2019

Admission to Richmond's Primary Schools

Starting school
Transferring to junior school
Moving into the area

achieving for children

LONDON BOROUGH OF RICHMOND UPON THAMES

The information in this brochure relates to the school year beginning September 2019 and applying for an in-year place during September 2018 to July 2019.

This information was correct in August 2018. However, some of the details given may change during the year.

Responsibility for information printed here relating to academies lies with the governing body of the school concerned and not with Richmond Council.

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The application form for admission in September 2019 to London Borough of Richmond upon Thames schools must **only** be completed by Richmond Borough residents and sent to:

School Admissions, Achieving for Children, Guildhall 2, Kingston upon Thames KT1 1EU

T: 020 8547 5569

E: richmond.admissions@achievingforchildren.org.uk

W: www.richmond.gov.uk

Applications for in-year admissions must be made to the borough in which the school is situated.
Please see page 48 for information about in-year admission.

Dear parent or carer

Starting school is a big milestone in every child's life, and we know how important it is for you to have the right information to help decide which primary school you would like your child to attend.

This brochure explains the process of applying for a Reception class place and provides information about the primary schools in the London Borough of Richmond upon Thames.

If your child was born between 1 September 2014 and 31 August 2015, they will start school in September 2019. The deadline for applications is 15 January 2019.

We are extremely proud of the rich and diverse range of primary schools in the borough. They are among the very best in the country. Our schools provide a full, high quality curriculum, with many opportunities for your child to enjoy a range of extra-curricular activities. Our schools are committed to providing a high quality education and excellent learning opportunities for children. They are very popular due to our high standards and the good Ofsted inspection outcomes achieved. As well as achieving high standards of attainment, our schools aim to develop the whole child in their knowledge, skills and understanding and in their physical, social, moral and artistic development.

Each school produces its own prospectus for parents in addition to this borough brochure. We recommend that you ask the schools you are interested in for a copy of their prospectus. This will tell you more about the ethos, curriculum and achievements of each individual school. However, nothing can beat a personal visit to the school, where I am sure you will be very impressed and most welcome.

In response to the significant increase in demand for places in Reception year, the Council's strategy for providing additional school places has included permanently expanding or providing additional temporary classes in some existing schools, and encouraging and assisting the establishment of free schools within the borough.

In addition to the information published in the primary schools brochure, the location of any extra classes will be made available in advance of the 15 January 2019 application deadline. As this information may impact on your preference of schools, please check the Council's website at www.richmond.gov.uk for the most up-to-date information.

I am confident that your child will be happy and successful if you choose a primary school in Richmond upon Thames.

Robert Henderson
Deputy Chief Executive of Achieving for Children
Director of Children's Services, London Borough of Richmond upon Thames

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Section 1

Types of school in Richmond

Types of school in Richmond upon Thames

Community schools

Community schools are owned and maintained by the council, which sets the admissions policy, including the criteria used for allocating places at schools that receive more applications than they have places.

Voluntary aided (church) schools

Voluntary aided (church) schools are maintained by the council that pays the teachers' salaries and the day-to-day running costs of the schools. Generally, the buildings are owned by a church. Schools are either Roman Catholic (RC) or Church of England (CE). The governing body of the school sets the admission policy and criteria.

Academies

An academy is a school that is run by an academy trust and its governors. Nelson Primary School is an academy.

Free schools

Free schools are independent of the local authority and are funded directly by the Department for Education. Deer Park School, St Mary's Hampton CE Primary School, Thomson House School and Twickenham Primary Academy are free schools in the borough of Richmond upon Thames.

You can find more information about the schools in Richmond by looking at the Council's website www.richmond.gov.uk

Age range of schools

Infant schools

Infant schools provide education for children aged 4 to 7 years. They cover the three school years Reception, Year 1 and Year 2. The first year of infant school is called the Reception year for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years. Most infant schools have nursery classes attached to them which cater for children aged 3 to 4.

Junior schools

Junior schools provide education for children aged 7 to 11 years. They cover four school years, Years 3 to 6.

Primary schools

Primary schools provide education across the whole primary age range of 4 to 11 years. They cover the Reception year and Years 1 to 6. Most primary schools have nursery classes attached to them for children aged 3 to 4. Children transfer to secondary school at the end of Year 6.

When children start school in Kingston

Children start school in the September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school. For entry in September 2019, children born between 1 September 2014 and 31 August 2015 are eligible to start school in September 2019. Children reach statutory school age at the beginning of the term following their fifth birthday. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school).

Request to delay entry to school in the same school year (known as deferred entry)

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school must hold your child's place and not offer it to another child. The latest your child can start school is at the beginning of the summer term 2020.

If you wish to defer your child's entry, you will need to confirm this with the primary school where your child has been offered a Reception place. You also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

Admission outside of the child's normal age group

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of 15 January 2019. You will need to put your request to us separately in writing. You may also provide supporting documentation, should you wish to do so, and this should be submitted at the time of application.

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 your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. We will also consider whether they may 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.

Children with identified special educational needs are successfully supported in all our schools through effective induction, support and differentiated provision.

For summer born children, if 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 2020.

We will write to advise you of the decision on the year group your child should be admitted to and the reasons why this decision was reached. If the request is approved for your child to start in Reception in September 2020, you will be advised to re-apply by 15 January 2020 and provide a copy of the decision as part of your application. Please note this decision does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place.

Please note there is no statutory right of appeal if your request is not agreed.

Key dates for admission in September 2019

2018

Saturday 1 September	Online applications are open via www.eadmissions.org.uk or www.richmond.gov.uk

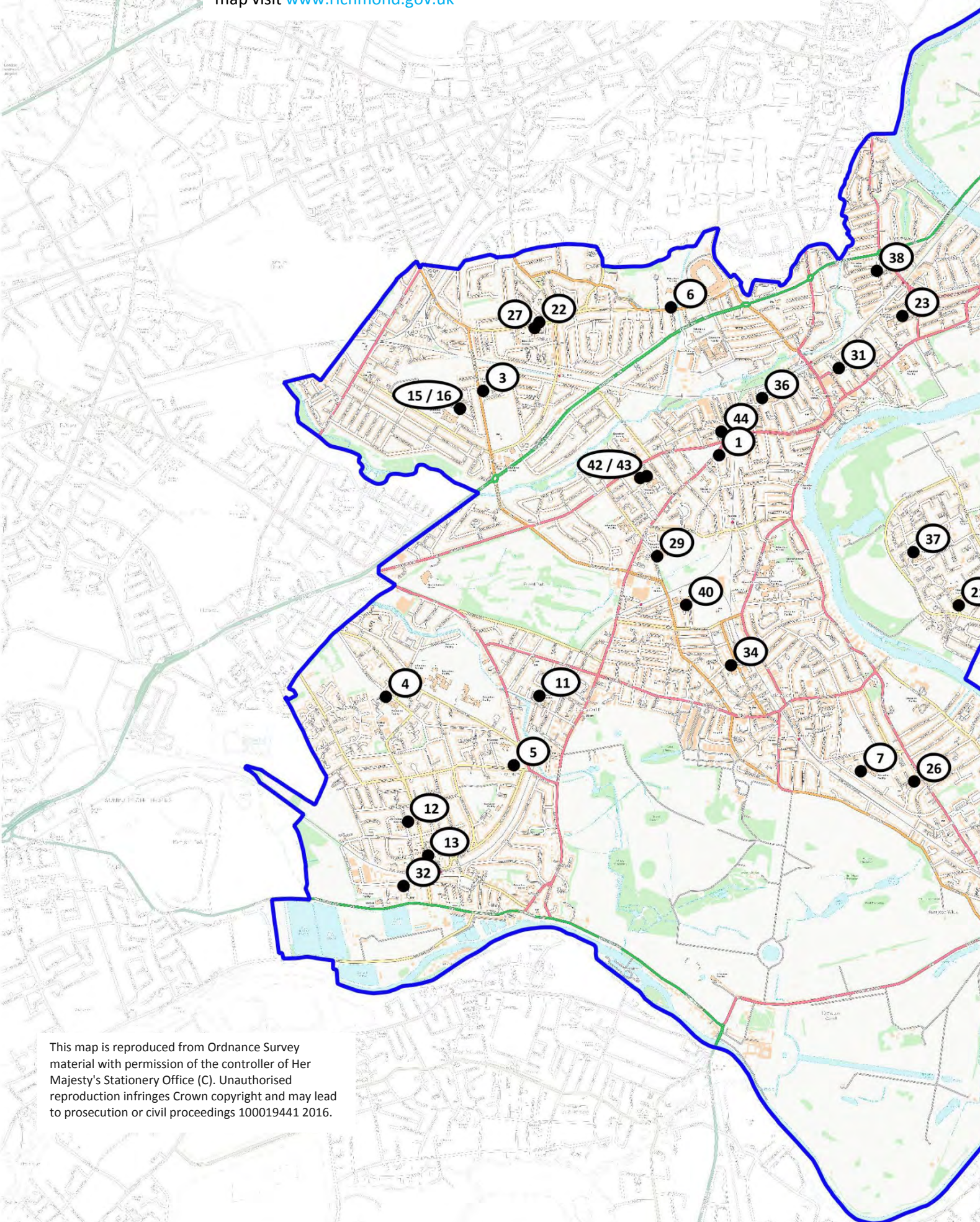
2019

Tuesday 15 January	Closing date for all applications for Reception class entry and Year 3 entry in a junior school for September 2019. Closing date for any supplementary information forms required by church schools to be received by the school.
Tuesday 16 April (National Offer Day)	Online applicants will be sent an email during the evening informing them of the result of their application. Letters are posted first class giving detailed results of applications.
Tuesday 30 April	Date by which parents must accept or decline the offer.
Friday 10 May	Further offers made from this date onwards subject to places becoming available.
Friday 24 May	Closing date for receipt of community school appeals (church or academy schools may use a different date).
June to July	Admission appeals are heard.
Wednesday 4 September	Start of the autumn term. (exact date and time to be advised by each school)

Section 2

Map of Richmond infant, junior and primary schools

Map details shown indicate general site locations only. For a more detailed map visit www.richmond.gov.uk



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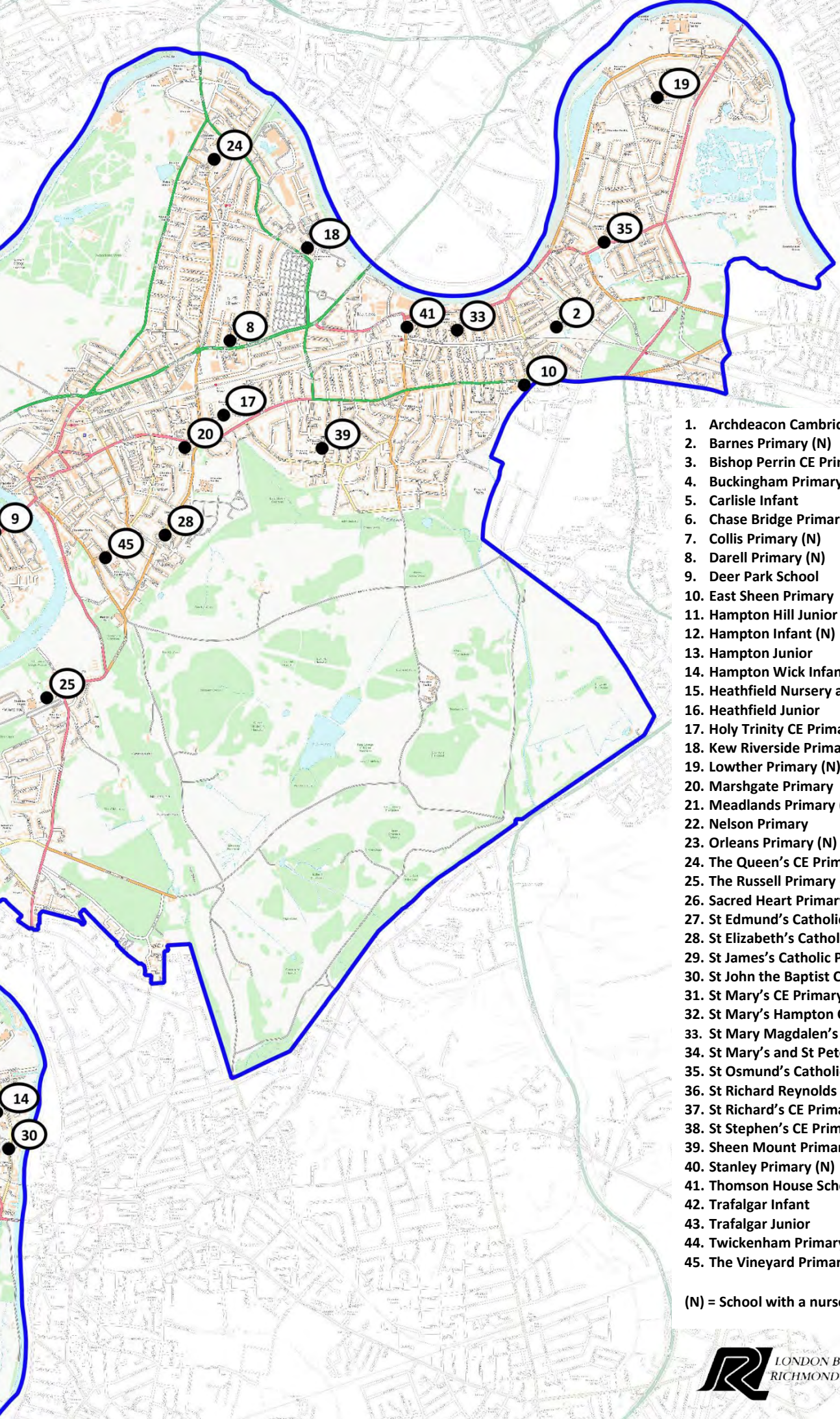

1. Archdeacon Cambridge's CE Primary (N)
2. Barnes Primary (N)
3. Bishop Perrin CE Primary
4. Buckingham Primary (N)
5. Carlisle Infant
6. Chase Bridge Primary (N)
7. Collis Primary (N)
8. Darell Primary (N)
9. Deer Park School
10. East Sheen Primary
11. Hampton Hill Junior
12. Hampton Infant (N)
13. Hampton Junior
14. Hampton Wick Infant and Nursery (N)
15. Heathfield Nursery and Infant (N)
16. Heathfield Junior
17. Holy Trinity CE Primary (N)
18. Kew Riverside Primary
19. Lowther Primary (N)
20. Marshgate Primary
21. Meadlands Primary (N)
22. Nelson Primary
23. Orleans Primary (N)
24. The Queen's CE Primary
25. The Russell Primary (N)
26. Sacred Heart Primary
27. St Edmund's Catholic Primary (N)
28. St Elizabeth's Catholic Primary
29. St James's Catholic Primary (N)
30. St John the Baptist CE Junior
31. St Mary's CE Primary
32. St Mary's Hampton CE Primary
33. St Mary Magdalen's Catholic Primary
34. St Mary's and St Peter's CE Primary
35. St Osmund's Catholic Primary
36. St Richard Reynolds Catholic Primary
37. St Richard's CE Primary (N)
38. St Stephen's CE Primary
39. Sheen Mount Primary
40. Stanley Primary (N)
41. Thomson House School
42. Trafalgar Infant
43. Trafalgar Junior
44. Twickenham Primary Academy
45. The Vineyard Primary

(N) = School with a nursery

LONDON BOROUGH OF RICHMOND UPON THAMES

List of schools

School details N: School with nursery unit	Number of places available in 2019	Number of applications received for 2018
Archdeacon Cambridge's CE Primary (N) **DfE number: 318 3326** The Green, Twickenham TW2 5TU Phone: 020 8894 4777 Email: info@archdeaconcambridges.richmond.sch.uk Website: www.archdeaconcambridges.richmond.sch.uk Headteacher: Miss F Lambe	**60**	**245**
Barnes Primary (N) **DfE number: 318 2028** Cross Street, London SW13 0QQ Phone: 020 8876 7358 Email: info@barnes.richmond.sch.uk Website: www.barnesprimaryschool.co.uk Headteacher: Mr M Hartley	**60**	**296**
Bishop Perrin CE Primary **DfE number: 318 3322** Hospital Bridge Road, Twickenham TW2 6LF Phone: 020 8894 1447 Email: info@bishopperrin.richmond.sch.uk Website: www.bishopperrin.richmond.sch.uk Headteacher: Mr A Corke	**30**	**153**
Buckingham Primary (N) **DfE number: 318 2035** Buckingham Road, Hampton TW12 3LT Phone: 020 8941 2548 Email: info@buckingham.richmond.sch.uk Website: www.buckingham.richmond.sch.uk Headteacher: Ms C Boyle	**90**	**159**
Carlisle Infant **DfE number: 318 2001** Broad Lane, Hampton TW12 3AJ Phone: 020 8979 2770 Email: info@carlisle.richmond.sch.uk Website: www.carlisleandhamptonhillfed.richmond.sch.uk Headteacher: Ms Z Brittain	**90**	**307**
Chase Bridge Primary (N) **DfE number: 318 2036** Kneller Road, Twickenham TW2 7DE Phone: 020 8892 1242 Email: info@chasebridge.richmond.sch.uk Website: www.chasebridge.richmond.sch.uk Headteacher: Mr A King	**90**	**281**

	Number of places available in 2019	Number of applications received for 2018
Collis Primary (N) **DfE number: 318 2032** Fairfax Road, Teddington TW11 9BS Phone: 020 8977 1458 Email: info@collis.richmond.sch.uk Website: www.collis.richmond.sch.uk Headteacher: Mr K Hogston	**90**	**345**
Darell Primary (N) **DfE number: 318 2004** Niton Road, Richmond TW9 4LH Phone: 020 8876 6721 Email: info@darell.richmond.sch.uk Website: www.darell.richmond.sch.uk Headteacher: Ms K Bos	**60**	**101**
Deer Park School **DfE number: 318 2017** Richmond Road, Twickenham TW1 2EF Phone: 020 8353 4248 Email: info@deerparkschool.org.uk Website: www.deerparkschool.org.uk Headteacher: Mrs A Colenso	**60**	**162**
East Sheen Primary **DfE number: 318 2006** Upper Richmond Road West, London SW14 8ED Phone: 020 8876 7484 Email: info@eastsheen.richmond.sch.uk Website: www.eastsheen.richmond.sch.uk Headteacher: Ms E Page	**90**	**304**
Hampton Hill Junior **DfE number: 318 2007** St James's Avenue, Hampton Hill TW12 1HW Phone: 020 8979 3019 Email: info@hamptonhill.richmond.sch.uk Website: www.hamptonhill.richmond.sch.uk Headteacher: Mr A Went	**90**	**160**
Hampton Infant (N) **DfE number: 318 2009** Ripley Road, Hampton TW12 2JH Phone: 020 8979 1815 Email: info@hampton-inf.richmond.sch.uk Website: www.hampton-inf.richmond.sch.uk Executive Headteacher: Ms H Lockey Head of School: Miss C Tester	**120**	**307**
Hampton Junior **DfE number: 318 2008** Percy Road, Hampton TW12 2LA Phone: 020 8979 2545 Email: info@hampton-jun.richmond.sch.uk Website: www.hampton-jun.richmond.sch.uk Executive Headteacher: Ms H Lockey Head of School: Mr J James	**90**	**141**

	Number of places available in 2019	Number of applications received for 2018
Hampton Wick Infant and Nursery (N) **DfE number: 318 2010** Normansfield Avenue, Teddington TW11 9RP Phone: 020 8977 3971 Email: admissions@hamptonwick.richmond.sch.uk Website: www.hamptonwick.richmond.sch.uk Headteacher: Mrs H Johnson-Paul	**90**	**232**
Heathfield Nursery and Infant (N) **DfE number: 318 2012** Cobbett Road, Twickenham TW2 6EN Phone: 020 8894 4074 Email: info@heathfield-inf.richmond.sch.uk Website: www.heathfieldschoolspartnership.org Executive Headteacher: Mr P Clayton	**120**	**187**
Heathfield Junior **DfE Number: 318 2011** Cobbett Road, Twickenham TW2 6EN Phone: 020 8894 3525 Email: info@heathfield-jun.richmond.sch.uk Website: www.heathfieldschoolspartnership.org Executive Headteacher: Mr P Clayton	**120**	**123**
Holy Trinity CE Primary (N) **DfE number: 318 3304** Carrington Road, (off Manor Road), Richmond TW10 5AA Phone: 020 8940 2730 Email: info@holytrinity.richmond.sch.uk Website: www.holytrinityschool.org.uk Headteacher: Mrs P Cox	**60**	**285**
Kew Riverside Primary **DfE number: 318 2039** Courtlands Avenue, Richmond TW9 4ES Phone: 020 8487 8437 Email: info@kewriverside.richmond.sch.uk Website: www.kewriverside.richmond.sch.uk Headteacher: Mr D Norman	**30**	**146**
Lowther Primary (N) **DfE number: 318 2013** Stillingfleet Road, Barnes SW13 9AE Phone: 020 8748 3984 Email: info@lowther.richmond.sch.uk Website: www.lowther.richmond.sch.uk Headteacher: Mr M Tuffney	**60**	**91**
Marshgate Primary **DfE number: 318 2040** Queens Road, Richmond TW10 6HY Phone: 020 8332 6219 Email: info@marshgate.richmond.sch.uk Website: www.marshgate.richmond.sch.uk Headteacher: Ms E Jackson	**60**	**361**

	Number of places available in 2019	Number of applications received for 2018
Meadlands Primary (N) **DfE number: 318 2015** Broughton Avenue, Ham TW10 7TS Phone: 020 8940 9207 Email office@meadlands.richmond.sch.uk Website: www.meadlands.richmond.sch.uk Headteacher: Mrs S McGeoch	**30**	**91**
Nelson Primary **DfE number: 318 2029** Nelson Road, Whitton TW2 7BU Phone: 020 8894 9899 Email: info@nelson.richmond.sch.uk Website: www.nelson.richmond.sch.uk Headteacher: Mrs A Steels	**60**	**133**
Orleans Primary (N) **DfE Number: 318 2018** Hartington Road, Twickenham TW1 3EN Phone: 020 8892 1654 Email: info@orleans.richmond.sch.uk Website: www.orleans.richmond.sch.uk Headteacher: Ms J Evans	**60**	**356**
The Queen's CE Primary **DfE number: 318 3327** Cumberland Road, Kew TW9 3HJ Phone: 020 8940 3580 Email: info@queens.richmond.sch.uk Website: www.queens.richmond.sch.uk Headteacher: Ms K Bentham	**60**	**128**
The Russell Primary (N) **DfE number: 318 2019** Petersham Road, Richmond TW10 7AH Phone: 020 8940 1446 Email: info@russell.richmond.sch.uk Website: www.russell.richmond.sch.uk Headteacher: Mrs S Leir	**30**	**113**
Sacred Heart Primary (N) **DfE number: 318 3320** St Mark's Road, Teddington TW11 9DD Phone: 020 8977 6591 Email: info@sacredheart.richmond.sch.uk Website: www.sacredheart.richmond.sch.uk Headteacher: Ms B Smith	**30**	**98**
St Edmund's Catholic Primary (N) **DfE number: 318 3315** Nelson Road, Whitton TW2 7BB Phone: 020 8894 7898 Email: office@st-edmunds.richmond.sch.uk Website: www.st-edmunds.richmond.sch.uk Headteacher: Mrs C Moreland	**60**	**172**

	Number of places available in 2019	Number of applications received for 2018
St Elizabeth's Catholic Primary **DfE number: 318 3310** Queens Road, Richmond TW10 6HN Phone: 020 8940 3015 Email: admin@st-elizabeths.richmond.sch.uk Website: www.st-elizabeths.richmond.sch.uk Headteacher: Mrs J Hines	**30**	**167**
St James's Catholic Primary (N) **DfE number: 318 3316** Stanley Road, Twickenham TW2 5NP Phone: 020 8744 8860 Email: info@st-james.richmond.sch.uk Website: www.st-james.richmond.sch.uk Headteacher: Mrs L Yarnell	**90**	**275**
St John the Baptist CE Junior **DfE number: 318 3312** Lower Teddington Road, Hampton Wick KT1 4HQ Phone: 020 8977 4114 Email: info@st-john.richmond.sch.uk Website: www.st-john.richmond.sch.uk Co-Headteachers: Mrs S Sawyer Mrs A Kenneally	**90**	**90**
St Mary's CE Primary **DfE number: 318 3317** Amyand Park Road, Twickenham TW1 3HE Phone: Infant - 020 8892 5840 Middle site - 020 8249 6836 Junior - 020 8892 7849 Email: info@st-marys.richmond.sch.uk Website: www.st-marys.richmond.sch.uk Headteacher: Ms A Abrahams	**90**	**289**
St Mary's Hampton CE Primary **DfE number: 318 2003** Oldfield Road, Hampton TW12 2HP Phone: 020 8979 5102 Email: admin@stmaryshamptonschool.org.uk Website: www.stmaryshamptonschool.org.uk Headteacher: Mr Matthew White	**30**	**148**
St Mary Magdalen's Catholic Primary **DfE number: 318 3309** Worple Street, London SW14 8HE Phone: 020 8876 6679 Email: admin@st-marymagdalens.richmond.sch.uk Website: www.st-marymagdalens.richmond.sch.uk Headteacher: Mrs H Frostick	**30**	**167**

	Number of places available in 2019	Number of applications received for 2018
St Mary's and St Peter's CE Primary **DfE number: 318 3321** Somerset Road, Teddington TW11 8RX Phone: 020 8943 0476 Email: info@smsp.richmond.sch.uk Website: www.smsponline.co.uk Headteacher: Mr J Logan	**90**	**256**
St Osmund's Catholic Primary **DfE number: 318 3324** Church Road, London SW13 9HQ Phone: 020 8748 3582 Email: info@st-osmunds.richmond.sch.uk Website: www.st-osmunds.richmond.sch.uk Headteacher: Mr A Hayes	**30**	111
St Richard Reynolds Catholic Primary **DfE number: 318 2000** Clifden Road, Twickenham TW1 4LT Phone: 020 8325 4630 Email: office@srrcc.org.uk Website: www.strichardreynolds.org.uk Headteacher: Mr R Burke	**30**	**217**
St Richard's CE Primary (N) **DfE Number: 318 3303** Ashburnham Road, Ham TW10 7NL Phone: 020 8940 7911 Email: info@srsa.richmond.sch.uk Website: www.srsa.richmond.sch.uk Headteacher: Mrs C Palmer	**30**	**46**
St Stephen's CE Primary **DfE number: 318 3319** Winchester Road, Twickenham TW1 1LF Phone: 020 8892 3462 Email: info@st-stephens.richmond.sch.uk Website: www.st-stephens.richmond.sch.uk Headteacher: Mrs E Bachour	**60**	**250**
Sheen Mount Primary **DfE number: 318 2020** West Temple Sheen, London SW14 7RT Phone: 020 8876 8394 Email: info@sheenmount.richmond.sch.uk Website: www.sheenmount.richmond.sch.uk Headteacher: Mr I Hutchings	**90**	**344**
Stanley Primary (N) **DfE number: 318 2021** Strathmore Road, Teddington TW11 8UH Phone: 020 8977 4858 Email: info@stanley.richmond.sch.uk Website: www.stanley.richmond.sch.uk Headteacher: Mr I Dickinson	**90**	**298**

	Number of places available in 2019	Number of applications received for 2018
Thomson House School **DfE number: 318 2005** 27 Sheen Lane, London SW14 8HY Phone: 020 3608 2080 Email: admin@thomsonhouseschool.org Website: www.thomsonhouseschool.org Headteacher: Mrs A Letch	**56**	**278**
Trafalgar Infant **DfE Number: 318 2024** Reception classes, Meadway, Twickenham TW2 6PY Years 1 and 2, Gothic Road, Twickenham TW2 5EH Phone: 020 8894 5729 Answerphone: 020 8893 3040 Email: info@trafalgar-inf.richmond.sch.uk Website: www.trafalgar-inf.richmond.sch.uk Headteacher: Mrs L Thompson Trafalgar Infant is one school based at two sites: one for Reception classes and one for Years 1 and 2.	**90**	**345**
Trafalgar Junior **DfE number: 318 2023** Elmsleigh Road, Twickenham TW2 5EG Phone: 020 8894 1606 Email: info@trafalgar-jun.richmond.sch.uk Website: www.trafalgar-jun.richmond.sch.uk Executive Headteacher: Mrs L Thompson Deputy Headteacher: Mr J Allen	**90**	**108**
Twickenham Primary Academy **DfE number: 318 2025** 57 Colne Road, Twickenham TW2 6QF Phone: 020 3019 6196 Email: office@gemstwickenham.co.uk Website: www.gemstwickenhamprimary.org Principal: Mr John Smith	**60**	**220**
The Vineyard Primary **DfE number: 318 2037** Friars Stile Road, Richmond TW10 6NE Phone: 020 8948 0195 Email: info@vineyard.richmond.sch.uk Website: www.vineyard.richmond.sch.uk Headteacher: Mrs R Whymark	**90**	**346**

The location of any further additional classes will be announced as appropriate in advance of the closing deadline on 15 January 2019. Please refer to our website at www.richmond.gov.uk for the most up-to-date information.

Section 3

Six steps in applying for a primary school place

Children born between 1 September 2014 and 31 August 2015 are eligible to start primary school in September 2019. You apply for schools through your own home council. This is the council area where you live and to which you pay Council Tax.

Step 1: Understanding the admission process

- You may apply for up to six state funded schools, including academies or free schools, on one application.
- You must list the schools in Richmond borough and in other council areas, in the order that you prefer them.
- You should check if you need to complete a supplementary information form for the schools you are applying to. If the school is outside the Richmond borough, please refer to the relevant local authority or contact the school.
- Please apply online (preferably) or on a paper form, **not both.** See Apply online, page 21.
- You must make an application even if your child currently attends the nursery at your preferred school.
- If your child has a brother or sister already in the school, you must still apply for a place by 15 January 2019. Brothers and sisters must still be attending the school in September 2019 to give your child sibling priority for a place.
- If you think there are exceptional family, social or medical needs that make a school the most suitable for your child, you should make it clear on your application and attach supporting evidence. See page 19 for more guidance on applying under this criterion.
- If you are applying for more than one child, for example twins, you must complete a separate application for each child.
- If you apply for a church school, you need to carefully read the admission criteria to decide if your child is likely to be offered a place. The criteria are on pages 34 to 47.
- If applying for a church school, please check if you need to complete the school's own extra form, known as the supplementary information form. Completed supplementary information forms must be sent direct to the school to be received no later than the closing date of 15 January 2019. The school governors are responsible for admissions to these schools, therefore any questions you have about admission to these schools should be addressed directly to the school.

School preferences

- The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.
- Each school listed on your application considers your child's application against its admission criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as sixth preference is considered equally to an application on which the school is ranked as first preference.
- If your child meets the admission criteria for more than one school, your home council will look at your preference order and you will be offered the highest preference school for which your child has met the admission criteria.
- If your home council is not able to offer your child a place at any of the schools you applied for, you will be offered, where possible, a place at another school.

Order of preference

You should think carefully about your order of preference when you decide how to list the schools you are applying for. This is because if your child qualifies for a place at a number of schools, you will only be made one offer of the school which you named as a higher preference.

The following example illustrates the importance of the order of preference.

Preference	School	Qualify for place?	Outcome
1st	The Vineyard	No	On waiting list
2nd	Darell	Yes	Offer
3rd	Holy Trinity	Yes	Withdrawn
4th	Marshgate	Yes	Withdrawn
5th	Sheen Mount	No	Withdrawn
6th	Not one named	-	-

Think carefully about your preferences

You need to be realistic in making your preferences. This is because you may not receive an offer at any of your preferred schools if your child is unlikely to meet the criteria. This could happen if you live too far away from the schools or if you name a church school, but do not attend the church connected to that school. Due to the high demand for places, you are advised to include your closest community school where your application can be considered on home to school distance.

Changing your preferences or changing the order

If you wish to change your preferences after the closing date or you wish to change the preference order, please note all your preferences will be considered as late applications and considered after all on-time applications.

Step 2: Collecting information about schools

The decision about which school you would like your child to attend is an important one. To help you decide you should gather as much information as possible.

- Read about Richmond schools in this brochure or at www.richmond .gov.uk which has links to school websites.
- Look at the map on pages 6 and 7 that shows you where the schools are located.
- Look at the table on pages 30 to 33 that shows you how the places have been allocated for the last three years at all the community infant and primary schools.
- On pages 34 to 47 we have briefly summarised each academy, foundation, free and church school's admission criteria in a table showing how places have been allocated at these schools for entry in the last three years.
- Look at the school's website for their own individual information about their school and details of their admission criteria.
- Visit schools. It is important for parents to visit schools before deciding which ones to apply for. Please contact the schools you are interested in for information and details of open days and visiting times.
- Further information about schools and links to each school's inspection reports and school performance tables are available via each school's website or on Richmond Council's website www.richmond.gov.uk

Step 3: Deciding which schools to apply for

How schools decide which children to admit

If fewer people apply to a school than there are places available, every applicant will be offered a place. If more people apply for a school than there are places available, the school will use admission criteria (rules) to work out which children can be offered places in the following order of priority (after taking account of any children for whom the school is named in an education, health and care plan (EHCP).

The admission criteria are also known as oversubscription criteria. You will find the admission criteria for each Richmond community primary school in this section. The admissions criteria for schools vary depending on the type of school you are applying for and can be found in Section 6. For example, schools that have faith-based criteria may require a reference from a parish priest or other minister of religion. If you are applying for a place at one of these schools, make sure you understand their admission criteria. Any questions you have about admission to these schools should be addressed directly to the school.

Please look carefully at the admission criteria and how places were offered in previous years for each school. For example, if your application is considered under the distance criterion, your chances of obtaining a place at a school a long way from where you live may be less than at a school nearer your home. You are advised to name your nearest community school or a school that will consider your application on home to school distance and use all six preferences. This will maximise your chances of being offered a preferred school.

A summary of the admission criteria used by academy, church and free schools can be found on pages 34 to 47. You are advised to view the full details of these criteria on the school's website before making your application.

The admission criteria for community infant and primary schools

These criteria will be applied to every application for a community. The same criteria are used to order applications remaining on a school's waiting list.

(i) **Places will be offered firstly to looked after children and previously looked after children** Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).

(ii) **Places will next be offered in cases of exceptional family, social or medical need** (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.

(iii) **Places will then be offered to children who have a brother or sister (sibling)**, 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.

Notes:

1. 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, including a family member's address, other than the child's permanent home will not be accepted. Proof of address will be sought if there is doubt about the validity of the address given and it may be the subject of further investigation. Temporary addresses will not be used for the purpose of administering applications.
2. Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.
3. Late applications will **not** be processed until after all on time applications.
4. 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'.

Explanation of each criterion

(i) Looked after children or previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or 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
- children who were previously in the care of a local authority **immediately before** they were adopted under the Adoption and Children Act 2002, or became subject to a child arrangements order or special guardianship order

Required evidence for a looked after child

If you are applying for a child who **is currently** in the care of a local authority, you must provide:

- a written statement from the child's social worker which confirms that:
  - the child is **currently** a looked after child and is subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a **current** interim care order, or a **current** final care order
  - the name of the local authority the child has been placed in the care of
  - the child is currently placed with a foster carer or in local authority accommodation

Required evidence for a previously looked after child

If you are applying for a child who **was previously** in the care of a local authority, you will need to provide the following evidence according to your child's circumstances below:

- for **adopted** children, you must provide:
  - an adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child. **Please note: children adopted from overseas are not classified as children in public care and therefore will not be considered under this criterion**
- for children subject to a **special guardianship order** you must provide:
  - a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a special guardianship order was made
  - a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989
- for children subject to a **child arrangements order** you must provide:
  - a written statement from the local authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements order was made

- a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act)

(ii) Exceptional family, social or medical need

All Richmond schools have experience of dealing with children with different social and medical needs. There will only be a few cases when a child has to go to a specific school for exceptional family, social or medical reasons.

Please note that if your child has special educational needs or if your child may need additional support in school, but does not have an education, health and care plan (EHCP), it is not possible to consider their application for a higher priority under this criterion.

Please note: support for a child's educational needs can be met at any of our schools. Therefore, we do not consider educational reasons under this criterion.

If you feel there are any exceptional medical, family and/or social reasons why your child must attend a particular school, you **must** complete the 'reasons for preference' box for that school and provide reasons and supporting evidence from a relevant professional such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child can only attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Family, social or medical priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional reasons that mean that one school is more suitable than another. For the purposes of this criterion, the meaning of disability is pursuant to Section 6 and Schedule 1, Part 1 of the Equality Act 2010. You **must** provide this supporting evidence by the closing date, **15 January 2019**. You will be able to attach this evidence with your online application.

All applications are considered individually and **must** include the following:

- specific medical evidence that gives reasons and provides supporting information **why only one school** can meet a child's individual needs. This can be from a professional such as a GP, hospital consultant or specialist or any other medical professional, social worker, educational psychologist
- evidence and reasons that explain the family's exceptional circumstances, including social reasons **why only one school** can meet the child's needs and why those needs cannot be met at any other school

If the requested school is not the nearest school to the child's home address, provide clear reasons with supporting evidence to show why the nearest school is not appropriate.

Evidence should make clear why only one school is appropriate and the effect on your child if they do not attend this school.

We do not consider reasons such as your place of work, childcare arrangements or previous family connections to be strong enough to be considered under this criterion. All applicants applying under this criterion are advised that the evidence provided to support their application must be as detailed and objective as possible.

Please submit supporting documentary evidence with your application. This should be in a sealed envelope and marked for the attention of the Council's Schools Admissions Office. If you apply online and request consideration under this criterion, you must still submit supporting evidence which may be scanned and attached to your application. All information supplied is treated in strictest confidence.

(iii) Brother or sister (sibling) attending the school

If you have an older child including an adopted, foster, half or step brother or sister, currently attending your preferred primary, infant or paired junior school **who will still be attending in September 2019**, living with you at the same address as the child you are applying for, make sure you give that child's details on your application under sibling details. **Please note that your older child must be currently attending the same school and will be on roll at the same school at the time your child will be admitted.**

(iv) Children of staff

If you are a member of staff who has 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 you have been recruited to fill a vacant post for which there is a demonstrable skill shortage. We will confirm your status with the school concerned.

(v) Distance from home to school

If your application is likely to be considered under the distance criterion, try to consider whether you live close enough to the school for your child to qualify for a place.

The cut-off distance for admissions as at 16 April 2018 has been included in the tables for community schools on pages 30 to 33 and on the individual school's pages for academy and church schools on pages 35 to 47. This describes the admission criteria for the school.

Please note this is only a guide as the cut-off distances vary from year-to-year. Even if you live within the cut-off distances, there is no guarantee your child will obtain a place there for next September.

The popularity of Richmond's schools and the increased number of applications has given a greater focus on home to school distance as an oversubscription criterion. You should refer to the school's admission criteria and how places have been offered in previous years. This information is published on pages 30 to 47 of this brochure.

Measuring home to school distances

In order to be fair to all applicants, 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. Please note that it is not possible to use another computerised programme or a route finder, including the 'Find my nearest' web page on the Richmond Council website, to match the method of calculating distance for admissions purposes that is used by the Council.

There may be routes and rights of way that are used by pedestrians which are not used for measuring home to school distances. For example, paths through car parks, cemeteries, golf courses, parks and other enclosed spaces will not be used. There may be footpaths that are part of a new housing development, or footpaths and roads within and outside of Richmond Council's area for admissions that are not recognised by the geographical information system that we use. The walking route measured by the Council's geographical information system may therefore be different to an actual walking route.

Straight line measurement: the following schools measure home to school distance in a straight line using the Councils' computerised geographical information system and data supplied by Ordnance Survey. The starting point of the measurement is a grid reference point within the property, which is supplied by Ordnance Survey. The end point is measured to the named or nearest school gate where the school has more than one gate.

- Deer Park School
- St Elizabeth's RC Primary School
- Thomson House School
- Twickenham Primary Academy

Step 4: Completing your application

Apply online from 1 September 2018

You should apply online by going to www.eadmissions.org.uk or www.richmond.gov.uk and select the Children link. However, if the schools you are applying for require a supplementary information form, you will need to complete this and send it to the address stated on the form. If you do not have internet access at home, it is free to apply online at any library in Richmond or you can ask about facilities at your child's primary school.

If you wish to apply online, you must have an email address. The eAdmissions website will have a link for you to register for a free email account. The online application system is quick, easy and reliable. The benefits of applying online are:

- the application process will guide you through each step and there are clear prompts to ensure you complete all the required sections
- your details are safe and secure and you can view your application at any time
- you will be able to attach scanned or electronic documents to support your application once your application has been submitted
- there is no need to complete a paper application form

You will be sent an email with a reference number to confirm that your application has been received. The reference number will look like this: 318-2019-09-E-001234. If you do not receive an email with a reference number, it means your application has not been submitted and you should log back into the eAdmissions system and submit your application (or you may need to adjust your email software to receive 'no reply' emails). You may find it useful to note down your details below and keep this in a safe place.

Email address
Username
Password
Application reference

If you have any difficulty registering for online applications, please use the frequently asked questions (FAQs) section at the top of the eAdmissions webpages, to help you find and answer to your question.

If you still need help to register, please contact the Technical Support Desk, using the link on the FAQ page. This is the quickest way to get help. Alternatively, you can phone 020 8255 5555 and choose option 1 to speak to someone on the Support Desk.

On the evening of 16 April 2019, you will be sent an email advising you of the result of your application. After you receive this email, you will be able to log on and view your application result online and accept or decline your offer of school place online.

If you have applied online and you have not been offered your first preference school, you will also receive a letter with detailed information about the result of your application and what to do next.

Complete a paper application form

We recommend that you apply online if possible. However, if you are unable to do so, you should complete Richmond Council's application form that you can obtain by phoning School Admissions 020 8547 5569.

If you apply on paper you will receive a letter which will be sent by first class post on 16 April 2019 giving you the outcome of your application.

Only make one application either online OR on paper, NOT both. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

Department for Education (DfE) number

You will need this for a paper application only.

- For Richmond's primary schools, the DfE numbers are listed on pages 8 to 14.
- For primary schools in other areas, please see page 54 for details of councils bordering this borough. You should also be able to find this information in the relevant council's admissions brochure.

Supplementary information forms

A supplementary information form is only required when a school needs additional information to apply its admission criteria. Please check whether any schools you are applying for, including those in other council areas, require a supplementary information form to be completed.

If you apply to a school that requires a supplementary information form, and you do not complete and return the form, the school will still consider your application along with those applications that were supported by a supplementary information form. However, it may not be possible for the school to apply their admission criteria to your application and this could reduce your child's chances of being offered a place.

Child's home address

To ensure that offers of school places are made correctly and fairly, the Council is committed to following strict address verification procedures. The Council will investigate any applications where there are doubts about the information provided or where information has been received that suggests a fraudulent or misleading application has been made. Before we make our decision as to whether we will accept an address or not, we will consider your circumstances in accordance with the guidance set out below, which should be read in its entirety.

As part of the admission process, we will check Council records to confirm that the address you have given in your application is your child's permanent home address. If there are any doubts about your address details we may request further evidence. It is your responsibility, as the applicant, to provide evidence to support your application.

We may seek evidence from Council records, schools or any other source we consider appropriate. The Council may refer cases to the Internal Audit and Investigation Service for further investigation, and may make a home visit. This could lead to legal action.

Proof of address

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address.

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend.

The address you give on your application must be the one where your child is living permanently and must be the address where your family normally lives. An application can only be made from a single address and only a single application made for each child. Future addresses cannot be used. This includes a property you own in the area.

- If you are connected to more than one address, for example, you own a property and are renting and living in another, we will require further evidence to demonstrate the permanence of the address you are using for your application.
- If you rent out a property you own or put it up for sale, this does not mean that the property cannot be considered as your family's home address.

- Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives with both parents at different addresses, we will require evidence of your care arrangements. We will consider all available evidence that you provide to support your application so we can decide which address we will use to process your application.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must inform the School Admissions Team as soon as possible and no later than two weeks after your move.You must inform us of the circumstances of your move to ensure that places are offered fairly and correctly.
- If you move to a new address and have advised us, once our address verification checks have been made, we will revise your child's position on the waiting lists for each of the schools that you prefer so that your application is considered correctly following this change of circumstances.
- If you are a member of UK Services personnel (HM Forces or Crown Servants), please see the information below.

If an offer of a school place is made on the basis of false or misleading information the Council reserves the right to withdraw the offer at any stage during the admission process. The admission process refers to the time from when you submit your application to the time your child starts school. In disputed cases we will make a judgment based on evidence available to us.

If you suspect that a parent has applied using an address that the child does not live at please do not hesitate to let us know by phoning 020 8547 5569. Any information received will be treated in strictest confidence.

Late applications

Applications received after the closing date of **15 January 2019** will only be considered after all applications received by the closing date. This is unless you are able to provide proof that there were **exceptional reasons** that prevented you from applying on time and only up to 11 February 2019. All applications received after 8 February will only be considered after those received by the closing date.

Moving into Richmond upon Thames before the allocation process

If you move into the area after the closing date, but before 11 February 2019 and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2019.

If you move into the area after 11 February 2019, your application will only be considered after those received by the closing date. No changes can be made at all after this date. However, if we are unable to offer your child a place at one of your preferred schools on 16 April 2019, their name will be placed on the school's waiting list in criteria order.

Applying for a school place after the allocation process

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.

Children of UK service personnel

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning to this area, you can apply for a school place by the closing date of 15 January 2019. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in Richmond.

The date you take up your post must be before the beginning of term in September 2019. If you are applying for a school place for your child other than to start Reception in September 2019, please see Section 7.

Children with special educational needs or an education, health and care plan

If your child has an education, health and care plan (EHCP), you should not complete the application form as your application will be dealt with by the Special Educational Needs (SEN) team. To contact the SEN team please call 020 8547 5872.

If your child is undergoing an education, health and care needs assessment, but it is not yet complete, please fill in the online or paper application form.

If you are in any doubt whether to complete a school application, please contact School Admissions on 020 8547 5569 or email us at richmond.admissions@achievingforchildren.org.uk

Step 5: Submitting your application

The closing date for receipt of your application and any supplementary information forms is 15 January 2019.

Before you submit your application please check that you:

- are familiar with the admission criteria for each school you are applying for
- are clear on the order you want to list the schools you are applying for
- do not waste a preference by naming a school where your child is unlikely to qualify for a place
- have considered naming your nearest school and you have used all six preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools

Parents' and carers' declaration

Please read through the checklist carefully and ensure you read the declaration before submitting your application by the closing date.

Step 6: Being offered a place

Your application outcome

If your child meets the admission criteria for only one of the schools you applied for, your home council will offer you a place at that school, whatever borough or county the school is in.

If your child meets the admission criteria for more than one school, your home council will look at your order of preference and offer you a place at the school that you have given higher preference to on your application.

If your child does not meet the admission criteria for any of the schools you applied for and you are a Richmond borough resident, Richmond Council will offer you a place at another school where possible. This school will be the nearest Richmond school to your home address with places remaining.

If you applied online, you will be sent an email with the outcome of your application during the evening of **16 April 2019**. You will also be able to log on to the eAdmissions website www.eadmissions.org.uk to view the outcome during the evening of **16 April 2019.**

If you applied on paper, you will not be able to access the result of your application electronically. You will be sent a letter by first class post on **16 April 2019**.

If you applied online and have been offered your first preference school, you will not receive a letter, only an e-mail. You must however accept or decline this offer online by going to www.eadmissions.org.uk and selecting 'view outcome and respond'.

If you applied online and have not been offered your first preference school, you will also be sent a letter by first class post on **16 April 2019** that will give you more information about the process and what to do next.

You must accept or decline your offer by 30 April 2019, either through the eAdmissions system if you applied online, or on the reply slip if you applied on paper.

After **10 May 2019** we will re-offer any Richmond school places that may have become vacant since original

offers were made, in accordance with the individual school's admission criteria.

Waiting lists for Richmond schools after the initial allocation on 16 April 2019

Your child's name will automatically be put on the waiting list, in criteria order, of any school that is a higher preference than the school they have been offered.

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

Waiting list positions are subject to change. You should be aware that if an application is received for a child who has higher priority under the school's admission criteria, it can affect your child's position on a waiting list. They can move down as well as up the list.

Waiting lists for community schools will be held in criteria order (regardless of when an application is received) until the end of the academic year in July 2020. After this date, parents will have to request in writing to have their child's name added to a waiting list for any community school.

For waiting list arrangements at academies, church and free schools, please contact the school for relevant information.

Waiting lists in other council areas

Schools in other areas may operate their waiting lists in a different way to this council. Please check if you are applying for a school in another area as to what arrangements they will follow.

Section 4
Transferring to junior school

Step 1: The junior school admission process

Children in separate infant schools (for 4 to 7 year olds) transfer to a junior school in the September following their seventh birthday, at the start of Year 3. **If your child is currently attending an infant school and was born between 1 September 2011 and 31 August 2012, they are due to attend a junior school from September 2019**. You will therefore need to complete a junior school application.

School preferences

Each school listed on your application considers your child's application separately against its admission criteria only and not according to the order of preference you give the school. This guarantees that, for example, an application from a parent who has ranked the school as a second preference is treated in the same way as an application on which the school is ranked as first preference.

If you name junior schools in other council areas, your home council will pass details of your application to the admissions authority of each school you wish to apply for.

The admissions authority will then determine whether a place can be offered using their published admission criteria. This information will be passed back to your home council, for example if you live in Richmond upon Thames and name a Kingston borough school as a preference, Kingston Council will let us know whether your child has qualified for an offer.

If your child meets the admission criteria for more than one of your preferred schools, you will be offered a place at your highest preferred junior school by your own home council.

Step 2: Deciding which junior schools to apply for

Community infant schools and their paired community junior schools offer the same number of places and are listed below.

- Hampton Infant School **and** Hampton Junior School
- Carlisle Infant School **and** Hampton Hill Junior School
- Heathfield Nursery and Infant School **and** Heathfield Junior School
- Trafalgar Infant **and** Trafalgar Junior School

If your child attends one of the above infant schools and you apply for a place at the paired junior school, you are likely to qualify for an offer of a place. However, your child's transfer cannot be guaranteed as this will depend on how many applications are received for children with an education, health and care plan (EHCP), formerly known as a statement of special educational needs, and for children under the' looked after' category (these are children currently or previously in public care), which is the highest priority for admission.

School paired with a voluntary aided (church) junior school

- Hampton Wick Infant and Nursery School **and** St John the Baptist CE Junior School

The governors of St John the Baptist CE Junior School are responsible for the admission of pupils. A guide to their admission criteria is given on page 42, together with details of how places were offered for September 2017 and 2018 entry.

Make sure you contact the individual church junior school for full details of their admissions policy, published on their school website, before naming the school on your junior application. Make sure you check if you need to complete the school's own extra form, known as the supplementary information form. Please see page 28, 'Applying for church junior schools,' for further information.

Step 3: Applying for junior school places

Apply online from 1 September 2018

You should apply online by going to www.eadmissions.org.uk or www.richmond.gov.uk and select the Children link. If you are unable to access the website you can complete a paper form which is available from School Admissions on 020 8547 5569. **The closing date for applications is 15 January 2019**. If you live in another council area, you must apply on their junior school application form that will be available from your home council or online via your own council's website.

Complete the application naming your preferred junior schools, whether they are in the Richmond borough or outside the borough. **Do not name any primary schools or private schools.**

If you have a child already attending your preferred junior school or paired infant school, **who will still be there in September 2019**, make sure you give that child's details on the application under the sibling details. See page 19 for further details about applying under the sibling (brothers and sisters) criterion.

If you think there are exceptional family, social or medical needs that make a school the most suitable for your child, you should make it clear on your application and attach supporting evidence. See page 19 for more guidance on applying under this criterion.

If you are applying for more than one child, for example twins, you must complete a separate application for each child.

You must only submit one junior school application per child. If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

Late applications

Applications received after the closing date of **15 January 2019** will only be considered after all applications received by the closing date. This is unless you are able to provide proof that there were **exceptional reasons** that prevented you from applying on time and only up to 8 February 2019. All late applications received after 8 February will only be considered after those received by the closing date.

Moving into Richmond upon Thames before the allocation process

If you move into the area after the closing date, but before 8 February 2019, and you can provide satisfactory documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2019.

If you move into the area after 8 February 2019, your application will only be considered after those received by the closing date. However, if we are unable to offer your child a place at one of your preferred schools on 16 April 2019, their name will be placed on the school's waiting list in criteria order.

Applying for a school place after the allocation process

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.

Children of UK service personnel

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning to this area from overseas, you can apply for a school place by the closing date of 15 January 2019. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in Richmond. The date you take up your post must be before the beginning of term in September 2019.

Applying from abroad or elsewhere in the UK

Please note that we are unable to offer a place unless you are living in the area. The only exception is children of UK service personnel (HM Armed Forces or Crown Servants). Please see above.

Children who have an education, health and care plan

If your child has an education, health and care plan, you do not need to fill in an application. This is because they will be offered a place at the junior school named in their plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice. Similarly, an assessment placement at a particular school considered most suitable for the child's needs, can be reserved pending the outcome of the statutory assessment or education, health and care needs assessment.

Applying for a church junior school - St John the Baptist CE Junior School

To apply for a church junior school place you must name the school as one of your preferred schools on your application. You may also need to complete an extra form, known as a **supplementary information form**, because church schools may need additional information to apply their admission criteria. For example, they may require a reference from a parish priest or other minister of religion.

Please make sure that you read and fully understand the school's admission criteria **before** naming the school on your application. If the school requires you to complete a supplementary information form and you do not return this, your application for the school may not be given full consideration.

Completed supplementary information forms must be sent directly to the school to be received no later than the closing date of 15 January 2019. Any questions you have about admission to the school should also be addressed directly to the school.

Admission criteria for the community junior schools

These criteria will be applied to every application for a community junior school named as a preference on the junior school application. The same criteria are used to order applications remaining on the waiting list for the school.

(i) **Places will be offered firstly to looked after children and previously looked after children**
Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).

(ii) **Places will then be offered in cases of exceptional family, social or medical need** (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child.

(iii) **Places will be offered next to children who have a brother or sister (sibling)**, 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 to children attending the paired community infant school**
(criterion (iv) will only apply until 31 August 2019).

(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 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 a computerised 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.

The looked after children and previously looked after children criterion (i), and the exceptional family, social or medical need criterion (ii) the brothers and sisters criterion (iii) are explained in more detail on pages 18 and 19. The importance of your home address and how the distance from your home to school is measured is also explained on pages 20, 22 and 23.

To apply for a Year 3 place in a primary school

If your child is in Year 2 at an infant school and you wish to apply for a Year 3 place at a primary school, please contact us to find out if there are places available. If the school has places available in the current Year 2, your child may transfer when you apply.

If you only want to transfer your child in September 2019 and not before, you should contact us towards **the end of the summer term** (the summer term ends on 23 July 2019), to see if the school has a place available in September 2019. This is because places available during the school year cannot be reserved for children whose parents only wish them to start in September. As there is no guarantee that your preferred primary school will be able to offer your child a place, you are still advised to complete a junior school application form by the closing date of 15 January 2019. You **must not** name your preferred primary schools on this form.

Step 4: Being offered a junior school place

Your application outcome

If you applied online, you will be sent an email with the outcome of your application during the evening of **16 April 2019**. After you receive this email, you will be able to log in and view your application result online.

If you applied on paper, you will not be able to access the outcome of your application electronically. You will be sent a letter by first class post on **16 April 2019**.

If you applied online and have been offered your first preference school, you will only receive an email, you will not receive a letter. You must however accept or decline this offer online by going to www.eadmissions.org.uk and selecting 'view outcome and respond'.

If you applied online and have not been offered your first preference school, you will also be sent a letter by first class post on **16 April 2019** that will give you more information about the process and what to do next.

You must accept or decline your offer by 30 April 2019, either through the eAdmissions system if you applied online, or on the reply slip if you applied on paper.

After **10 May 2019** we will re-offer any Richmond school places that may have become vacant since original offers were made, in accordance with the individual school's admission criteria.

Waiting list arrangements

Please see page 25 for information about waiting lists.

Section 5 How places have been allocated at community primary and infant schools

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Exceptional family, social or medical need	(iii) Having a brother or sister in the school or the paired school	Criterion (iv) Distance of home address to school	Distance of the last child offered a place under criterion iv on 16 April 2018	Appeals heard (successful)
Barnes Primary	2017 (60) 2018 (60)	0 0	1 0	1 0	28 25	30 35	0.319km 0.384km	0
Buckingham Primary	2017 (90) 2018 (90)	0 0	0 0	0 1	24 30	44 42	9.560km 6.503km	0
Carlisle Infant	2017 (90) 2018 (90)	0 0	0 0	2 0	50 32	38 58	1.599km 3.016km	0
Chase Bridge Primary	2017 (90) 2018 (90)	0 0	0 0	0 1	34 36	56 53	1.278km 1.770km	0
Collis Primary	2017 (120) 2018 (90)	1 0	1 0	0 0	46 44	72 46	2.022km 1.023km	2 (0)
Darell Primary	2017 (60) 2018 (30)	0 0	1 0	0 0	18 12	36 13	All preferences met All preferences met	0
East Sheen Primary	2017 (90) 2018 (90)	1 0	0 0	0 0	32 33	56 56	0.932km 4.542km	0
Hampton Infant	2017 (120) 2018 (120)	0 0	2 0	0 0	36 41	82 79	4.328km 2.899km	0
Hampton Wick Infant	2017 (90) 2018 (90)	0 0	0 1	1 0	28 26	30 61	9.414km All preferences met	0
Heathfield Infant	2017 (120) 2018 (120)	0 1	0 0	0 0	46 50	64 54	All preference met All preferences met	0

*SEN - Place reserved for a child with an education, health and care plan

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Exceptional family, social or medical need	(iii) Having a brother or sister in the school or the paired school	Criterion (iv) Distance of home address to school	Distance of the last child offered a place under criterion iv on 16 April 2018	Appeals heard (successful)
Kew Riverside Primary	2017 (30) 2018 (30)	0 0	0 0	0 0	18 7	12 17	0.799km 3.806km	0
Lowther Primary	2017 (60) 2018 (60)	0 0	0 0	0 0	18 20	33 18	3.768km All preferences met	0
Marshgate Primary	2017 (60) 2018 (60)	0 0	0 0	0 0	16 32	44 28	0.772km 0.645km	1(0)
Meadlands Primary	2017 (30) 2018 (30)	0 0	0 0	0 1	10 11	20 18	1.052km 0.657km	1(0)
Orleans Primary	2017 (60) 2018 (60)	0 0	2 0	0 0	30 22	28 38	0.623km 0.623km	0
The Russell Primary	2017 (30) 2018 (30)	0 0	0 0	1 0	13 17	16 13	1.633km 1.123km	0
St Mary's CE Hampton	2017 (30) 2018 (30)	0 0	0 0	0 0	8 5	22 2018: Area 1- 8 Area 2 - 9 Distance - 8	2017: Random allocation 2018: Area 1 - 1.179km Area 2 - 2.927km Distance - 3.065km	0
Sheen Mount Primary	2017 (90) 2018 (90)	0 1	1 0	0 0	42 42	48 47	0.497km 0.980km	0

*SEN - Place reserved for a child with an education, health and care plan

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Exceptional family, social or medical need	Criterion (iii) Having a brother or sister in the school or the paired school	Criterion (iv) Distance of home address to school	Distance of the last child offered a place under criterion iv on 16 April 2018	Appeals heard (successful)
Stanley Primary	2017 (120) 2018 (120)	0 0	0 0	1 0	32 49	61 39	7.640km 7.938km	0
Thomson House	2017 (52) 2018 (56)	0 0	0 0	0 0	18 20	34 31	0.417km 0.483km	0
Trafalgar Infant	2017 (90) 2018 (900	0 0	0 0	1 0	34 28	55 49	2.728km 9.799km	0
The Vineyard Primary	2017 (90) 2018 (90)	0 0	3 0	0 0	39 22	48 68	0.768km 1.308km	1(0)

*SEN - Place reserved for a child with an education, health and care plan

How places have been allocated at community junior schools in 2017 and 2018

School name	Year (available places)	SEN*	Criterion (i) Looked after child (including previously looked after children)	Criterion (ii) Exceptional family, social or medical need	Criterion (iii) Having a brother or sister in the school or the paired school	Criterion (iv) Children attending the paired infant school	Criterion (v) Distance of home address to school	Distance of the last child offered a place under criterion (iv) on 16 April 2018	Appeals heard (number successful)
Hampton Hill Junior	2017 (90) 2018 (90)	1 1	0 0	0 0	28 25	59 64	2 0	0.499km n/a	0
Hampton Junior	2017 (90) 2018 (90)	3 2	1 0	0 0	42 29	42 64	2 9	0.488km 4.909km	0
Heathfield Junior	2017 (120) 2018 (120)	0 0	0 0	0 0	28 24	57 75	4 6	3.859km 2.317km	0
Trafalgar Junior	2017 (90) 2018 (90)	1 3	2 1	0 0	26 27	26 55	5 4	1.852km 5.171km	0

*SEN - Place reserved for a child with an education, health and care plan

Section 6

Academy, free and voluntary aided schools' admission criteria

A summary of each academy, free school and voluntary aided school's admission criteria

In this section, we give a simple guide outlining each school's admission criteria. We advise you to contact the school direct for further details of the admission criteria the school uses if they receive more applications than available places. Please make sure you note the criteria to understand which criterion your application is likely to be considered under and whether you will need to complete the school's own supplementary information form.

Each school's detailed admission arrangements and supplementary forms are also available to download from their own websites.

As a guide we have also shown how places were offered for September 2017 and September 2018. For any further historical information, please contact the schools direct.

General notes

Looked after children or previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or 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
- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order

Siblings are brothers or sisters (including adopted, half, step or fostered) living at the same address and attending the same school at the time of admission.

Exceptional means any exceptional family, social or medical needs supported by evidence at the time of application.

Distance means the distance from the home to the school measured by the School Admissions' computerised geographical information system.

Catechumenate means being prepared for baptism.

Archdeacon Cambridge's CE Primary

1. Children in public care
2. Siblings within 2.5km of the school
3. (a) Foundation places within 2.5 km of the school: 70%
   (i) Regular worshippers at Holy Trinity Church
   (ii) Regular worshippers at church or chapel which is a member of CTBI/EA
3. (b) Open places: 30%

Note: All categories – distance will be used to determine offers if there are more applications than places.

How places have been offered on National Offer Day (60 places)	2016	2017	2018
Number of applications	297	285	244
After children with a statement or EHCP	1	0	0
Places allocated to:			
Looked after or previously looked after children	1	0	0
Sibling at time of admission	32	22	21
Foundation places	17	27	20
Home to school distance of last child offered under this criterion	1.437km	1.883km	1.658km
Open places	9	11	19
Home to school distance of last child offered under this criterion	0.569km	0.977km	0.669km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

Bishop Perrin CE Primary

1. Children in public care
2. 18 foundation (church supported) places for Christians are offered in the following order:
   a. Regular attendance at an Anglican church or other Christian denomination, where the denomination at the time of application is a member of Churches Together in Britain and Ireland
3. Remaining places are open places and are offered in the following order:
   a. Siblings
   b. Distance

Note: Category 2 - regular attendance means attending church at least twice a month for the last two years.
For each criterion, if there are more applications than places, offers will be made on proximity to the school.

How places have been offered on National Offer Day (30 places)	2016	2017	2018
Number of applications	157	149	152
Places allocated to:			
Looked after or previously looked after children	0	0	0
Foundation places	18	18	18
Home to school distance of last child offered under this criterion	1.187km	1.656km	1.070km
Open places total	12	12	12
Open siblings	8	5	10
Open home to school distance	0.262km	0.882km	0.531km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

Deer Park School

1. Looked after or previously looked after children
2. Siblings at the school at the time of admission
3. Children of staff
4. Home to school distance (measured in a straight line)

How places have been offered on National Offer Day (30 places)	2016	2017	2018
Number of applications	157	170	162
Places allocated to:			
Looked after or previously looked after children	0	1	
Sibling at time of admission	2	5	8
Children of staff	0	0	0
Home to school distance	28	24	15
Home to school distance of the last child offered under this criterion	8.169km	1.533km	All preferences met

Holy Trinity CE Primary

Foundation Places (up to 12 places for regular and committed members of churches)

1. Looked after or previously looked after children
2. Children with exceptional medical or social need
3. Children with a sibling in the school at the time of admission
4. Children in order of home to school distance

Open Places

5. Looked after or previously looked after children
6. Children with exceptional social or medical need
7. Children with a sibling in the school at the time of admission
8. Children who have a parent who has been a paid and permanent member of staff for two or more years at the time of application
9. Children in order of home to school distance

Note: Foundation - regular attendance twice a month at a church or chapel of Christian denomination over a two year period and living within 1,500m of the school.

How places have been offered on National Offer Day (60 places)	2016	2017	2018
Number of applications	346	322	287
Places allocated to:			
Looked after or previously looked after children	0	0	0
Foundation places	10**	2	3*
Home to school distance of last child offered under this criterion	1.246km	1.116km	1.236km
Sibling at time of admission	37	32	18
Children of staff	0	0	0
Exceptional medical or social need	0	0	0
Open places	22	26	39
Home to school distance of last child offered under this criterion	1.012km	0.917km	1.522km
Number of appeals heard	1	1	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	yes	yes

**9 of the 10 foundation offer were also siblings *1 foundation offer is a sibling

Nelson Primary

1. Looked after and previously looked after children
2. Children with siblings at the time of admission
3. Children of staff
4. Children in order of home to school distance

How places have been offered on National Offer Day (60 places)	2016	2017	2018
Number of applications	219	184	134
Places allocated to:			
Children with a statement	0	0	0
Looked after or previously looked after children	0	0	0
Children of staff	0	2	0
Sibling at time of admission Home to school distance	30	27	23
Home to school distance	48	30	21
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	No	No	No

The Queen's CE Primary

1. Looked after children and previously looked after children
2. Children with exceptional social or medical need
3. Children living within Kew Anglican parishes and eligible for the Pupil Premium Grant
4. Children of staff
5. Children with siblings at the time of admission
6. Living in Kew Anglican parish areas where one or both parents are members of and committed worshippers at one of the three Anglican churches in those areas
7. Living in Kew Anglican parish areas where one or both parents are members of and committed worshippers at other Christian churches
8. Distance

How places have been offered on National Offer Day (60 places)	2016	2017	2018
Number of applications	146	132	130
Places allocated to:			
Looked after children or previously looked after children	0	0	0
Exceptional medical or social need	0	2	0
Sibling at time of admission	29	28	22
Foundation places as below	23	21	15
a) Key parishes Church of England	15	15	10
b) Key parishes Christian	8	6	5
Proximity to school	8	9	23
Home to school distance of last child offered under this criterion	0.629km	0.672km	1.822km
Number of appeals heard	2	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

Sacred Heart Primary

1. Catholic looked after children and previously looked after children
2. Other baptised Catholic children
3. Other looked after children and previously looked after children
4. A candidate not falling within categories 1 to 3 with a sibling in the school at the time of enrolment
5. Children of Catechumens and members of an Eastern Christian Church
6. Any other children

Note: Within each category listed above, the following provisions will be applied in the following order: i) top priority will be given where compelling evidence is provided, at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school. ii) the attendance of a brother or sister at the time of enrolment

How places have been offered on National Offer Day (30 places)	2016	2017	2018
Number of applications	132	127	99
Places allocated to:			
Children with a statement of SEN or an EHCP	0	0	0
Baptised Catholics	14	18	11
Non Catholic siblings	1	2	4
Catechumens and Christians	0	1	1
Any other children	0	2	4
Allocated by the local authority	5	0	0
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	No	No	No

St Edmund's Catholic Primary

1. Catholic looked after children and previously looked after children
2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of St Edmund of Canterbury, Whitton
3. Baptised Catholic children with a Certificate of Catholic Practice , who are NOT resident in the Parish of St Edmund of Canterbury, Whitton
4. Baptised Catholic children, who are resident in the Parish of St Edmund of Canterbury, Whitton
5. Other baptised Catholic children
6. Other looked after children and previously looked after children
7. Children of catechumens and members of an Eastern Christian Church
8. Any other children

Within each category preference will be given:

(1) to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child that can most appropriately be met at this school

(2) to the attendance of a sibling at the school at the time of the applicant's application. The definition of sibling includes half siblings, step siblings, adopted siblings and looked after children living in the same household

How places have been offered on National Offer Day (60 places)	2016	2017	2018
Number of applications	173	172	171
Places allocated to:			
Baptised Catholics as follows:	60	60	55
Looked after children	2	1	1
a) Medical, social or pastoral need	3	2	0
b) Siblings	31	27	23
c) Distance	24	30	31
Children of Catechumens/Baptised children from Eastern Christian Churches	0	0	1
Other Christian children and children of other faiths	0	0	1
Any other applicant	0	0	3
Number of appeals heard	2	0	0
Number of successful appeals	0	0	0

St Elizabeth's Catholic Primary

1. Looked after Catholic children or looked after children in the care of Catholic families, or previously looked after Catholic children
2. Baptised Catholic children with a baptismal certificate or evidence of reception into the Catholic Church
3. Other looked after or previously looked after children
4. Baptised children from Eastern Orthodox churches
5. Baptised and practising children from other Christian denominations, with evidence of baptism
6. Children with a sibling in the school at the time of admission
7. Children of families who are members of other Christian denominations that are part of CTE, with evidence of baptism
8. Children who are members of other faiths, with evidence of membership
9. Any other children

Note: All categories – if over-subscribed: (i) in category 2 social, pastoral and medical needs must be evidenced, (ii) in category 2, evidence of commitment by attendance at mass must be demonstrated, (iii) siblings, (iv) living in the parishes of St Elizabeth of Portugal (Richmond), St Thomas Aquinas (Ham), St Winefride's (Kew) and Our Lady Queen of Peace (East Sheen), (v) proximity.

How places have been offered on National Offer Day (60 places in 2016, 30 in 2017 and 2018)	**2016**	**2017**	**2018**
Number of applications	144	166	169
After children with a statement of SEN or an EHCP	1	1	0
Places allocated to:			
Baptised and practising Catholics as follows:	38	30	30
a) Siblings	21	17	20
b) non-siblings	17	13	10
Other denominations	7	0	0
Other children	14	0	0
Number of appeals heard	0	2	4
Number of successful appeals	0	0	0

St James's Catholic Primary

1. Catholic looked after children and Catholic children who have been adopted immediately following having been looked after
2. Baptised Catholic siblings with a Certificate of Catholic Practice (CCP)
3. Catholic children with a CCP who are baptised living in the parishes of St Theodore or St Margaret's. There is a maximum of 15 children for each parish including those in criteria 1 and 2.
4. Catholic children with a CCP who are baptised living in the parishes of St James, St Francis de Sales, St Margaret's or St Theodore
5. Baptised Catholic children with a CCP living outside the four parishes
6. Baptised Catholic children whose application is not supported by a priest
7. Other looked after children
8. Other children with a sibling at St James's including the GTC
9. Children of other Christian denominations supported by a baptism certificate or letter from the Minister of Religion confirming membership of the faith community
10. Children of other faiths supported by a letter from their religious leader confirming membership of the faith community.
11. Any other children

Note: All categories – added priority will be given in the following order: i) exceptional medical, social or pastoral needs, ii) proximity to the school.

How places have been offered on National Offer Day (90 places)	2016	2017	2018
Number of applications	296	306	278
Places allocated to:			
Children with an EHCP	1	0	0
Baptised Catholics as follows:	87	90	88
a) Looked after or previously looked after children	1	0	0
b) Siblings	29	45	37
c) Non-siblings within designated parishes	37	45	33
d) Non-siblings within designated parishes baptised after one year of birth	10	0	6
e) Non-siblings outside designated parishes	10	0	12
Christian children of other denominations	2	0	2
Number of appeals heard	0	2	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

St John the Baptist CE Junior (Year 3 onwards)

1. Looked after children and previously looked after children
2. Attending Hampton Wick Infant School
3. Siblings
4. Anglicans living or worshipping in the parishes of St Mark's, Teddington and St John's, Hampton Wick
5. Other Christians
6. Other faiths
7. Children of members of staff
8. Other children

Note: All categories – distance will be used to determine offers if there are more applications than places.

How places have been offered on National Offer Day (90 places)	2016	2017	2018
Number of applications	110	102	90
Places allocated to			
Looked after or previously looked after children	0	0	2
Attending Hampton Wick Infant School	85	83	68
Of whom: sibling at time of admission	24	22	22
Distance	0	0	0
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	No	No	No

St Mary's CE Primary, Twickenham

1. Looked after children and previously looked after children
2. Children for whom St Mary's is the nearest school and who have an exceptional medical need
3. Siblings
4. 24 foundation places allocated as follows:
   (i) Children with one or both parents regularly worshipping at St Mary's Church Twickenham, or
   (ii) Children living within the parish boundaries of St Mary's, St Stephen's and All Hallows churches, one or both of whose parents worship regularly at another Christian Church
5. Children of permanent staff directly employed by St Mary's school for two years or more prior to the admissions application closing date and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
6. Distance to Amyand Park Road site

How places have been offered National Offer Day (90 places)	2016	2017	2018
Number of applications	351	328	295
Places allocated to:			
Looked after or previously looked after children	2	0	1
Exceptional medical or social need	0	0	0
Sibling at time of admission	46	48	31
Foundation places	13	13	9
Home to school distance of last child offered under this criterion	2.266km	1.745km	8.804km
Open places	29	29	48
Home to school distance of last child offered under this criterion	0.659km	0.916km	6.328km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	No

St Mary's and St Peter's CE Primary

1. Looked after and previously looked after children
2. Children with an exceptional medical or social need to attend the school
3. Siblings
4. Remaining places will be allocated with 60% to foundation places and 40% to open places

   Foundation places are offered as follows:

   a. Children whose parents are regular worshipping members of one of the two Parish Churches of Teddington and live within the Parish boundaries

   b. Children whose parents are regular worshipping members of a church within Churches Together in Teddington or whose church is a member of the Evangelical Alliance and live within the Parish boundaries of the two Parish Churches

   c. Children whose parents are regular worshipping members of a church within Churches Together in Britain and Ireland and the Evangelical Alliance and who live within the boundaries of one of the two Parish Churches
5. Open Places are offered on the basis of distance from the school

How places have been offered on National Offer Day (90 places)	2016	2017	2018
Number of applications	284	269	256
Places allocated to:			
Looked after and previously looked after children	0	0	1
Exceptional medical or social need	3	1	1
Sibling at time of admission	31	43	34
Foundation Places	27	28	25
Open places	29	18	29
Home to school distance of last child offered under this criterion	0.938km	0.663km	0.774km
Number of appeals heard	0	0	2
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

St Mary's Hampton CE Primary

1. Looked after children and previously looked after children
2. Siblings
3. Children of staff
4. Children with exceptional social or medical need
5. Children who live in Hampton South (Distance)
6. Children who live in Hampton (Distance)
7. Distance

How places have been offered on National Offer Day (30 places)	2016	2017	2018
Number of applications	167	133	146
Places allocated to:			
Looked after children	0	0	0
Sibling at time of admission	20	8	5
Exceptional medical or social need	0	0	0
Children who live in Hampton South	10	8	8
Children who live in Hampton	0	4	9
Distance	0	7	8
Home to school distance of last child offered under this criterion	n/a	4.040km	3.065km
Number of appeals heard	1	0	0
Number of successful appeals	0	0	0

St Mary Magdalen's Catholic Primary

1. Looked after Catholic children and previous looked after Catholic children
2. Baptised Catholic children with siblings where one or both parents are practising Catholics attending Mass weekly
3. Baptised Catholic children where one or both parents are practising Catholics attending Mass weekly
4. Other baptised Catholic children with siblings, attending Mass once or twice a month
5. Other baptised Catholic children attending Mass once or twice a month
6. Other baptised Catholic children with siblings
7. Other baptised Catholic children
8. Other looked after and previously looked after children
9. Christian children with sibling. Evidence of church membership should be provided
10. Christian children. Evidence of church membership should be provided
11. Any other child with a sibling
12. Any other applicants

Note: All categories – added priority will be given in the following order: i) Exceptional, medical needs or social grounds. Supporting evidence must be provided ii) Proximity to the school.

How places have been offered on National Offer Day (30 places)	2016	2017	2018
Number of applications	135	153	174
Places allocated to:			
Baptised Catholics as follows:	26	24	42
a) Siblings	10	14	12
b) Non-siblings	16	10	20
Other denominations	4	6	8
Number of appeals heard	1	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	No

St Osmund's Catholic Primary

1. Looked after Catholic children or previously looked after Catholic children
2. Baptised Catholic children with a sibling at the school
3. Baptised Catholic children
4. Other looked after or previously looked after children
5. Children who are members of other Christian denominations with a sibling at the school
6. Children who are members of other Christian denominations
7. Children who are members of other faiths with a sibling at the school
8. Children who are members of other faiths
9. Any other child with a sibling at the school
10. Any other applicant

Note: All categories – added priority is given to (i) children with exceptional social, medical or pastoral needs, (ii) the strength of evidence of commitment to the faith, (iii) proximity to the school measured by the Council's GIS system

How places have been offered on National Offer Day (30 places in 2015 and 2016, 60 places in 2017)	**2016**	**2017**	**2018**
Number of applications	103	131	112
Places allocated to:			
Baptised Catholics as follows:	23	31	19
a) Siblings	9	10	8
b) Non-siblings	14	21	11
Other denominations	7	8	11
a) Siblings	4	2	2
B) Non siblings	3	6	9
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	No	No	Yes

St Richard's CE Primary

1. Looked after and previously looked after children
2. Children with an exceptional and professionally supported medical or social need
3. Siblings
4. Regular attendance at St Richard's, St Andrew's or St Peter's churches, or another place of worship
5. Regular attendance at another Anglican church
6. Regular attendance at another place of Christian worship
7. Distance

How places have been offered on National Offer Day (30 places)	**2016**	**2017**	**2018**
Number of applications	49	64	47
Places allocated to:			
Looked after and previously looked after children	0	0	0
Sibling at time of admission	14	12	11
Foundation places	5	3	1
Open places	0	7	14
Places allocated to the local authority	10	1	4
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	No	No	No

St Richard Reynolds Catholic Primary

20 Foundation places

1. Catholic looked after children and Catholic previously looked after baptised Catholic children
2. Baptised Catholic children.
3. Other looked after children and children who have been adopted or made subject to child arrangement orders or special guardianship orders immediately following being looked after
4. Children from Eastern Christian (including Orthodox) Churches and Catechumens
5. Children from other Christian traditions and other faiths
6. Any other children

Any unfilled foundation places will be offered as open places.

10 open places

1. Looked after children and previously looked after children
2. Children living closest to the school as measured by the shortest route by road or maintained footpath

Please refer to the school website for detailed descriptions of criteria

How places have been offered (30 places)	2016	2017	2018
Number of applications	272	255	218
Places allocated to:			
Foundation places as follows:	**20**	**20**	**20**
Baptised Catholic siblings	8	6	13
Baptised Catholic non-siblings	12	14	7
Open places as follows:	**10**	**10**	**10**
Siblings	5	2	4
Distance		2.327km	1.329km
Number of appeals heard	0	1	n/a
Number of successful appeals	0	0	n/a
There is a waiting list	Yes	Yes	Yes

Thomson House

1. Looked after or previously looked after children
2. Exceptional medical or social need
3. Children whose parents have Founders' status
4. Siblings at the school at the time of admission
5. Children of staff
6. Home to school distance (measured in a straight line)

How places have been offered on National Offer Day (52 places)	2016	2017	2018
Number of applications	302	328	284
Places allocated to:			
Looked after or previously looked after children	0	0	0
Sibling at time of admission	27	18	20
Children of staff	0	0	0
Home to school distance	25	34	32
Number of appeals heard (successful)	1 (0)	0 (0)	0
Home to school distance of the last child offered under this criterion	0.371km	0.424km	0.482km

St Stephen's CE Primary

1. Children who are looked after by the local authority and previously looked after children
2. Children who have exceptional medical and/or social needs
3. Children who have a sibling attending St Stephen's School at the time of their admission. This includes full, step, half, adopted and foster children living in the same household
4. Six Foundation places - children, one, or both of whose parents are active members who worship regularly at either St Stephen's Church or another local Christian church
5. Children (full, step, half, adopted and foster children living in the same household) of staff directly employed by St Stephen's school for two years or more before the admission application
6. Children who live nearest to the pedestrian entrance of the school, which is in Winchester Road

Note: A supplementary form should be only be filled out if applying for one of the six foundation places

How places have been offered on National Offer Day (59 places)	2016	2017	2018
Number of applications	246	259	252
Places allocated to:			
Children with a statement of SEN or EHCP	0	0	0
Looked after and previously looked after children	0	0	0
Sibling at time of admission	19	27	24
Foundation places	6	6	6
Home to school distance of last child offered under this criterion	1.201km	3.559km	1.294km
Open places	35	27	29
Home to school distance of last child offered under this criterion	1.129km	0.838km	1.380km
Number of appeals heard	0	0	0
Number of successful appeals	0	0	0
There is a waiting list	Yes	Yes	Yes

Twickenham Primary Academy

1. Looked after or previously looked after children
2. Siblings at the school at the time of admission
3. Home to school distance (measured in a straight line)

How places have been offered on National Offer Day (60 places)	2016	2017	2018
Number of applications	182	194	220
Places allocated to:			
Looked after or previously looked after children	0	0	0
Sibling at time of admission	4	7	16
Home to school distance	53	19	n/a
Home to school distance of the last child offered under this criterion	n/a	n/a	n/a

Section 7

Applying for a school place during the school year September 2018 to July 2019

In-year admissions

How to apply for a school place if you move into the borough

If you move into the area and want to apply for a Richmond primary school place, you will need to complete a Richmond in-year application form. Please telephone the Council's School Admissions office on 020 8547 5569 to ask for a copy or you can download it from our website at www.richmond.gov.uk

You may list up to four maintained schools, academies or free schools in this borough in the order that you prefer them. Richmond Council coordinates all in-year applications for schools in the borough. We will pass on your child's details to the admissions authorities for the schools you have named and they will let you know if your child has qualified for a place. If none of the schools that you apply for is able to offer your child a place, we will advise you of the nearest school with a vacancy and you will be able to make another application.

Please refer to Section 3 (Applying for a primary school place) on page 15 and to section 6 on page 34, for details on admission criteria, child's home address and waiting lists.

Please note your child will be expected to start in the correct year group for their age.

Your family must already be living in the property before you can be offered a school place except in the following circumstance.

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning to this area from overseas, you can apply for a school place up to four months in advance of your return. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in the Richmond borough.

To apply for a school outside Richmond borough, please contact the council where the school is located for more information. Contact details for neighbouring councils can be found on page 54.

Transfers between schools

If you want your child to transfer to another school because you have moved house and the journey is proving difficult, please advise your child's present headteacher before you make an application.

If you want to transfer your child for reasons other than moving house, you should first discuss your concerns with your child's present headteacher. This is because a child's education usually benefits most when they have continuity of teaching and learning in the same school. This also ensures that your child's present headteacher is fully aware of your reasons for wanting to transfer your child and has the opportunity to discuss this with you.

If you still want to move your child, please ring the School Admissions Team on 020 8547 5569 for information on schools with places and we will send you an application form to complete, or download the in-year application form from our website at www.richmond.gov.uk

Whilst any transfer request is being considered, you should ensure that your child continues to attend their current school. Seeking to change a child's school does not relieve you of your legal duty to make sure your child is attending school regularly.

If you are not given a place at the school you prefer, you have the right to appeal, as explained on page 49.

Fair access protocol

The Council and all primary schools including academies and free schools in the Richmond borough have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

The aims of the fair access protocol are to ensure that:

- a school place is found quickly for children with no school place who meet the criteria for consideration under the fair access protocol
- no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems
- the child is admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number

Children who are admitted to schools under this protocol take priority over any children on waiting lists.

The Fair Access Panel, which considers applications under this protocol, consists of representative headteachers and senior council staff.

The panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil's successful integration into school.

Section 8

Appeals

General

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

The admissions authority for the school to which you are applying 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 that is independent of the school 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, in other words the admissions authority and the school must accept the appeal panel's decision.

Appeal rules followed for all infant classes (Reception, Years 1 and 2)

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 the following:

- that the admission of additional children would not breach the infant class size limit
- 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)
- whether the child would have been offered a place if the admissions arrangements had been followed properly
- whether the decision to refuse admission was not one that a reasonable admission authority would have made in the circumstances of the case

For the panel to judge that an admission authority had acted unreasonably, they would have to be satisfied that the decision not to admit the child was 'perverse in the light of the admission arrangements,' ie the decision taken was so outrageous in its defiance of logic or of accepted moral standards that no sensible person could ever have reached it.

Appeal rules followed for all other year groups (Years 3 to 6)

When considering an appeal for any other year group, appeal panels follow a two stage process in reaching decisions.

First, a factual stage: at which the panel considers whether the school's published admission arrangements were correctly applied in the individual's case and decides whether prejudice (or harm) would arise to the efficient provision of education and/or the efficient use of resources in the school if the child was admitted.

Second, a balancing stage: at which the panel exercises its discretion, balancing between the degree of prejudice to the school (or harm) and the weight of the parent's case, before arriving at a decision.

Appeals for community schools

You have the right to appeal against a decision not to offer your child a place at your preferred community school. Full details of how to make an appeal will be given to you if your child is refused a place at your preferred school.

Appeals for all other schools

You are entitled to appeal against the decision of the governing body of an academy, voluntary aided or free school not to offer your child a place. Full details on 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 (see above). 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. The decision of the appeal panel is binding on the governing body of the school, parents and the local authority.

Section 9

Special educational needs

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

Both the Council and schools have a duty to provide for all pupils, including those with special educational needs. Schools place great importance on identifying SEN early so that they can help children as quickly as possible. If you think your child may have a special educational need that has not been identified through medical screening or by your child's nursery class or early education setting, you should talk to your child's class teacher, the SEN coordinator (SENCo) or the headteacher.

All children with SEN should have a broad and well-balanced education and council-maintained schools must do their best to see that special help is provided for all children with SEN. Most children's needs can be met from within the resources normally available to the school through its funding for additional educational needs.

However, if your child has significant special needs that cannot be met from within the school's resources (currently known as SEN support) and the provision required is likely to exceed that which is normally available to mainstream schools, the school will gather the necessary evidence and with your agreement, ask the Council to carry out a statutory education, health and care needs assessment. If the Council decides that a statutory assessment is necessary further advice might be sought from you, the school, an educational psychologist, the health service, social services and any other professional or service involved, in line with the Government's SEN Code of Practice.

Further information

For further information, please phone the SEN team on 020 8547 5872.

Travel arrangements for children attending their nearest suitable schools with an education, health and care plan

Where children with an EHCP are attending their nearest suitable mainstream or special schools or nearest suitable specialist resourced provision, the Council may help with transport if the assessment of the child's needs indicates that assistance is necessary.

This may take the form of reimbursement of a Transport for London travel card, independent travel training, parental mileage costs, or a place on a pre-arranged vehicle.

The Council will not normally assist with home to school transport where the parents' preferred school is further from home than the nearest suitable school. This does not limit parents' preference for any individual schools, but should be a factor to consider when choosing a suitable school.

If your child already accesses home to school transport assistance and then changes school, or moves from a specialist class to take up a mainstream place at the same school, we will re-assess their transport needs against the local authority SEND Transport policy. This may mean that transport which has been available is no longer provided. Please consider your child's travel needs and journey before you decide which schools to apply for. This also needs to be considered when applying for siblings' school places in primary or secondary schools; if transport arrangements change for the child with SEND, and transport which has been available to them is no longer provided, this may impact on other children in the same family.

Appeals against decisions not to assist with transport will be heard by a panel of elected members. For more information about SEN home to school transport, please see the website at www.afclocaloffer.org.uk or contact the transport officer on 020 8547 6147.

Section 10

Home to school transport

All children under 11 years old, who live in a London borough and are in full-time education travel free of charge on London buses and trams. Children over 11 years old are able to travel free of charge provided they have a valid Oyster Photocard.

Oyster Photocard application forms are available from main post offices. If you require further information on Oyster cards or bus routes please contact Transport for London on 0343 222 1234 or visit their website www.tfl.gov.uk

The local authority expects free bus and tram travel to be used by all pupils where the journey time is scheduled by Transport for London at 45 minutes or less for primary aged pupils. The local authority may provide a travel card to enable your child to travel by train if they are of primary school age and attend their nearest suitable school which is over two miles away and the scheduled bus journey time is over 45 minutes.

Further consideration may be given to those families on low incomes and children who are attending a school for denominational reasons.

If you require further information about mainstream home to school travel you can visit the Richmond Council website at www.richmond.gov.uk or contact the School Services and Benefits Officer on 020 8547 5448.

Section 11

Financial assistance

Free school meals

In order to receive free school meals, applicants must receive one of the following.

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Nursery aged children eligible for free school meals can be provided with a free school meal if they are receiving education before and after lunch.

Please see the Council's website at www.richmond.gov.uk for further information and where you can apply online.

A free school meal consists of a nutritionally balanced lunch which meets the current government nutritional standards for primary schools. Where schools serve hot meals, a free hot meal will be provided to children who are eligible.

Section 12
Schools in other council areas

If you are a Richmond borough resident and you wish to apply for schools in other council areas, you must include these on your Richmond application. Every council produces a brochure similar to this one that gives full details of schools and their admission criteria. To obtain a copy of this contact the relevant council. Neighbouring councils are listed here.

If your child lives outside the Richmond borough, you should obtain and complete the primary admission application form of the council where your child lives. All councils within London and its surrounding areas are working together to process primary admission applications in accordance with a common timetable. Admission policies vary from council to council and from school to school. You must therefore obtain full details of, and make sure that you find out the order in which places are offered at the school you prefer.

For admission details and advice on an individual school's admission policies, contact the education office of the home council shown for the school. Alternatively, you may contact the schools direct to ask about the policy followed if the school receives more applications than places available. Please note the national closing date for all primary and junior applications is 15 January 2019.

London Borough of Hounslow
Children's and Adult's Services Department
Civic Centre, Lampton Road, Hounslow TW3 4DN
Phone: 020 8583 2711
Email: admissions@hounslow.gov.uk
Website: www.hounslow.gov.uk/admissions

Hammersmith and Fulham
School Admissions Section, Hammersmith and Fulham Council
Kensington Town Hall, Horton Street, London W8 7NX
Phone: 020 8753 1085
Email: school.admissions@lbhf.gov.uk
Website: www.lbhf.gov.uk/schooladmissons

London Borough of Wandsworth
Pupil Services Section, Education and Social Services Department
Town Hall Extension, Wandsworth High Street, London SW18 2PU
Phone: 020 8871 7316
Email: admissions@wandsworth.gov.uk
Website: www.wandsworth.gov.uk/admissions

Royal Borough of Kingston upon Thames
School Admissions, Achieving for Children
Guildhall 2, Kingston upon Thames KT1 1EU
Phone: 020 8547 4610
Email: kingston.admissions@achievingforchildren.org.uk
Website: www.kingston.gov.uk

Surrey County Council
Admissions and Transport Team
Quadrant Court, 35 Guildford Road, Woking GU22 7QQ
Phone: 0300 200 1004
Email: schooladmissions@surreycc.gov.uk
Website: www.surreycc.gov.uk/admissions

Independent schools

These are schools where you pay fees for your child to attend. Richmond Council does not pay for places at independent schools. Further information can be obtained from:

Independent Schools Council, First Floor, 27 Queen Anne's Gate, London SW1H 9BU
Phone: 020 7766 7070 Website: www.isc.co.uk

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

School Admissions, Achieving for Children, Guildhall 2, Kingston upon Thames KT1 1EU
T: 020 8547 5569
Telephone contact hours: Monday to Friday, 9.00am to 2.00pm
E: richmond.admissions@achievingforchildren.org.uk
W: www.richmond.gov.uk

Please contact us if you need this brochure in Braille, in large print, on audio tape or in another language. Phone: 020 8547 5569