



**achieving
for children**

Champions for children and families

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To Year 6 Parents and Carers
London Borough of Richmond schools

9 March 2026

Dear Parents and Carers,

REMINDER TO RESPOND TO YOUR OFFER TO TRANSFER TO SECONDARY SCHOOL BY 16 MARCH 2026

This letter is for parents and carers residing in the London Borough of Richmond who received an outcome on 2 March 2026 for their child's transfer to a state-funded secondary school in September 2026. Please disregard this letter if you have already accepted your offer. Your response is currently being processed, and the school allocated to your child will contact you next.

If your child did not receive an offer on National Offer Day, the School Admissions team will have contacted you to discuss available options and the next steps. For any further questions or concerns, please email us using the address above, and we will arrange for a member of the team to call you back.

To ensure your child's place at their allocated school, parents and carers must respond to their offer by **Monday 16 March 2026** to formally accept or decline the place. Failure to respond to your offer may result in the withdrawal of your child's place, which would then be offered to the next child on the waiting list.

Please respond now if you have not already done so. If you applied online, use the [eAdmissions portal](#). If you completed the Google form, please use the link provided in your outcome email. By accepting the offer, your child will automatically be placed on the waiting list for any schools ranked higher on your preference list. You may request their waiting list position starting from Monday 30 March 2026.

If your child will be attending an independent school or has other alternative educational arrangements from September, you must decline the offer for a state-funded school. Please also inform us of the school your child will attend. Taking this action promptly will enable us to re-offer any vacant places to children on the waiting list as quickly as possible from Monday 30 March 2026.

Your cooperation with this response process is greatly appreciated, as it helps us provide certainty to families regarding their child's destination school for September.

Yours faithfully,

Samantha Scott
Head of School Admissions