This is done by using a geographical information system (GIS) that measures the home-to-school distance in metres 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. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement. For example, if there is a path to the rear of the child's home address which is closer to the seed point than the road in front of the child's home address which is typically used, the distance measurement will start from the rear path.

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 pedestrian school gate, or if the gate is not specified, the nearest school gate used by the relevant year group.

**Shortest route by road or maintained footpath as measured by the GIS system:** this is an administrative tool used 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. Accessibility to private or public transport will not be considered.

There may be routes and rights of ways used by pedestrians which are not used for home to school distances, for example paths through car parks, cemeteries, golf courses, parks and

other enclosed spaces, 'short-cuts' across patches of open land without paths, or footpaths across private land which are not defined as public routes.

The measurement calculated by the GIS system is objective, and no other measurement will be used to determine priority based on distance.

### **Home address for admissions purposes**

Any offer of a place on the grounds of distance must be based on the child's permanent address. Proof of address will be sought and may be the subject of further investigation. A temporary address, a business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Where the child lives equally with both parents at different addresses the authority will consider all available evidence in order to confirm which address the authority will use to process the application.

The composite prospectus provides further information about the verification process for the home address.

### **Children with special educational needs and disabilities**

If a child is undergoing an assessment of special educational needs and a parent 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, health and care plan, a place will be provided automatically for the child at that school.

### **Children with an education, health and care plan (EHCP)**

Children with an education, health and care plan that names a school will be allocated a place before other children, and are considered within the published admission number during the normal admissions round. The number of places available will be reduced by the number of children with an EHCP that has named the school. If an application is received for a child with an EHCP naming a specific school outside the normal admissions round, the child must be admitted to that school even if it is full.

If a child has an EHCP but no named school, the admissions criteria will be applied to their application in line with the published arrangements.

### **Waiting lists**

The child's name will automatically be put on the waiting list of any school which is a higher preference to the school he/she has been offered. 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.

The names of late applicants will be added to waiting lists regardless of the date the application was received.

Applicants are prioritised according to the published oversubscription criteria and each added child will require the list to be ranked again.

Waiting lists for community schools will be kept open throughout the academic year until the end of the summer term in July 2025. 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.

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 the most vulnerable and those having difficulty securing a school place in year. Any children placed under the Fair Access Protocol will have priority over any children on the school's waiting list.

### Appeals

An appeal can be submitted against a decision not to offer a place at one of more preferred schools. The dates relevant to the normal admissions round will be published in the authority's composite prospectus and in the relevant offer letter. Appeals can be submitted at any time during the academic year.

Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible. All aspects of appeals for voluntary aided schools, free schools and academies are the responsibility of the school governors.

### Admission of children outside of their chronological academic year group

The School Admissions Code 2021 allows a parent to request that their child is admitted into school outside of their chronological age group. Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority. See pages 9 to 10 for more information on requesting delayed entry into Reception for summer born children.

Parents seeking admission outside of their child's chronological year group should submit a separate written request and may provide supporting documentation should they wish to do so. 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 the headteacher and other senior school staff, staff at their current setting and other professionals will also be taken into account.

### **Children of a multiple birth**

After the admission criteria have been applied, should applications for siblings of the same multiple birth fall either side of a school's PAN, the authority will admit above the PAN in order to allocate all siblings of the same multiple birth to the school.

### **Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas a place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date and some evidence of the intended address. A unit or quartering address will be used as the child's home address where a parent requests this. Applications for in-year transfer will only be processed within four months of the relocation date.



## Admission criteria for community infant and primary schools

School	Published Admission Number
Barnes Primary	60
Buckingham Primary	90
Carlisle Infant	90
Chase Bridge Primary	90
Collis Primary	90
Darell Primary	60
East Sheen Primary	90
Hampton Infant	120
Hampton Wick Infant	90
Heathfield Infant	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
The Vineyard Primary	90

Where more applications are received than there are places available, the oversubscription criteria will apply. Once children with EHC plans naming the school have been allocated, remaining places will be allocated in the following descending order of priority:

- i. Places will be offered firstly to looked after children<sup>1</sup> i.e. children who are looked after by a public authority and are in public care, and previously looked after children<sup>2</sup> 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. The authority may request further information and/or documentary evidence for applications under this criterion in order to be satisfied that priority should be given to the child's application;
- 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;

<sup>1</sup> The definition of looked after children is on page 4

<sup>2</sup> The definition of previously looked after children is on page 4

- iii. places will be offered next to siblings - 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, as measured using the Council's geographical information system methodology. Accessibility to private or public transport will not be considered.

If there are more applicants than places within each criterion, the tiebreaker will be applied<sup>3</sup>

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

Pupils are eligible to commence full time education from the September following their 4th birthday. However, a child does not legally have to be in full time education until the term following their 5th birthday.

For children currently attending a school nursery, parents must complete a common 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**

Parents can defer their child's entry to school until later in the school year as long as the place allocated is taken up during the Reception academic year. The child must start school the term after reaching statutory school age and no later than the start of the final full term. i.e. the latest their child can start school is at the beginning of the summer term 2025.

A child can start school part-time at any stage during Reception year as long as the child then attends the school full time from the start of the term following their 5th birthday.

Once a place has been offered, parents should confirm the arrangements with the Head teacher of the school.

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<sup>3</sup> Information on how the tiebreaker is applied is on page 5

### **Delayed entry for summer born children**

Parents of summer born children (that is children whose 4th birthday falls within April to August in the year of typical admission into Reception) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group into Reception rather than year 1.

A parent should make their application by 15 January 2024 for normal Reception entry, stating that they wish to enter Reception a year later than normal for their child's age, and providing information to support their request if they wish to do so. If it is agreed that the child can be educated in a younger year group, the application will be withdrawn and parents will be required to re-apply in the following year for entry into Reception in September 2025.

## Admission criteria for community junior schools

School	Published Admission Number
Hampton Hill Junior	90
Hampton Junior	120
Heathfield Junior	120
Trafalgar Junior	90

Where more applications are received than there are places available, the oversubscription criteria set out below will apply. Once children with EHC plans naming the school have been allocated, remaining places will be allocated in the following descending order of priority:

- i. Places will be offered firstly to looked after children<sup>4</sup> i.e. children who are looked after by a public authority and are in public care, and previously looked after children<sup>5</sup> 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. The authority may request further information and/or documentary evidence for applications under this criterion in order to be satisfied that priority should be given to the child's application;
- 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 siblings - 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<sup>6</sup>. This criterion will only apply until 31 August 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

<sup>4</sup> The definition of looked after children is on page 4

<sup>5</sup> The definition of previously looked after children is on page 4

<sup>6</sup> Hampton Infant School with Hampton Junior School; Carlisle Infant School with Hampton Hill Junior School; Heathfield Nursery and Infant School with Heathfield Junior School; Trafalgar Infant with Trafalgar Junior

property to the nearest pedestrian school gate used by the relevant year-group, as measured using the Council's geographical information system methodology. Accessibility to private or public transport will not be considered.

If there are more applicants than places within each criterion, the tiebreaker will be applied<sup>7</sup>

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<sup>7</sup> Information on how the tiebreaker is applied is on page 5

## Relevant dates for the normal admissions round

Applications for the normal admissions round for entry in September 2024 open on **Friday 1 September 2023**.

The national closing date for on-time applications to be considered in the first round of allocations is **Monday 15 January 2024**.

National Offer Day is **Tuesday 16 April 2024**.

Information on the coordination of applications for the normal admissions round can be found on [Richmond Council's website](#).

Applications outside of the normal admissions round will be processed in line with the in-year arrangements

## Admission criteria for community nursery places

Community nurseries are attached to some community and infant schools. The responsibility for administering applications for a community nursery place has been delegated to the individual nursery. More information about the nurseries and the application process (including key dates) is available on [the Achieving for Children website](#).

Where more applications are received than there are places available, the oversubscription criteria set out below will apply.

- i. Places will be offered firstly to looked after children<sup>8</sup> i.e. children who are looked after by a public authority and are in public care, and previously looked after children<sup>9</sup> 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. The authority may request further information and/or documentary evidence for applications under this criterion in order to be satisfied that priority should be given to the child's application;
- 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 siblings - 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, as measured using the Council's geographical information system methodology. Accessibility to private or public transport will not be considered.

If there are more applicants than places within each criterion, the tiebreaker will be applied.<sup>10</sup>

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<sup>8</sup> The definition of looked after children is on page 4

<sup>9</sup> The definition of previously looked after children is on page 4

<sup>10</sup> Information on how the tiebreaker is applied is on page 5

## **In Year admission into a school in the London Borough of Richmond upon Thames**

An In Year admission is an application made for a child seeking entry to school outside of the normal admissions round.

In Year admissions into all Richmond schools are coordinated by the local authority. Information on the coordination scheme is available on the Richmond Council website.

The guide which provides information for parents on how to make an In Year application is also available on the [Richmond Council website](#).

Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to four preferences.

Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as a completion of sale document or a rental agreement, and evidence that the previous address is no longer available for them to live in. Further documents may be requested.

Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.

If a place is not available at a preferred school then parents will be informed of their right of appeal. The child will automatically be placed on the preferred school(s) waiting list which will be prioritised in line with the over-subscription criteria, and re-ranked every time a new application is added.

Where no school place is available at a preferred school, and a child is currently without a school place within a reasonable distance, then the authority will, as a minimum, inform applicants of the availability of places at alternative schools. Where possible, the authority will offer a school alternative school place at the next nearest community or voluntary controlled school with a vacancy. A referral may be made under the Fair Access Protocol.

The guide which provides information for parents on how to make an In Year application is available on the [Richmond Council website](#).