

Primary Admissions for September 2018

These notes are written to help you decide which steps to take next. Information about allocations, waiting lists and the appeals procedure is also included.

YOUR QUESTIONS ANSWERED

I have been offered a school place for my child but not at the school I want most. What can I do?

We advise you to accept the school place offered to ensure your child has a school place. You can always refuse this at a later date if you are offered a school you prefer. Please be assured that this will not affect your child's position on any waiting lists of your higher preferred schools.

I have not been offered any school place that I applied for. What can I do?

Please make arrangements to visit the allocated school before you make a decision about the place offered. You should also find out where your child is on the waiting lists for your preferred school/s (please see information about waiting lists below).

You can also make an application to schools you have not previously applied to which have spaces available, or only a small waiting list. Please be assured we will monitor your child's progress and will offer your child a place as soon as we can. If you live close to a neighbouring Council, you might also want to check with them to see if they have any available places you may wish to apply for. You can then make an application by emailing us.

We plan the number of school places required according to the number that will be needed for children to start school in September, rather than at the time offers are sent out in April. We recognise that this means some parents will initially not be offered a place at a preferred school for their child and we realise how disappointing that is. However, places do become available from waiting lists as parents move out of the area or make alternative arrangements for their child's education.

How do I apply to any other schools that I have not previously applied to?

You should email us by 30 April to let us know and we will pass any application on to the admission authority concerned. This applies whether the school is in this borough or in another council area.

Schools with vacancies

Buckingham Primary School, Darell Primary School, Deer Park Primary School, Heathfield Nursery and Infant School, Kew Riverside Primary School, Lowther Primary School, Nelson Primary School, Sacred Heart RC Primary School, St Mary Magdalen's RC Primary School, St Mary's C of E Primary School Twickenham, Stanley Primary School, Trafalgar Infant School and Twickenham Primary Academy all have vacancies. If you wish to be considered for one of these vacancies, please contact richmond.admissions@achievingforchildren.org.uk

Can I hold more than one school place at a time?

No. You should not hold more than one school place at any time, whether this is an academy, community, free, foundation, voluntary aided or independent (private) school. If, at a later stage, you are offered a place at a school you prefer, you must inform Richmond School Admissions immediately that you no longer require the place you have been offered previously.

I applied for consideration under the exceptional reasons criterion for Richmond schools but my child has not been offered a place at my preferred school?

If you applied under the exceptional reasons criterion for any Richmond school but have not been offered a place, please be assured that the documentary evidence you submitted in support of your application was carefully considered. However, it was not considered to be the only school that could meet your child's needs and therefore your application was not given additional priority ahead of children living nearer to the school. You should expect to receive a letter from the school shortly explaining why your child's application was not prioritised under the exceptional reasons criterion. If you do not receive this letter by 27 April 2018, please contact the school.

WAITING LISTS

Is my child's name automatically put onto waiting lists?

Your child's name is automatically put onto the waiting list of any higher preference school that you were not offered. If you want your child's name to be added onto the waiting list of a lower preference school, you will need to request this in writing. Your child's name will be added to the waiting list in accordance with the school's published admission arrangements.

How can I find out my child's waiting list position?

Please contact Richmond School Admissions in the first instance who will be able to either give you your child's waiting list position/s or advise you how to get this information.

When will further offers be made from waiting lists?

Further offers will be made **from 11 May 2018** onwards. Parents who have been offered a place on 16 April have until **30 April** to respond to their local authority. After this date, schools will be working with the local authority to record acceptances, refusals and new waiting list requests. The local authority will also be liaising with neighbouring local authorities to update information on offers, acceptances and refusals to their residents. Once all this information has been collated, we will be in a position to reoffer any school places that may have become vacant.

My circumstances have changed and I now prefer a lower preference school to the school I have been offered. What should I do?

You need to email us to let us know which school you now prefer. If there are vacancies at the school, you will be offered a place. If there are no places available, your child's name will be added to the waiting list. In the meantime, we advise you to accept the place you have been offered to ensure your child has a school place. This will not affect your child's place on any waiting lists.

Can I keep my child's name on more than one waiting list?

Yes, if you wish. You will need to look at the school's admission criteria and consider the likelihood of being offered a place, e.g. if your child's name comes a long way down the waiting list because you live further away from the school than other applicants, then it is less likely that you will be offered a place under the home to school distance criterion.

What happens if I get another offer from a waiting list and I am already holding a school place?

You will be given a specified time within which to decide if you prefer this offer more than the place you have already been offered. The school place you give up will be offered to the next child on that school's waiting list. This process enables us to make further offers from waiting lists from 11 May onwards.

What are the chances of a place becoming available at my preferred school?

It is very difficult to anticipate how many refusals of places may be received as this happens if parents receive another offer, move out of the area or make alternative arrangements for their child's education. Generally, the best guide to your chances of gaining a place is your child's position on a waiting list. If your child is near the top, e.g. in the first five, then your chances are greater than if your child is a long way down the list. You should note that waiting list positions are subject to change and your child's name could move lower down the list, e.g. if there is another application from a family who move into the area who have a higher priority on the list under the distance criterion, because they live closer to the school. By law, schools cannot prioritise children whose parents applied on time ahead of those who did so after the closing-date (15 January).

If my child starts at another school, will this affect my child's position on any waiting list?

No, not at all. If your child starts at another school and is then offered a place at your preferred school, your child may transfer to that school if you wish. However, you may want to consider whether it would be better for your child to remain at the school where he/she may have settled.

If I move house or there is a change in my family circumstances, can I add my child's name to other waiting lists?

If you move house and you no longer live near the schools you originally named as preferences, then you can make a new application. If we are unable to offer a place, we will add your child's name to the waiting list using the admissions criteria. We would also advise you of schools with possible vacancies near to your new address.

If you have had a change in circumstances e.g. if another of your children has just started at your preferred school, please let us know so that we can amend your child's position on the waiting list for that school.

PRIMARY SCHOOL ALLOCATIONS FOR SEPTEMBER 2018

The table below shows how places have been offered at the community schools and at Deer Park Primary, Thomson House Primary School, Twickenham Primary Academy and St Mary's Hampton CE Free School which use the same admissions criteria.

School Name	EHCP* (SEN)	criterion (i) 'looked after children' (incl previously looked after children)	criterion (ii) 'exceptional family, social or medical need'	criterion (iii) 'brother or sister at the school'	criterion (iv) 'living nearest to the school' (distance of last child offered)
Barnes Primary 60 places	0	0	0	25	35 384 metres
Buckingham Primary 90 places	0	0	1	30	42 6503 metres 6 allocated to furthest distance 2149 metres
Carlisle Infant 90 places	0	0	0	32	58 3016 metres
Chase Bridge Primary 90 places	0	0	1	36	53 1770 metres
Collis Primary 90 places	0	0	0	44	46 1023 metres
Darell Primary and Nursery 30 places	0	0	0	12	13 12353 metres 3 allocated to furthest distance 1373 metres
Deer Park School 30 places	0	0	0	8	15 3503 metres 3 allocated to furthest distance 2908 metres
East Sheen Primary 90 places	0	0	0	33	56 4542 metres 1 allocated to furthest distance 984 metres
Hampton Infant and Nursery 120 places	0	0	0	41	79 2899 metres
Hampton Wick Infant and Nursery 90 places	0	1	0	26	61 24907 metres 2 allocated to furthest distance 665 metres
Heathfield Nursery and Infant 120 places	1	0	0	50	54 25910 metres 1 allocated to furthest distance 1443 metres
Kew Riverside Primary 30 places	0	0	0	7	17 3806 metres 1 allocated to furthest distance 850 metres
Lowther Primary 60 places	0	0	0	20	18 7080 metres 4 allocated to furthest distance 2274 metres
Marshgate Primary 60 places	0	0	0	32	28 645 metres

School Name	EHCP* (SEN)	criterion (i) 'looked after children' (including previously looked after children)	criterion (ii) 'exceptional family, social or medical	criterion (iii) 'brother or sister at the school'	criterion (iv) 'living nearest to the school' (distance of last child offered)
Meadlands Primary 30 places	0	0	1	11	18 657 metres
Nelson Primary 60 places	0	0	0	21	22 1870 metres 1 allocated to furthest distance 1139 metres
Orleans Primary 60 places	0	0	0	22	38 623 metres
The Russell Primary 30 places	0	0	0	17	13 1123 metres
Sheen Mount Primary 90 places	1	0	0	42	47 980 metres
Stanley Primary 90 places	0	0	0	49	39 7938 metres
St Mary's Hampton CE Primary 30 places	0	0	0	5	Area 1 – 8 to 1179 m Area 2 – 9 to 2927 m Distance – 8 to 3065 m
Thomson House School 52 places	0	0	0	20	31 483 metres 1 Founder's offer
Trafalgar Infant 90 places	0	0	0	28	49 9799 metres
Twickenham Primary 60 places	0	0	0	15	27 6224 metres
The Vineyard Primary 90 places	0	0	0	22	68 1308 metres

*EHCP (SEN) These are places reserved for children with an Education, Health and Care.

Richmond Church School Allocations

The majority of the church schools received more applications than places and have waiting lists. If you want to know how the places have been allocated at these schools and information about their waiting lists, you need to contact the individual schools direct. Church schools are their own admission authorities and the governing body of the school is responsible for its own admission arrangements.

Church school waiting lists

If any of your preferred schools are church schools, and they are unable to offer you a place because they have received more applications than places, your child's name will automatically be on the school's waiting list. From **11 May 2018**, we will reoffer any church school places that may

have become vacant since 16 April 2018. Places will then be offered as and when any refusals are received.

Waiting lists for all schools listed on the table on pages 4 and 5

If you have not been offered a place at one of your preferred schools, your child will be placed on the waiting list.

ALL waiting lists automatically consist of the names of applicants who have not had a higher preference offer e.g. if your child has been offered a place at your second preferred school then your child's name has automatically been placed on the waiting list for your first preference. You do not need to take any further action.

ALL waiting lists also include any applicants who applied late and could not have their applications considered with all those that were received on time. If this applies to your child's application, then although you may not initially have received an offer, your child may now be in a good position on the waiting list.

Please email us if you would like your child's name added to any school's waiting list.

We will add your child's name to the waiting list in criteria order. This means if you live close to a school you did not initially name, your child may be in a good position on the waiting list.

What will happen to these waiting lists?

From **11 May 2018**, we will make a second round of offers and re-offer any Richmond school places that may have become vacant since 16 April 2018. Parents who have been offered a place on 16 April have until 30 April to respond to their local authority. Between 30 April and 11 May, we will also add new requests to waiting lists in criteria order. Further offers will be made from the revised waiting list from 11 May. After this second round of offers, places will then be re-offered as and when any refusals are received. The waiting lists will be held in criteria order (regardless of when an application is received) until the end of the academic year in July 2019.

If your child's name is on a waiting list and you change your address, please inform us by emailing us. Please note that waiting list positions are always subject to change as other new applicants are added or places are offered e.g. if an application is received from a parent or carer whose child has a higher priority under the school's admission criteria, it will affect your child's position.

Contact details for neighbouring councils

If you have been unsuccessful in your applications for a school in any of the following council areas you will need to contact them direct for advice on waiting lists and their appeals procedure.

London Borough of Hounslow

Phone: 020 8583 2600

Email: admissions@hounslow.gov.uk

Web: www.hounslow.gov.uk/admissions

Royal Borough of Kingston upon Thames

Phone: 020 8547 4610

Email: kingston.admissions@achievingforchildren.org.uk

Web: www.kingston.gov.uk

Surrey County Council

Phone: 0300 200 1004

Email: schooladmissions@surreycc.gov.uk

Web: www.surreycc.gov.uk

London Borough of Wandsworth

Phone: 020 8871 7316

Email: admissions@wandsworth.gov.uk

Web: www.wandsworth.gov.uk/admissions

APPEALS PROCEDURE

Your appeal rights

You have the legal right to appeal against a decision not to offer your child a place at any or all of the school(s) to which you have applied. You are entitled to appeal for a place at your preferred school even though your child may have a school place somewhere else.

The admissions authority for the school you are applying to is required to explain to you why your child has not been offered a place at that school. They must also explain how you can appeal against this decision.

Your appeal will be heard by an appeal panel, which is independent of the school and the admissions authority whose decision you are appealing against. You have the right to attend the hearing to explain your case to the independent appeal panel. To ensure their impartiality and independence, there are strict rules covering the appointment of the appeal panel members. The appeal panel's decision is binding on the admissions authority and the school.

The law states that there must not be more than 30 pupils in an infant class. **If your child has been refused a place an appeal can only be successful in very limited circumstances.**

The Appeal Panel must consider all of the following:

- 1 That the admission of additional children would not breach the infant class size limit;
- 2 Whether the child would have been offered a place if the admission arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998 (in other words, the admission arrangements are found to be unlawful);
- 3 Whether the child would have been offered a place if the admissions arrangements had been correctly and impartially applied; and
- 4 Whether the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Procedure for community school appeals

If you wish to lodge an appeal you can do so by submitting a form online at www.richmond.gov.uk/admission_appeals. Alternatively please phone 020 8891 1411 to request a printed form. Please ensure that you read the guidelines on the appeals process at www.richmond.gov.uk/admission_appeals. **The completed appeal form should be returned by 24 May 2018.**

Before you lodge an appeal, you may wish to discuss your options with an admissions officer on 020 8547 5569. However, once you have submitted an appeal, all queries concerning the appeal must be directed to Richmond Independent Appeals Services on 020 8891 7183 or on education.appeals@richmond.gov.uk to ensure that your appeal is handled separately from Richmond School Admissions.

You may attach additional papers to your Notice of Appeal to provide evidence to support your claim that no reasonable admission authority would have made that decision and/or you can ask that previous correspondence be brought to the attention of the appeal panel.

Richmond School Admissions is not involved in organising the independent appeal process, but an officer will attend the appeal hearing to explain why a place could not be offered to your child at the

school concerned and to answer questions. You have the right to be accompanied by a relative or a friend at the hearing or to be represented by someone else.

When will my appeal be heard?

Appeals will be heard in July at Richmond Council offices, York House, Twickenham TW1 3BZ.

Procedure for other school appeals

You are entitled to appeal against the decision of the governing body of a voluntary aided, free, foundation or academy school not to offer your child a place. Full details of how to make an appeal will be given to you by the school if your child is refused a place. An independent appeal panel will hear your appeal. This independent appeal panel will be bound by the same rules as an independent appeal panel for a community school. This includes appeals for admission to infant classes because the legal limit of 30 on the size of an infant class applies to all types of state school.

If you wish to lodge an appeal, you need to complete an appeal form, which will be available on request from the school concerned. The name and address of the appeals secretary to whom your appeal form should be returned will also be given to you and the date by which it should be received.

Can I appeal for a place at more than one school?

You can lodge separate appeals for places at more than one school whether they are all in the Borough of Richmond upon Thames and/or in any other Local Authority's area. You will need to obtain the appeal form applicable to each school and then complete and send each one to the address given on the form.

If I accept a place at any other school, does this affect my right to appeal?

No. You are entitled to appeal for a place at your preferred school even though you may have accepted a place for your child at another school in the Borough of Richmond upon Thames or elsewhere.

Procedure for out of borough school appeals

If you have been unsuccessful in your application for a school in a different Council area, you will need to contact the relevant Council for their appeals procedure. Contact details for our neighbouring Councils are listed on page 6.