

# **Transfer to secondary school in September 2023**

AfC School Admissions Team

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## National coordinated admissions and Pan London

- Admission into secondary school is coordinated nationally across England, with a common deadline and national offer day.
- All 33 London boroughs, and 5 surrounding local authorities co-ordinate the processing of admissions with the aim of making a single offer per child wherever possible.

## Timeline for on-time applications for 2023 entry

- Applications opened on **Thursday 1 September 2022**
- Open evenings for Richmond Secondary schools start from **Tuesday 27 September 2022**. Information for all schools is available on the Richmond Council website. Always check the school website for possible changes before attending.
- Secondary applications close on **Monday 31 October 2022**
- Secondary national offer day is **Wednesday 1 March 2023**

## Making an application

- Research the schools and how places were allocated in previous years.
- Apply online at [eadmissions.org.uk](https://eadmissions.org.uk) if you are a Richmond resident. If you have any difficulties, contact the School Admissions team for support
- Name up to **six** schools in preference order, including in borough and out borough schools.
- Submit your application and any supplementary forms before **Monday 31 October 2022**



# Benefits of applying online using eAdmissions

- 99% of applicants applied online last year.
- You can apply using a PC, laptop, tablet or smartphone.
- The application process is easy and secure, with clear prompts at each stage.
- All preferences processed in accordance with the equal preference scheme.
- You can scan and attach supporting documentation - no postage required.
- You will receive confirmation that your application has been successfully submitted.
- You will receive an email with the outcome during the evening of **Wednesday 1 March 2023**.
- You will be able to accept or decline your offer online.

## Preferences

- Parental right to name a **preference** for a school **does not** mean that a you have a **right to choose** a school, but we will meet parental preference as far as possible if spaces are available.
- Please don't assume that you are entitled to a place at a preferred school, a faith school, a single gender school, or the school nearest to the home address.

## **Places are allocated under the equal preference scheme**

- Each school has a published admission number - the number of children who will be admitted into the year group.
- All applications are ranked in oversubscription order for each school on the application.
- If your child has a provisional place at more than one school, the offer will be made at the highest preferred school.
- Iterative process - as children are removed from lower preference lists the system re-allocates that place to the next eligible child.



## Order of preference

- List the schools you wish to apply to in the order you prefer them.
- Each school will consider your application against their admissions criteria **only**, and not the order you place them on your form.
- Individual preference information is not shared with schools.
- If you want a selective school option, you need to consider your order of preference carefully.



## Deciding on the order of preference - example of possible outcome

Preference	School	Provisional place?	Outcome
1st	Orleans Park School	YES	WAITING LIST
2nd	Twickenham School	YES	OFFERED
3rd	Waldegrave School	YES	WITHDRAWN
4th	Turing House School	NO	WITHDRAWN
5th	Richmond Park Academy	NO	WITHDRAWN
6th	Hampton High	YES	WITHDRAWN

## Oversubscription criteria

- All schools must publish the oversubscription criteria which will be used to prioritise children where there are more applications than places available.
- Criteria applied to all applications when a school is oversubscribed.
- The School Admissions team and schools **must** allocate in this order only - they have no discretion to consider any other information e.g. childcare arrangements, place of work
- Familiarise yourself with the oversubscription for your preferred schools and what priority your child will have for the school if it is oversubscribed.

## Common oversubscription criteria

- Looked after and previously looked after children.
- Sibling link - brother or sister attending the preferred school at the time of admission.
- Child of a qualifying member of staff.
- **Exceptional** family, social or medical need why only one school is suitable. No priority is given for preference for a single sex school.
- Proximity to school
- Faith-based priority requiring a supplementary information form

Make sure you provide all the necessary supporting information if you intend to apply for priority under a higher criterion than distance. Further information is available in the guide.



## Supplementary forms

- **Christ's** and **St Richard Reynolds** require you to complete a supplementary information form **in addition** to the common application form, if you wish to apply for priority under faith grounds. Return this form directly to the school.
- Check whether any of your preferred schools in other boroughs require a supplementary form.
- The closing date for all forms is **Monday 31 October 2022.**

# National Offer Day 1 March 2023 (on-time applications)

- Offer will be sent to you via email during the evening after 5pm. Almost 92.7% of applicants were allocated a preferred school on National Offer Day in 2022.
- Respond to your offer via eAdmissions by **15 March 2023**.
- If the offer is not your preferred school, accept the offer until a higher offer can be made. This will ensure your child has a school place in September. Guidance will be provided on next steps available to you.
- Some children may receive an offer for an alternative school if a preferred school cannot be allocated. Others may not be offered a place at all initially, and the School Admissions team will contact those families to discuss their options.
- **Remember** - National Offer Day is only the start of the allocation process. There is a lot of movement from waiting lists before September.



## Waiting lists

- Your child will automatically be added to the waiting list for any higher preferred schools.
- By law, waiting lists **must** be held in oversubscription criteria and re-ranked when a new application is received.
- Be prepared for waiting list positions to go down as well as up.
- Waiting lists will be maintained until end of the academic year in July 2024 when they will disbanded. You will need to complete an in-year transfer application in June 2024 for your child to join the list for the following academic year.



## Further offers

- We will start to make further offers from the waiting lists **from Thursday 30 March 2023** after all parental responses have been received and processed.
- Further offers will continue until the middle of September as places become available.

## Appeals

- You have a legal right of appeal against the refusal to be given a place at any of your preferred schools.
- Appeals are heard by an independent panel not connected to either the school or the local authority.
- The panel will balance your case for wanting your child to attend the school, against the school's argument that they are full. You will need to present a strong case as to why your child has to attend that particular school.

# Gathering information

- Read the [Admission to Richmond's Secondary Schools](#) guide available to download on the Richmond Council website. This provides information about each stage of the application process and your responsibilities as the applicant.
- Familiarise yourself with the oversubscription criteria for your preferred schools. These are summarised in the [Richmond's schools brochure](#) available on the Richmond Council website, but it is your responsibility to read them in full on the school's website before making your application.
- Look at the pattern of admissions from previous years, and be informed about the **likelihood** of being offered a place.
- Talk to your primary headteacher.



## Other resources

- Richmond Council website - [www.richmond.gov.uk](http://www.richmond.gov.uk)
- Compare schools - [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)
- Ofsted reports - [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

## FINALLY... SOME DOs and DON'Ts


**DO** read the brochure and visit the schools.

**DO** apply on time and provide all the requested documentation to make sure the appropriate priority is applied to your application.

**DO** familiarise with the school's oversubscription criteria and how places were allocated in the past - be **realistic** about the chances of your child getting a place at the school.

**DON'T** name only one school thinking it will guarantee you a place at that school - it won't!

**DON'T** contact your MP or councillor if you do not get allocated a place at your preferred school. They have no authority to change the decision. Only the appeal panel can require a school to admit a child if they are full.



**If you need help with your application, contact the  
School Admissions team at:**

[richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk)