

This brochure includes a  
summary of the admission  
arrangements for  
September 2023 entry

# Richmond's infant, junior, primary and secondary schools

The school admissions service is provided by Achieving for Children, in partnership with the London Borough of Richmond upon Thames.

This brochure provides information about the state-funded schools in the Richmond borough, and should be read together with the relevant admissions guide available on [the Richmond Council website](#).

When the brochure refers to 'primary' school, this will mean primary, infant or junior school unless otherwise differentiated.

Responsibility for information printed here relating to academies, voluntary aided or free schools lies with the governing body of the school concerned, and not with Richmond Council or Achieving for Children.

If you have difficulty reading this document because of a disability or because English is not your first language, we can help. Please email the School Admissions team or ask someone to email on your behalf.

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# SECTION 1: General information

## Types of school in Richmond

There are 56 state-funded schools in the London Borough of Richmond upon Thames: 35 primary schools, five infant schools, five junior schools and 11 secondary schools. The type of school determines who is responsible for deciding the admission arrangements.

### 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 which 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 (CofE). 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 independently of the local authority, and is funded entirely by central government. The governing body is responsible for setting the admissions policy.

### Free schools

A free school is an all-ability school which is run by the governing body independently of the local authority, and is funded directly by central government. They are set up to meet the needs of the local community. The governors are responsible for setting the admissions policy.

You can find more information about the schools in the borough by looking at the council's website at [www.richmond.gov.uk](http://www.richmond.gov.uk). You can also [find and compare schools](#) on [GOV.UK](http://GOV.UK). If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and on the [Ofsted website](#).

## Age range of schools

### When children start school in Richmond

Children start school in the September of the school year in which they will become 5 years old, which means most children are 4 years old when they start school. 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).

### 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.

### Secondary schools

Secondary schools provide education for children aged 11 to 16 years, and they cover Years 7 to 11. Children will finish statutory education on the last Friday in June if they will be 16 by September. They are then expected to participate in education, employment or training until they are 18 years old.

This brochure provides a summary of the oversubscription criteria for each school in the borough for the academic year 2023-24. It is your responsibility to visit the individual school's website to read the full admissions policy before making your application to ensure you understand the definition of the oversubscription criteria, and how they will be applied to your child application.

The oversubscription criteria listed here are for places available after all children with an education, health and care plan (EHCP) naming the school have been admitted.

If you are intending to make an in-year transfer application during the academic year 2022-23, you should visit the school website for information about the current year's arrangements in case they are different.

## SECTION 2: Infant, junior and primary schools

### List of schools

(N) indicates school with maintained nursery PAN = published admission number

School details	Type of school	PAN
<p><b>Archdeacon Cambridge's CE Primary</b>  <b>DfE number: 318 3326</b>                      The Green, Twickenham TW2 5TU                      T: 020 8894 4777                      E: <a href="mailto:info@archdeaconcambridges.richmond.sch.uk">info@archdeaconcambridges.richmond.sch.uk</a>                      W: <a href="http://www.archdeaconcambridges.richmond.sch.uk">www.archdeaconcambridges.richmond.sch.uk</a>                      Headteacher: Miss F Lambe</p>	Voluntary aided	60
<p><b>Barnes Primary (N)</b>  <b>DfE number: 318 2028</b>                      Cross Street, London SW13 0QQ                      T: 020 8876 7358                      E: <a href="mailto:info@barnes.richmond.sch.uk">info@barnes.richmond.sch.uk</a>                      W: <a href="http://www.barnesprimaryschool.co.uk">www.barnesprimaryschool.co.uk</a>                      Headteacher: Ms S Jepson</p>	Community	60
<p><b>Bishop Perrin CE Primary</b>  <b>DfE number: 318 3322</b>                      Hospital Bridge Road, Twickenham TW2 6LF                      T: 020 8894 1447                      E: <a href="mailto:info@bishopperrin.richmond.sch.uk">info@bishopperrin.richmond.sch.uk</a>                      W: <a href="http://www.bishopperrin.richmond.sch.uk">www.bishopperrin.richmond.sch.uk</a>                      Headteacher: Mr A Corke</p>	Voluntary aided	30
<p><b>Buckingham Primary (N)</b>  <b>DfE number: 318 2035</b>                      Buckingham Road, Hampton TW12 3LT                      T: 020 8941 2548                      E: <a href="mailto:info@buckingham.richmond.sch.uk">info@buckingham.richmond.sch.uk</a>                      W: <a href="http://www.buckingham.richmond.sch.uk">www.buckingham.richmond.sch.uk</a>                      Headteacher: Ms C Boyle</p>	Community	90
<p><b>Carlisle Infant School</b>  <b>DfE number: 318 2001</b>                      Broad Lane, Hampton TW12 3AJ                      T: 020 8979 2770                      E: <a href="mailto:info@carlisle.richmond.sch.uk">info@carlisle.richmond.sch.uk</a>                      W: <a href="http://www.carlisleandhamptonhillfed.richmond.sch.uk">www.carlisleandhamptonhillfed.richmond.sch.uk</a>                      Headteacher: Ms Z Brittain</p>	Community	90

School details	Type of school	PAN
<p><b>Chase Bridge Primary (N)</b>  <b>DfE number: 318 2036</b>  Kneller Road, Twickenham TW2 7DE  T: 020 8892 1242  E: <a href="mailto:info@chasebridge.richmond.sch.uk">info@chasebridge.richmond.sch.uk</a>  W: <a href="http://www.chasebridge.richmond.sch.uk">www.chasebridge.richmond.sch.uk</a>  Headteacher: Mr D Bishop</p>	Community	90
<p><b>Collis Primary (N)</b>  <b>DfE number: 318 2032</b>  Fairfax Road, Teddington TW11 9BS  T: 020 8977 1458  E: <a href="mailto:info@collis.richmond.sch.uk">info@collis.richmond.sch.uk</a>  W: <a href="http://www.collis.richmond.sch.uk">www.collis.richmond.sch.uk</a>  Headteacher: Mr K Hogston</p>	Community	90
<p><b>Darell Primary (N)</b>  <b>DfE number: 318 2004</b>  Niton Road, Richmond TW9 4LH  T: 020 8876 6721  E: <a href="mailto:info@darell.richmond.sch.uk">info@darell.richmond.sch.uk</a>  W: <a href="http://www.darell.richmond.sch.uk">www.darell.richmond.sch.uk</a>  Headteacher: Mr J Porter</p>	Community	30
<p><b>Deer Park School</b>  <b>DfE number: 318 2017</b>  Richmond Road, Twickenham TW1 2EF  T: 020 8353 4248  E: <a href="mailto:info@deerparkschool.org.uk">info@deerparkschool.org.uk</a>  W: <a href="http://www.deerparkschool.org.uk">www.deerparkschool.org.uk</a>  Headteacher: Mr A Lee</p>	Free	60
<p><b>East Sheen Primary</b>  <b>DfE number: 318 2006</b>  Upper Richmond Road West, London SW14 8ED  T: 020 8876 7484  E: <a href="mailto:info@eastsheen.richmond.sch.uk">info@eastsheen.richmond.sch.uk</a>  W: <a href="http://www.eastsheen.richmond.sch.uk">www.eastsheen.richmond.sch.uk</a>  Headteacher: Ms D Canner</p>	Community	90

School details	Type of school	PAN
<p><b>Hampton Hill Junior</b>  <b>DfE number: 318 2007</b>            St James's Avenue, Hampton Hill TW12 1HW            T: 020 8979 3019            E: <a href="mailto:info@hamptonhill.richmond.sch.uk">info@hamptonhill.richmond.sch.uk</a>            W: <a href="http://www.hamptonhill.richmond.sch.uk">www.hamptonhill.richmond.sch.uk</a>            Headteacher: Mr A Went</p>	Community	90
<p><b>Hampton Infant (N)</b>  <b>DfE number: 318 2009</b>            Ripley Road, Hampton TW12 2JH            T: 020 8979 1815            E: <a href="mailto:admissions.hisn@hpp.school">admissions.hisn@hpp.school</a>            W: <a href="http://www.hampton-inf.richmond.sch.uk">www.hampton-inf.richmond.sch.uk</a>            Executive Headteacher: Ms H Lockey            Head of School: Mrs C Cook</p>	Community	120
<p><b>Hampton Junior</b>  <b>DfE number: 318 2008</b>            Percy Road, Hampton TW12 2LA            T: 020 8979 2545            E: <a href="mailto:office.hjs@hpp.school">office.hjs@hpp.school</a>            W: <a href="http://www.hpp.school">www.hpp.school</a>            Executive Headteacher: Ms H Lockey            Head of School: Mr J James</p>	Community	120
<p><b>Hampton Wick Infant and Nursery (N)</b>  <b>DfE number: 318 2010</b>            Normansfield Avenue, Teddington TW11 9RP            T: 020 8977 3971            E: <a href="mailto:admissions@hamptonwick.richmond.sch.uk">admissions@hamptonwick.richmond.sch.uk</a>            W: <a href="http://www.hamptonwick.richmond.sch.uk">www.hamptonwick.richmond.sch.uk</a>            Headteacher: Mrs M Boyce</p>	Community	90
<p><b>Heathfield Nursery and Infant (N)</b>  <b>DfE number: 318 2012</b>            Cobbett Road, Twickenham TW2 6EN            T: 020 8894 4074            E: <a href="mailto:info@heathfield-inf.richmond.sch.uk">info@heathfield-inf.richmond.sch.uk</a>            W: <a href="http://www.heathfieldschoolspartnership.org">www.heathfieldschoolspartnership.org</a>            Executive Headteacher: Mr P Clayton            Head of School: Mrs H Child</p>	Community	120



School details	Type of school	PAN
<p><b>Heathfield Junior</b>  <b>DfE number: 318 2011</b>  Cobbett Road, Twickenham TW2 6EN  T: 020 8894 3525  E: <a href="mailto:info@heathfield-jun.richmond.sch.uk">info@heathfield-jun.richmond.sch.uk</a>  We: <a href="http://www.heathfieldschoolspartnership.org">www.heathfieldschoolspartnership.org</a>  Executive Headteacher: Mr P Clayton  Head of School: Mr D Colenso</p>	Community	120
<p><b>Holy Trinity CE Primary</b>  <b>DfE number: 318 3304</b>  Carrington Road, Richmond TW10 5AA  T: 020 8940 2730  E: <a href="mailto:info@htprimary.com">info@htprimary.com</a>  W: <a href="http://www.holytrinityschool.org.uk">www.holytrinityschool.org.uk</a>  Headteacher: Ms A Bateman</p>	Voluntary aided	60
<p><b>Kew Riverside Primary</b>  <b>DfE number: 318 2039</b>  Courtlands Avenue, Richmond TW9 4ES  T: 020 8487 8437  E: <a href="mailto:info@kewriverside.richmond.sch.uk">info@kewriverside.richmond.sch.uk</a>  W: <a href="http://www.kewriverside.richmond.sch.uk">www.kewriverside.richmond.sch.uk</a>  Headteacher: TBC</p>	Community	30
<p><b>Lowther Primary (N)</b>  <b>DfE number: 318 2013</b>  Stillingfleet Road, Barnes SW13 9AE  T: 020 8748 3984  E: <a href="mailto:info@lowther.richmond.sch.uk">info@lowther.richmond.sch.uk</a>  W: <a href="http://www.lowther.richmond.sch.uk">www.lowther.richmond.sch.uk</a>  Headteacher: Mr M Tuffney</p>	Community	60
<p><b>Marshgate Primary</b>  <b>DfE number: 318 2040</b>  Queens Road, Richmond TW10 6HY  T: 020 8332 6219  E: <a href="mailto:info@marshgate.richmond.sch.uk">info@marshgate.richmond.sch.uk</a>  W: <a href="http://www.marshgate.richmond.sch.uk">www.marshgate.richmond.sch.uk</a>  Headteacher: Mr D Bracken</p>	Community	60
<p><b>Meadlands Primary (N)</b>  <b>DfE number: 318 2015</b>  Broughton Avenue, Ham TW10 7TS  T: 020 8940 9207  E: <a href="mailto:office@meadlands.richmond.sch.uk">office@meadlands.richmond.sch.uk</a>  W: <a href="http://www.meadlands.richmond.sch.uk">www.meadlands.richmond.sch.uk</a>  Headteacher: Mrs Sarah Taunton-Johnson</p>	Community	30

School details	Type of school	PAN
<p><b>Nelson Primary</b>  <b>DfE number: 318 2029</b>  Nelson Road, Whitton TW2 7BU  T: 020 8894 9899  E: <a href="mailto:info@nelsonschool.org">info@nelsonschool.org</a>  W: <a href="http://www.nelsonschool.org">www.nelsonschool.org</a>  Executive Headteacher: Mrs A Steels  Head of School: Ms S Ward</p>	Academy	60
<p><b>Orleans Primary</b>  <b>DfE number: 318 2018</b>  Hartington Road, Twickenham TW1 3EN  T: 020 8892 1654  E: <a href="mailto:info@orleans.richmond.sch.uk">info@orleans.richmond.sch.uk</a>  W: <a href="http://www.orleans.richmond.sch.uk">www.orleans.richmond.sch.uk</a>  Headteacher: TBC</p>	Community	60
<p><b>The Queen's CE Primary</b>  <b>DfE number: 318 3327</b>  Cumberland Road, Kew TW9 3HJ  T: 020 8940 3580  E: <a href="mailto:info@queens.richmond.sch.uk">info@queens.richmond.sch.uk</a>  W: <a href="http://www.queens.richmond.sch.uk">www.queens.richmond.sch.uk</a>  Headteacher: Ms J Stroud-Turp</p>	Voluntary-aided	60
<p><b>The Russell Primary</b>  <b>DfE number: 318 2019</b>  Petersham Road, Richmond TW10 7AH  T: 020 8940 1446  E: <a href="mailto:info@russell.richmond.sch.uk">info@russell.richmond.sch.uk</a>  W: <a href="http://www.russell.richmond.sch.uk">www.russell.richmond.sch.uk</a>  Acting Headteacher: Miss R James</p>	Community	30
<p><b>Sacred Heart Primary</b>  <b>DfE number: 318 3320</b>  St Mark's Road, Teddington TW11 9DD  T: 020 8977 6591  E: <a href="mailto:info@sacredheart.richmond.sch.uk">info@sacredheart.richmond.sch.uk</a>  W: <a href="http://www.sacredheart.richmond.sch.uk">www.sacredheart.richmond.sch.uk</a>  Headteacher: TBC</p>	Voluntary aided	30

School details	Type of school	PAN
<p><b>St Edmund's Catholic Primary</b>  <b>DfE number: 318 3315</b>  Nelson Road, Whitton TW2 7BB  T: 020 8894 7898  E: <a href="mailto:office@st-edmunds.richmond.sch.uk">office@st-edmunds.richmond.sch.uk</a>  W: <a href="http://www.st-edmunds.richmond.sch.uk">www.st-edmunds.richmond.sch.uk</a>  Headteacher: Mrs C Moreland</p>	Voluntary aided	60
<p><b>St Elizabeth's Catholic Primary</b>  <b>DfE number: 318 3310</b>  Queens Road, Richmond TW10 6HN  T: 020 8940 3015  E: <a href="mailto:admin@st-elizabeths.richmond.sch.uk">admin@st-elizabeths.richmond.sch.uk</a>  W: <a href="http://www.st-elizabeths.richmond.sch.uk">www.st-elizabeths.richmond.sch.uk</a>  Headteacher: Mrs J Hines</p>	Voluntary aided	30
<p><b>St James's Catholic Primary</b>  <b>DfE number: 318 3316</b>  Stanley Road, Twickenham TW2 5NP  T: 020 8744 8860  E: <a href="mailto:info@st-james.richmond.sch.uk">info@st-james.richmond.sch.uk</a>  W: <a href="http://www.st-james.richmond.sch.uk">www.st-james.richmond.sch.uk</a>  Headteacher: Mr C Beatty</p>	Voluntary aided	90
<p><b>St John the Baptist CE Junior</b>  <b>DfE number: 318 3312</b>  Lower Teddington Road, Hampton Wick KT1 4HQ  T: 020 8977 4114  E: <a href="mailto:office@stjohnshamptonwick.school">office@stjohnshamptonwick.school</a>  W: <a href="http://www.st-john.richmond.sch.uk">www.st-john.richmond.sch.uk</a>  Headteacher: Mr J Chamberlin</p>	Voluntary aided	60
<p><b>St Mary's CE Primary</b>  <b>DfE number: 318 3317</b>  Amyand Park Road, Twickenham TW1 3HE  Infant: 020 8892 5840  Middle site: 020 8249 6836  Junior: 020 8892 7849  E: <a href="mailto:info@st-marys.richmond.sch.uk">info@st-marys.richmond.sch.uk</a>  W: <a href="http://www.st-marys.richmond.sch.uk">www.st-marys.richmond.sch.uk</a>  Headteacher: Mrs A Abrahams</p>	Voluntary aided	90

School details	Type of school	PAN
<p><b>St Mary's Hampton CE Primary</b>  <b>DfE number: 318 2003</b>            Oldfield Road, Hampton TW12 2HP            T: 020 8979 5102            E: <a href="mailto:admin@stmaryshamptonschool.org.uk">admin@stmaryshamptonschool.org.uk</a>            W: <a href="http://www.stmaryshamptonschool.org.uk">www.stmaryshamptonschool.org.uk</a>            Headteacher: Mr M White</p>	Free	30
<p><b>St Mary Magdalen's Catholic Primary</b>  <b>DfE number: 318 3309</b>            Worples Street, London SW14 8HE            T: 020 8876 6679            E: <a href="mailto:admin@st-marymagdalens.richmond.sch.uk">admin@st-marymagdalens.richmond.sch.uk</a>            W: <a href="http://www.st-marymagdalens.richmond.sch.uk">www.st-marymagdalens.richmond.sch.uk</a>            Headteacher: Mrs C Hughes</p>	Voluntary aided	30
<p><b>St Mary's and St Peter's CE Primary</b>  <b>DfE number: 318 3321</b>            Somerset Road, Teddington TW11 8RX            T: 020 8943 0476            E: <a href="mailto:info@smsp.richmond.sch.uk">info@smsp.richmond.sch.uk</a>            W: <a href="http://www.smsponline.co.uk">www.smsponline.co.uk</a>            Headteacher: Ms H Swain</p>	Voluntary aided	90
<p><b>St Osmund's Catholic Primary</b>  <b>DfE number: 318 3324</b>            Church Road, London SW13 9HQ            T: 020 8748 3582            E: <a href="mailto:info@st-osmunds.richmond.sch.uk">info@st-osmunds.richmond.sch.uk</a>            W: <a href="http://www.st-osmunds.richmond.sch.uk">www.st-osmunds.richmond.sch.uk</a>            Headteacher: Mrs M Lunney</p>	Voluntary aided	30
<p><b>St Richard Reynolds Catholic Primary</b>  <b>DfE number: 318 2000</b>            Clifden Road, Twickenham TW1 4LT            T: 020 8325 4630            E: <a href="mailto:office@srcc.org.uk">office@srcc.org.uk</a>            W: <a href="http://www.strichardreynolds.org.uk">www.strichardreynolds.org.uk</a>            Headteacher: Mr R Burke</p>	Voluntary aided	30
<p><b>St Richard's CE Primary</b>  <b>DfE Number: 318 3303</b>            Ashburnham Road, Ham TW10 7NL            T: 020 8940 7911            E: <a href="mailto:info@srsa.richmond.sch.uk">info@srsa.richmond.sch.uk</a>            W: <a href="http://www.srsa.richmond.sch.uk">www.srsa.richmond.sch.uk</a>            Headteacher: Mrs S Murphy</p>	Voluntary aided	30

School details	Type of school	PAN
<p><b>St Stephen's CE Primary</b>  <b>DfE number: 318 3319</b>  Winchester Road, Twickenham TW1 1LF  T: 020 8892 3462  E: <a href="mailto:info@st-stephens.richmond.sch.uk">info@st-stephens.richmond.sch.uk</a>  W: <a href="http://www.st-stephens.richmond.sch.uk">www.st-stephens.richmond.sch.uk</a>  Headteacher: Mrs E Bachour</p>	Voluntary aided	60
<p><b>Sheen Mount Primary</b>  <b>DfE number: 318 2020</b>  West Temple Sheen, London SW14 7RT  T: 020 8876 8394  E: <a href="mailto:info@sheenmount.richmond.sch.uk">info@sheenmount.richmond.sch.uk</a>  W: <a href="http://www.sheenmount.richmond.sch.uk">www.sheenmount.richmond.sch.uk</a>  Headteacher: Mr T Holmes</p>	Community	90
<p><b>Stanley Primary (N)</b>  <b>DfE number: 318 2021</b>  Strathmore Road, Teddington TW11 8UH  T: 020 8977 4858  E: <a href="mailto:info@stanley.richmond.sch.uk">info@stanley.richmond.sch.uk</a>  W: <a href="http://www.stanley.richmond.sch.uk">www.stanley.richmond.sch.uk</a>  Headteacher: Mr S Hawley</p>	Community	90
<p><b>Thomson House School</b>  <b>DfE number: 318 2005</b>  27 Sheen Lane, London SW14 8HY  T: 020 3608 2080  E: <a href="mailto:admin@thomsonhouseschool.org">admin@thomsonhouseschool.org</a>  We: <a href="http://www.thomsonhouseschool.org">www.thomsonhouseschool.org</a>  Headteacher: Mrs A Letch</p>	Free	60
<p><b>Trafalgar Infant</b>  <b>DfE number: 318 2024</b>  Reception classes, Meadway, Twickenham TW2 6PY  Years 1 and 2, Gothic Road, Twickenham TW2 5EH  T: 020 8894 5729  E: <a href="mailto:info@trafalgar-inf.richmond.sch.uk">info@trafalgar-inf.richmond.sch.uk</a>  W: <a href="http://www.trafalgar-inf.richmond.sch.uk">www.trafalgar-inf.richmond.sch.uk</a>  Headteacher: Mrs S Keefe  Deputy Headteacher: Mrs J Burton</p>	Community	90

School details	Type of school	PAN
<p><b>Trafalgar Junior</b>  <b>DfE number: 318 2023</b>  Elmsleigh Road, Twickenham TW2 5EG  T: 020 8894 1606  E: <a href="mailto:info@trafalgar-jun.richmond.sch.uk">info@trafalgar-jun.richmond.sch.uk</a>  W: <a href="http://www.trafalgar-jun.richmond.sch.uk">www.trafalgar-jun.richmond.sch.uk</a>  Headteacher: Ms S Keefe  Deputy Headteacher: Mr J Allen</p>	Community	90
<p><b>Twickenham Primary Academy</b>  <b>DfE number: 318 2025</b>  57 Colne Road, Twickenham TW2 6QF  T: 020 3019 6196  E: <a href="mailto:office@twickenhamprimaryacademy.co.uk">office@twickenhamprimaryacademy.co.uk</a>  W: <a href="http://www.gemstwickenhamprimary.org">www.gemstwickenhamprimary.org</a>  Principal: Ms P Gollob</p>	Academy	60
<p><b>The Vineyard Primary</b>  <b>DfE number: 318 2037</b>  Friars Stile Road, Richmond TW10 6NE  T: 020 8948 0195  E: <a href="mailto:info@vineyard.richmond.sch.uk">info@vineyard.richmond.sch.uk</a>  W: <a href="http://www.vineyard.richmond.sch.uk">www.vineyard.richmond.sch.uk</a>  Headteacher: Mrs F Bracegirdle</p>	Community	90

## Admission arrangements for 2023

### Community infant and primary schools

<b>Barnes Primary</b>	<b>Hampton Infant</b>	<b>Nelson Primary</b>
<b>Buckingham Primary</b>	<b>Hampton Wick Infant</b>	<b>Orleans Primary</b>
<b>Carlisle Infant</b>	<b>Heathfield Infant</b>	<b>The Russell Primary</b>
<b>Chase Bridge Primary</b>	<b>Kew Riverside Primary</b>	<b>Sheen Mount Primary</b>
<b>Collis Primary</b>	<b>Lowther Primary</b>	<b>Stanley Primary</b>
<b>Darell Primary</b>	<b>Marshgate Primary</b>	<b>Trafalgar Infant</b>
<b>East Sheen Primary</b>	<b>Meadlands Primary</b>	<b>The Vineyard</b>

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the Richmond Council website](#) or further information about each criteria and your responsibilities as the applicant before making your application. These criteria will be applied to every application naming a community infant or primary school. The same criteria are used to order applications remaining on a school's waiting list.

1. Places will be offered firstly to looked after children or 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).
2. Places will then 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. Information about applying under this criterion is available in the 'Admissions into Richmond's Primary Schools' guide available on [the Richmond Council website](#).
3. 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 junior school) at the time of admission.
4. 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.
5. 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 School Admissions' computerised geographical information system (GIS).

### Tie breaker

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 School Admissions' computerised geographical information system.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (3).

## Community junior schools

<b>Hampton Junior</b>	<b>Heathfield Junior</b>
<b>Hampton Hill Junior</b>	<b>Trafalgar Junior</b>

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the Richmond Council website](#) for further information about each criteria and your responsibilities as the applicant before making your application. These criteria will be applied to every application naming a community school. The same criteria are used to order applications remaining on a school's waiting list.

1. Places will be offered firstly to looked after children or 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).
2. Places will then 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. Information about applying under this criterion is available in the 'Admissions into Richmond's Primary Schools' brochure available on [the Richmond Council website](#).
3. 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.
4. Places will be offered to children attending the paired community infant school (criterion (4) will only apply until 31 August 2023).
5. 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.
6. 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. All distances will be measured using the School Admissions' computerised geographical information system (GIS). 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 School Admissions' computerised geographical information system. Accessibility of private or public transport will not be considered.

The paired infant schools are Hampton Infant School with Hampton Junior School, Carlisle Infant School with Hampton Hill Junior School, Heathfield Infant School with Heathfield Junior School, and Trafalgar Infant School with Trafalgar Junior School.



## Tie breaker

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 School Admissions' computerised geographical information system. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (3).

## Academy, voluntary aided and free schools

### Archdeacon Cambridge's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children.
2. Children who have a sibling at the school at the time of entry and live within 2.5km of Archdeacon Cambridge's School. (This includes full, step, half and adopted siblings living in the same household).
3. Once places have been allocated according to criteria 1 and 2, the remaining places will be divided as follows:

#### **i. Foundation places (70%)**

70% of the remaining places will be offered to children of whom one or both parents are regular worshippers at a Christian church which is a member of Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance (EA) and live within 2.5km of Archdeacon Cambridge's School. These are designated as Foundation places and will be allocated in the following order.

- a) Parent(s) who are regular worshippers at Holy Trinity Church and live within 2.5km of the school.
- b) Parent(s) who are regular worshippers at a church or chapel which is a member of CTBI/EA and live within 2.5km of the school.

#### **ii. Open places (30%)**

Proximity to the school.

Percentages of places will be rounded to the nearest whole number with the advantage falling to the Foundation places in the event of an even split of a place.

If there are fewer applicants for a Foundation place than Foundation places available, the unfilled places will become additional Open places. Similarly if there are fewer applicants for an Open place than Open places available, the unfilled places will become additional Foundation places.

Any child who qualifies to be considered for a Foundation place, but is not successful, will automatically be considered for an Open place on an equal basis with non-foundation applications.

Children who will have a sibling on roll at the time of entry but live more than 2.5km from the school will be considered for an Open place.

Parents applying for Foundation places will need to submit written evidence of commitment to their place of worship (in the form of a clergy reference – form supplied) at the time of application.

In each category places are awarded in order of proximity of the child's home to the school. Any offer of a place on the grounds of proximity of home to the school is conditional on the child being resident at the address provided at the closing date for application. Proximity to the school is measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, out of the front entrance into and following the middle of the road and footpath 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 by the council using the School Admissions' computerised geographical information system. In the event of a tie-break for the same place this place will be allocated by random allocation.

A supplementary information form for applying under denominational grounds is available on [the school's website](#).

### **Bishop Perrin CE Primary School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) before making your application.

1. Looked after children or previously looked after children
2. Foundation (Church supported) places: Children who, with one or both parents or carers, regularly attend an Anglican church or other Christian denomination, where the denomination, at the time of application, is a full member of Churches Together in Britain and Ireland (CTBI). 'Regularly attend' means attending worship at least twice every month for the last two consecutive years and this must be confirmed by the parish minister.
3. Sibling: Those children who will have a sibling attending Reception to Year 6 at the same school at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent's or carer's partner where the child for whom the school place is sought is living in the same family unit at the same family address at the time of admission.
4. Distance: Any remaining places will be offered to those children who live nearest to the school. 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 the School Admissions' geographical information system that measures the home to school distance using routes by road and/or maintained footpath.

For each criterion, if there are more applications than places, offers of a place will be made according to the nearness of the parent's or carer's normal place of residence to the school as defined in criterion 4 above. If there are fewer applications than places in any criterion, unfilled places will be allocated to the next criterion. In the event of a tie, allocation will be by random selection.

Supplementary information is required to apply for priority on a denominational basis.

## Deer Park School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children.
2. Children with a sibling at the school at the time of admission. Sibling is defined in these arrangements as: a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the local authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.
3. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Proximity to school. All home to school distances will be measured by School Admission's system using a straight line to a centre point on the Christ Church School site defined and generated by the School Admissions' geographical information system. This single defined central point is used to ensure that no application or applicant is disadvantaged over other applicants by measurement to individual entrance gates.

Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2 to 4 if there are more applicants than available places under each criterion. Proximity to the school will be measured in a straight line measurement. For the purpose of calculating distance, the school measures home to school distance in a straight line using the School Admissions' 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 main entrance of the school at its permanent location (389 Richmond Road, Richmond upon Thames TW1 2EF). Where applicants have identical distance measurements, priority amongst them will be determined at random. In blocks of flats, where applicants have identical distance measurements, priority amongst them will be determined at random.

In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

For families living on boats, distance will be measured from the authorised mooring point. If the family is itinerant, the nearest mooring point will be used on the closing date for the receipt of applications.

## Holy Trinity CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

### Foundation places

The governing body has designated 12 places to be offered to pupils whose parent or carer is a faithful and regular worshipper in an Anglican or other Christian church and live within 1,500m of the school. Written evidence of applicants' commitment to their place of worship will be required at the time of application on the school's supplementary information form which must be returned to the school by 12pm on the closing date. This evidence must be endorsed by your priest.

If there are more than 12 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority.

1. Looked after children or previously looked after children.
2. Children with an exceptional and professionally supported medical or social need for a place at this school.
3. Children who will have a brother or sister (see note 5) in the school at the time of admission.

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the home to the school (see note 6 below). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

If there are fewer than 12 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful qualified applicants will be treated as being a non-foundation applicant and the application will be determined according to the relevant priority category into which they fall.

### Open places

The governing body has designated 48 places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the governing body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 48 applicants, places will be allocated according to the following criteria. These are stated in order of priority.

1. Looked after children or previously looked after children.
2. Children with an exceptional and professionally supported medical or social need for a place at this school.
3. Children who will have a brother or sister in the school at the time of admission. Qualifying siblings are brothers and sisters, half brothers and sisters, step brothers and sisters, foster and adopted brothers and sisters who share the same home.

4. Children who have a parent who has been a paid and permanent member of staff for two continuous years at the school at the time at which the application is made.
5. Children in order of nearness of the home to the school.
6. In the event of oversubscription in any of the above criteria, distance will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

Distance is measured using the School Admissions' computerised mapping and measuring system. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).

### The Queen's CE Primary

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children.
2. A child with an exceptional and professionally supported medical or social need.
3. A child who does not qualify under criteria 1 or 2 and who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where the child is eligible for the Pupil Premium Grant (PPG). There is the potential of three places each academic year to be offered under this criterion. In the event that there are more than three children who qualify under this criterion in an application cycle, these three places will be assigned to the qualifying children in order of proximity to the School by the Shortest Route, as calculated by the local authority.
4. A child of a member of staff where the member of staff 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, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. There is the potential of two places each academic year to be offered under this criterion. If criteria 4 is oversubscribed, places will be allocated in the following order of priority.
  - Children with a sibling already at the school.
  - The greater the length of service of the relevant member of staff.
  - The greater proportion of a full-time week in which the relevant member of staff is employed to work.
  - In the event of a tie, places will be allocated by drawing lots by persons unaffiliated with the school.
5. A child whose sibling (full, step, half, foster and adopted living in the same household) will be at the school at the time of entry (other than siblings of children who were admitted under criteria 4, such siblings to be admitted under criteria 4 where the parent is a member of staff at the time of application).

If criteria 5 is oversubscribed, places will be allocated based on the age of the sibling already attending the school, meaning that applicants whose siblings are younger will have priority. For example, an applicant who has a sibling at the school in Year 2 will have priority over an applicant who has a sibling at the school in Year 5. In the event that a tiebreaker is needed, places will be assigned in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.

6. A child who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where one or both parents or carers are 'committed and regular worshippers' of one of the three Kew Church of England churches. In the event that a tiebreaker is needed, places will be assigned in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.
7. A child who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where one or both parents or carers are 'committed and regular worshippers' of a Christian church. In the event that a tiebreaker is needed, places will be assigned in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.
8. Any remaining places will be given in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.

'Shortest route' is the shortest route by road and/or maintained footpath (allowing for bridges over the railway line) from the property to the nearest pedestrian school gate. Accessibility by private or public transport will not be considered. All distances will be measured using the School Admissions' geographical information system. Applicants from the same building will be treated equally regardless of the floor on which they live.

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).

## Sacred Heart Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. 'Looked after' Catholic children and previously 'looked after' Catholic 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 brother or sister in the school at the time of enrolment.
5. Children of catechumens, members of an Eastern Christian church and other Christian denominations
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- I. The governing body will give top priority, within a category, 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, which can only be met at this school.
- II. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.
- III. The children of a member of staff who has been employed at the school for two or more years at the time at which the application to the school is made will be given priority after children in (i) or (ii) above.

Where the offer of places to all the applicants in any of the subcategories listed above would still lead to over subscription, the places up to the published admission number will be offered to those living closest to the school, measured by the shortest route by road and/or maintained footpath, accompanied as necessary, from the property to the nearest pedestrian school gate used by the relevant year-group. This distance is measured by the local authority, not the school. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' geographical information system (GIS).

'Brother or sister' includes: i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

If you are applying under criteria 2, 4 or 5 you should also complete the school's supplementary information form available on [the school's website](#).

## St Edmund's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

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. Children of other Christian denominations and children of other faiths.
9. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order.

- I. The governing body will give top priority, within a category, 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, which can only be met at this school.
- II. The attendance of a brother or sister at the school (the nursery is not part of the school) at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (I) above.
- III. 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.

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the local authority.

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.

For a child to be treated as Christian or of other faith, evidence of baptism if applicable, or a letter from your religious leader confirming that the child is a member of the faith community will be required.

'Brother' or 'sister' includes: i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

Parish boundaries – for the purposes of this policy, parish boundaries are as shown on the map available in the admission arrangements on [the school's website](#).

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).



## St Elizabeth's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children.
2. Catholic children. A baptismal certificate or evidence of reception into the Catholic church must accompany the supplementary information form (SIF) which is available from the school website or upon request from the school.
3. Other looked after children and other previously looked after children.
4. Children who are members of Eastern Orthodox churches. Evidence of Baptism will be required.
5. Children with a sibling in the school at the time of admission.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or Dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- I. For category 2 above - social, pastoral and medical needs requiring attendance at St Elizabeth's rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants, social workers or priests. Circumstances cannot be taken into account unless information is provided at the time of application.
- II. For category 2 above - the strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays over a period of two years. This evidence must be provided by the parents or carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked according to the level of worship shown on the supplementary information form (SIF). Therefore, first priority will be given to those whose families attend Mass weekly, then to those whose families attend Mass at least monthly and then to those whose families attend Mass less frequently.
- III. A brother or sister on the school roll at the time of admission. A brother or sister includes step siblings, foster siblings and adopted siblings living at the same address as the child on roll. Evidence of the relationship may be required.
- 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). Where this category is oversubscribed, places will be offered to pupils in each of the four parishes mentioned, in proportion to Mass attendance in each parish, as shown in the most recently published Southwark Catholic Directory (this Directory is available in all parishes and Catholic schools of the diocese).

- V. Proximity to the school of the candidate's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by drawing lots.

Catholics include members of the Ordinariate and the Latin and Oriental Rite churches that are in union with the Bishop of Rome.

Where the allocation of places according to Mass attendance in each parish results in a decimal number for example, 3.6 places, the figure will be rounded to the next full number, in this example to four, indicating an allocation of four places. If the total for proportions of places to the four parishes take the number fractionally over the PAN the number of places will be reduced by one for the parish gaining the most places and if necessary by one for the parish with the second highest number of allocated places.

In addition to the application to the local authority, the supplementary information form (available from [the school website](#) or upon request from the school), should be completed by the parent and the Parish Priest who will return the form to the school not later than the closing date published by the local authority.

### St James's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

The published admission number for the Reception class at St James's is 90. These 90 places are made up of 87 Foundation places and 3 Open places. If the Open places are not filled, they revert back to Foundation places.

1. Catholic looked after children or Catholic previously looked after children.
2. Baptised Catholic children with a Certificate of Catholic Practice (CCP) with a sibling at St James's School, including the George Tancred Centre (GTC), at the time of admission.
3. Baptised Catholic children of a member of staff at the school who has been employed at the school for two or more consecutive years at the time of admission. Those with a CCP will be given priority in this category.
4. Baptised Catholic children with a CCP resident in the parishes of St Margaret and St Theodore, in accordance with the following quota (these quotas include children offered places under oversubscription criteria (1), (2) and (3) above)

St Theodore - 15 places

St Margaret - 15 places

Any unused quota for either parish after applying these criteria will be added to remaining places for the school. This criterion is not applicable to in-year applications.

5. Baptised Catholic children with a certificate of catholic practice resident in any of the four parishes of St James (Twickenham), St Francis de Sales (Hampton Hill), St Margaret (East Twickenham), and St Theodore (Hampton).

6. Baptised Catholic children with a certificate of catholic practice resident outside the four parishes.
7. Baptised Catholic children whose application is not supported by a certificate of catholic practice. Children with a sibling at St James's school at the time of admission will be given priority.
8. Other 'looked after' children and previously 'looked after' children. Children with a sibling at St James's school at the time of admission will be given priority.
9. Other children with a sibling at St James's School, including the George Tancred Centre (GTC), at the time of admission.
10. Other children of a member of staff at the school who has been employed at the school for two or more consecutive years at the time of admission.
11. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
12. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of the faith community.
13. Any other children.

Where a child is allocated a place under category (10) to (13), siblings of that child will not be offered a place under category (2) but will be offered a place under category (9).

Each year three Open places will be held from the 90 available, for the admission of siblings of the George Tancred Centre (GTC) children who would not otherwise receive an offer of a place at the school under our normal oversubscription criteria. Any unused places will revert to the Foundation allocation. If more than three applications are received then offers will be made under the tie break provisions set out below.

In the case of in-year applications the PAN of 90 will not be exceeded by the offer of an Open place. An Open place can only be offered for an in-year application if a space becomes available and the three Open places have not previously been allocated.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those resident nearest to the school. This will be measured by home to school distance using routes by road or maintained footpath, with the starting point being the child's home address and the end point being the nearest pedestrian school gate. Distances will be measured using the School Admissions' computerised geographical information system (GIS).

Further information on measuring home to school distances can be found in the 'Admissions to Richmond Primary Schools' brochure. If two applicants live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. This will be carried out by a local authority officer in the presence of an independent witness. The child's home address will be verified according to procedures outlined in the 'Admission to Richmond Primary Schools' brochure.

Applicants applying under criteria (2) to (6) must submit a certificate of catholic practice by the closing date. The certificate is available from the diocesan website and your parish priest. Parents should obtain the certificate from their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the certificate of catholic practice is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate certificate signed for each Catholic school that requires one.

'Sibling' means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

The supplementary form to apply for denominational priority is available [on the school website](#).

### St John the Baptist CE Junior School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children.
2. Children who are attending Year 2 in Hampton Wick Infant & Nursery School. NOTE: This criterion will only apply until August 2022.
3. Siblings of pupils already attending the school at the time of admission of the younger children. (Fostered, adopted, half and step siblings are included within the definition.)
4. Children of Anglican families regularly worshipping at the churches of St Mark's Teddington and St John's Hampton Wick.
5. Children of regularly worshipping Christian families whose church is a member of Churches Together in Britain and Ireland or the Evangelical Alliance.
6. Children of other world faith families who regularly worship.
7. 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 skills shortage
8. Children of other families.

When deciding between applicants who ostensibly have equal entitlement under the above criteria, the governors will have regard to the proximity of the applicants' homes to the school. Priority will be given to those applicants who live nearest to the school, as measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within 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 School Admissions' geographical information system. Where two distances are the same a decision will be made using random allocation.

'Regularly' means attendance at worship for at least once a month for a year. A letter from a vicar, minister or religious leader will be sought to verify this.

The supplementary form to apply for denominational priority is available [on the school website](#).

## St Mary's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children.
2. Children: (a) for whom this school is the nearest school; and (b) who have exceptional medical needs which make this school, rather than any other, the most suitable. In this case the Application Form must be accompanied by supporting medical evidence from an appropriate authority. A GP's report alone is not sufficient. Parents must supply at the time of application: (a) a letter stating clearly the circumstances of the application and the specific reasons why St Mary's, rather than any other school, is the most suitable for the child (b) all documentation that they would wish to rely on in the event of any later appeal. Applicants are encouraged to supply as many relevant documents as possible.
3. Children who will have a sibling at the school at the proposed time of admission. In the event of there being more sibling applicants than available spaces, places will be allocated according to proximity to the school.
4. Twenty-four (24) Foundation places for either: i) Baptised or dedicated children, one or both of whose parents worship regularly at the Church of St Mary the Virgin, Twickenham or, ii) Baptised or dedicated children living within the parish boundaries of either St Mary the Virgin, All Hallows or St Stephens in Twickenham, one or both of whose parents are members of, and worship regularly at another Christian church (a church belonging to the Anglican Communion, Churches Together in Britain and Ireland, or the Evangelical Alliance). Regular attendance means attendance at a minimum of two services a month for a minimum of two years. Those who have been attending their present church for less than this period can still apply for a Foundation place but will have to submit two supplementary information forms – one from their previous minister and one from their current minister.

If the Foundation places are over-subscribed, places will be allocated first to families who worship at the church of St Mary the Virgin and any remaining places will be allocated according to geographical proximity as in criterion F, below. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Children (by which is meant full, step, half, adopted and foster children living in the same household) 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. Children who live nearest (proximity) to the front gate of the Amyand Park Road school site. For any place allocated by proximity we will use the local authority's methodology, which determines the shortest route by road or maintained footpath, accompanied as necessary. Distances are measured using the School Admissions' computerised geographical information system, which measures the distance from the middle (the seed-point) of the home property, into the middle of the road, then along the middle of roads and maintained footpaths, without cutting corners, to the front gate of the Amyand Park Road school site.

Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used. In the event of two equal distances and only one place available, the place will be awarded by random allocation.

In any other circumstances where there is one remaining space available and two or more applicants cannot be distinguished on the basis of the school's oversubscription criteria then the final place shall be awarded via the drawing of lots.

### St Mary's Hampton CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children.
2. Children with a sibling already on-roll at St Mary's Hampton CE Primary School and who will be on roll when the child is admitted. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's or carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Children of staff at St Mary's Primary School, who have either been employed at the school for two years or more, or were recruited to fill a vacant post for which there was a demonstrable skill shortage.
4. Children whom the governing board accepts have an exceptional medical or social need for a place at the school.
5. Children who live in Priority Area 1 (Hampton South). The area is adjacent to the school, and runs continuously to the east. It includes a mixture of housing.
6. Children who live in Priority Area 2 (Broadly the rest of Hampton). The area is north of the school; it includes a mixture of housing.

Places will be allocated within 5 and the 6 by home-to-school distance, measured by the shortest route and/or maintained footpath from the property to the pedestrian school gate. All distances will be measured using the council's geographical information system.

7. All other children will be allocated by home-to-school distance measured by the shortest route and/or maintained footpath from the property to the pedestrian school gate. All distances will be measured using the School Admissions' geographical information system. Where two or more children have the same distance places will be given using random allocation.

For criterion 5 and 6 there is a map and street listing on [the school's website](#).

## St Mary Magdalen's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after Catholic children or looked after children in the care of Catholic families, and previously looked after Catholic children, including Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted
2. Baptised Catholic children who have a sibling in the school at the time of admission, where one or both parents or carers are practising members of the Catholic faith, attending Mass weekly.
3. Baptised Catholic children where one or both parents or carers are practising members of the Catholic faith, attending Mass weekly.
4. Baptised Catholic children who have a sibling in the school at the time of admission, where one or both parents or carers attend Mass once or twice a month.
5. Baptised Catholic children where one or both parents or carers attend Mass once or twice a month.
6. Other baptised Catholic children with a sibling in the school at the time of admission.
7. Other baptised Catholic children.
8. Looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
9. Any other child with a sibling in the school at the time of admission.
10. Children who are members of other Christian denominations. Evidence of membership of the church should be provided.
11. Any other applicant.

In the case of oversubscription in any of the categories 2 to 11 above, places will be awarded in the following order of priority.

1. Children with special medical needs or social grounds that make the school particularly suitable for the child in question. A letter from a doctor or other appropriately qualified professional, stating the reason why the school is necessary for the child, must accompany the application.
2. Children living closest to the school by road and publicly maintained footpath, as measured by the council's geographical information system.
3. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by the drawing of lots.

'Attending Mass weekly' means that at least one parent or carer and the children attend Mass habitually on Sundays as a central part of their lives. Missing Mass more than once a month would not be deemed 'attending Mass weekly'.

A declaration of the level of the family's Mass attendance on Sundays over a period of three years must be provided by the parent or carer and be endorsed by a priest at the church(es) where the family normally worship.

'Sibling' means full, half, step, fostered and adopted siblings living in the same household. Evidence of the relationship may be required.

The supplementary form to apply for denominational priority is available on [the school website](#).

## St Mary's and St Peter's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to a looked after child; or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>91</sup> including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence.
2. Children who have an exceptional medical or social need requiring attendance at St Mary's and St Peter's rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at this school. All information submitted will be regarded as confidential.
3. Children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at this school in Reception to Year 6 at the point of admission.
4. Staff members who have been employed at the school for two years 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.
5. The remaining places will be allocated with 60% allocated to Foundation places and 40% allocated to Open places, with the following order of preference given in each category.

### Foundation places (60%)

- I. Children whose parent(s) are regular worshipping members of one of the sponsoring Church of England parishes. They must also live within the boundaries of one of the sponsoring parishes.



- II. Children whose parent(s) are regular worshipping members of a church within Churches Together in Teddington (or whose church is a member of the Evangelical Alliance where the church is situated within the boundaries of one of the sponsoring parishes) and who live within the boundaries of one of the sponsoring parishes.
- III. Children whose parent(s) 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 sponsoring parishes.
- IV. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Open places (40%)**

Children living closest to the preferred school measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, to the nearest pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system (GIS).

Notes: The sponsoring parishes are St Mary with St Alban and St Peter & St Paul and for the purpose of admissions St Michael and St George.

The definition 'regular worshipping members' in the Foundation place allocation (5.1, 5.2 & 5.3) requires the parents) or carers to demonstrate a regular commitment to the appropriate church. This involves regular attendance at worship, at least twice a month for two years immediately prior to the application deadline.

If parent(s) have transferred from another church, they must include a signed letter from the parish priest or minister of religion of that church, verifying that they have been attending the church at least twice a month from the period 15 January 2019 to the date when they moved churches. They must also complete the supplementary information form and have their regular attendance verified by the appropriate parish priest or minister of religion of the current place of worship.

In the event of oversubscription in the Foundation places criteria (5.1, 5.2 & 5.3), places will be allocated within that category using the distance criteria (5.4).

Children who have applied under the Foundation places criteria but do not meet these criteria will automatically be considered under the Open places criteria.

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 computerised geographical information system. The distance from home to school, criterion, is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. This will be carried out by an officer or governor in the presence of an independent

witness. If the tie breaker is between twins or multiple births the school will accommodate the remaining brothers or sisters.

If either category of Foundation and Open places are undersubscribed, the remaining places will be allocated to the other category.

An indicative map of Parish boundaries and the churches in Churches Together in Teddington and the Evangelical Alliance can be found on the school website [www.smsp.richmond.sch.uk](http://www.smsp.richmond.sch.uk).

Parish boundaries can be found at [www.achurchnearyou.com](http://www.achurchnearyou.com) this website will provide a google map. Member churches of Churches Together in Britain and Ireland membership can be found at [www.ctbi.org.uk/24](http://www.ctbi.org.uk/24). [Member Churches of the Evangelical Alliance](http://www.ctbi.org.uk/24) can be found at [www.eauk.org/connect/find-a-church.cfm](http://www.eauk.org/connect/find-a-church.cfm)

The supplementary form to apply for denominational priority is available on [the school website](#).

### St Osmund's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Baptised Catholic looked after and previously looked after children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Other Baptised Catholic children.
4. Other looked after and previously looked after children.
5. All other children with a sibling in school at the time of admission.
6. Catechumens and members of an Eastern Christian church.
7. Children of other Christian denominations and children of other faiths whose membership is evidenced by a certificate of Baptism or by a minister of religion or other religious leader.
8. Any other applicant.

In the case of oversubscription within each of any of the categories 2 to 8 above, places will be awarded in the following order of priority.

- I. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- II. Priority will be given within each category to children living closest to the school determined by the shortest distance. Proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using School Admissions' geographical information system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be used witnessed by a person independent of the school.

For a child to be treated as Catholic, evidence of baptism or reception into the church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the church.

'Sibling' includes: (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

The supplementary form to apply for denominational priority is available on [the school website](#).

## St Richard Reynolds Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

All applications are first considered for a Foundation place and then all those not awarded a Foundation place are considered for an Open place. There are 20 Foundation places and 10 Open places.

### 20 Foundation places

1. Baptised Catholic looked after and previously looked after children.
2. Baptised Catholic children with a Certificate of Catholic Practice.
3. Other Catholic children.
4. Other looked after and previously looked after children.
5. Catechumens and members of an Eastern Christian church.
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a certificate of Baptism or by a minister of religion or other religious leader
7. Any other children.

### 10 Open places

1. Looked after and previously looked after children.
2. Children living closest to the school as measured in accordance with the tie break below.

Within each of the categories listed above, the following provisions will be applied in the following order.

- I. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- II. The attendance of a brother or sister at St Richard Reynolds Catholic Primary School at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above

- III. A child(ren) of a member of St Richard Reynolds Catholic College staff who has been employed at the college (primary or high school) for two or more consecutive years at the time of application.

Priority will be given to children living closest to the school determined by the shortest distance. Proximity to the school will be 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 School Admissions' geographical information system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

'Brother or sister' includes (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

The supplementary form to apply for denominational priority is available on [the school website](#).

### St Richard's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children.
2. Children with an exceptional and professionally supported medical or social need.
3. Children who have siblings in the school at the time of application, defined as full, step, half and adopted or foster siblings living in the same household.
4. Children whose parent or carer regularly attends worship at St Richard's, St Andrew's or St Peter's churches. Regular should be taken to mean at least twice a month over a year. A written reference of regular attendance will be required from the relevant church leader.
5. Children whose parent or carer regularly attends worship at another place of Christian worship. A place of Christian worship is defined as a church which is a full member of Churches Together in England or the Evangelical Alliance. Distance is measured by the shortest route by road and maintained footpath from the Ordnance Survey grid reference point within 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 School Admissions' computerised geographical information system.
6. Children in order of nearness of the home to the school.

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the governing body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the governing body will draw lots to decide between applicants.

The supplementary form to apply for denominational priority is available on [the school website](#).

## St Stephen's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

The published admissions number is 60 children per school year with six Foundation places available for those families who worship locally.

1. Looked after children and previously looked after children.
2. Children who have exceptional medical and/or social needs. The application form must be accompanied by recent and relevant medical evidence from suitable professionals such as GPs, consultants, or social workers. If you do not supply this evidence when you apply it may affect whether or not your child is allocated a place. All information submitted will be regarded as confidential.
3. Children who have a sibling attending St Stephen's School who is on roll at the time of their admission. This includes full, step, half, adopted and foster children living in the same household.
4. Six Foundation places. These will be allocated to children where one, or both of whose parents are active members who worship regularly at either St Stephen's Church or another local Christian church. Regular worship will be defined as church attendance at least twice per month in the past year and should be verified by a letter from a member of the clergy of the specified church.

If Foundation places are oversubscribed, places will be allocated firstly to members of St Stephen's Church. In the event of an oversubscription from St Stephen's Church, geographical proximity will apply. The home to school distance will be measured by the shortest route by road and/or maintained footpath from the property to the Winchester Road gate. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' council's geographical information system. If less than six places are allocated to St Stephen's Church, the remaining Foundation places will be allocated according to proximity. Where two or more distances are the same a decision will be made using random allocation.

5. Children (by which is meant 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 and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
6. Children who live nearest to the pedestrian entrance of the school, which is in Winchester Road. The home to school distance will be measured by the shortest route by road and/or maintained footpath from the property to the Winchester Road gate. Accessibility of private or

public transport will not be considered. All distances will be measured using the School Admissions' geographical information system. Where two or more distances are the same a decision will be made using random allocation.

## Thomson House School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children.
2. Children who have an exceptional medical or social need requiring attendance at Thomson House School rather than any other school within a reasonable distance of the child's home address. Such needs must be supported, at the time of application, by reports or letters from appropriate professionals such as doctors or social workers. Circumstances cannot be taken into account unless information and supporting evidence is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at this school. All information submitted will be regarded as confidential.
3. Children whose parents have been given Founders' status as per Annex B to the Thomson House School Funding Agreement.
4. Children who have siblings (by which is meant full, step, half, fostered and adopted siblings) living permanently in the same household at the school at the date of admission.
5. Children of staff in either or both of the following circumstances: (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living closest to Thomson House School. The distance from home to school is measured as a straight line from a point in the property determined by address point data supplied by the Ordnance Survey, to the main pedestrian school gate used by the relevant year group. The measurement will be taken from 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 the 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 nearest pedestrian school gate used by the relevant year group.

If the case arises of two applicants with equal priority, the decision will be made by random allocation, with independent oversight by Achieving for Children. The random allocation will be carried out by placing the names of the two applicants with equal priority into an A4 envelope. The independent person will pull one name out of the envelope and this applicant will be awarded the place.

## Twickenham Primary Academy

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children.
2. Children who have a sibling living at the same address who is attending Twickenham Primary Academy at the time of admission, including an adopted, foster, half or step brother or sister, living at the same address and attending the same school at the time of admission.
3. The remaining places will be offered to children whose home is nearest to the school onwards, as measured by a straight line to the main school gate. All distances will be measured using the School Admissions' computerised Geographical Information System.

In the event of a tie in categories 1 and 2, the tie breaker will be distance. Places will be offered, in order, to children whose home is nearest to the school, as measured by a straight line to the main school gate. All distances will be measured using the School Admissions' computerised geographical information system. If criteria a, b or c produces an identical result for two or more applicants the GEMS Learning Trust will use random allocation by lottery to determine who will be offered a final place.



## SECTION 3: Secondary schools

### List of schools

School details	Type of school	PAN
<p><b>Christ's School</b>  <b>DfE number: 318 4603</b>                      Queens Road, Richmond TW10 6HW                      T: 020 8940 6982                      E: <a href="mailto:info@christs.school">info@christs.school</a>                      W: <a href="http://www.christs.richmond.sch.uk">www.christs.richmond.sch.uk</a>                      Headteacher: Mrs Helen Dixon</p>	Voluntary-aided	150
<p><b>Grey Court School</b>  <b>DfE number: 318 4006</b>                      Ham Street, Ham TW10 7HN                      T: 020 8948 1173                      E: <a href="mailto:info@greycourt.richmond.sch.uk">info@greycourt.richmond.sch.uk</a>                      W: <a href="http://www.greycourt.richmond.sch.uk">www.greycourt.richmond.sch.uk</a>                      Headteacher: Mr Chris Rhodes</p>	Academy	240
<p><b>Hampton High</b>  <b>DfE number: 318 4003</b>                      Hanworth Road, Hampton TW12 3HB                      T: 020 8979 3399                      E: <a href="mailto:info@hamptonhigh.org.uk">info@hamptonhigh.org.uk</a>                      W: <a href="http://www.hamptonhigh.org.uk">www.hamptonhigh.org.uk</a>                      Headteacher: Ms Rebecca Poole</p>	Academy	180
<p><b>Orleans Park</b>  <b>DfE number: 318 4010</b>                      Richmond Road, Twickenham TW1 3BB                      T: 020 8891 0187                      W: <a href="http://www.orleanspark.school">www.orleanspark.school</a>                      Headteacher: Ms Kathy Pacey</p>	Academy	216
<p><b>Richmond Park Academy</b>  <b>DfE number: 318 6907</b>                      Park Avenue, London SW14 8RG                      T: 020 8876 8891                      E: <a href="mailto:contactus@richmondparkacademy.org">contactus@richmondparkacademy.org</a>                      W: <a href="http://www.richmondparkacademy.org">www.richmondparkacademy.org</a>                      Standard intake: 180 students                      Principal: Ms Nabila Jiwa</p>	Academy	210

School details	Type of school	PAN
<p><b>St Richard Reynolds Catholic High School</b>  <b>DfE number: 318 4000</b>  Clifden Road, Twickenham TW1 4LT  T: 020 8325 4630  E: <a href="mailto:office@srrcc.org.uk">office@srrcc.org.uk</a>  W: <a href="http://www.strichardreynolds.org.uk">www.strichardreynolds.org.uk</a>  Headteacher: Mr R Burke</p>	Voluntary aided	150
<p><b>Teddington School</b>  <b>DfE number: 318 4013</b>  Broom Road, Teddington TW11 9PJ  T: 020 8943 0033  E: <a href="mailto:info@teddingtonschool.org">info@teddingtonschool.org</a>  W: <a href="http://www.teddingtonschool.org">www.teddingtonschool.org</a>  Headteacher: Mr Paul Grills</p>	Academy	240
<p><b>The Richmond upon Thames School</b>  <b>DfE number: 318 4002</b>  Egerton Road, Twickenham TW2 7SJ  T: 020 8891 2985  E: <a href="mailto:info@rts.richmond.sch.uk">info@rts.richmond.sch.uk</a>  W: <a href="http://www.richmonduponthameschool.org.uk">www.richmonduponthameschool.org.uk</a>  Headteacher: Ms Kelly Dooley</p>	Free	150
<p><b>Turing House School</b>  <b>DfE number: 318 4001</b>  Hospital Bridge Road, Twickenham TW2 6LH  E: <a href="mailto:info@turinghouseschool.org.uk">info@turinghouseschool.org.uk</a>  W: <a href="http://www.turinghouseschool.org.uk">www.turinghouseschool.org.uk</a>  Headteacher: Mr Martin O'Sullivan</p>	Free	150
<p><b>Twickenham School</b>  <b>DfE number: 318 4004</b>  Percy Road, Twickenham TW2 6JW  T: 020 8894 4503  E: <a href="mailto:info@twickenhamschool.org.uk">info@twickenhamschool.org.uk</a>  W: <a href="http://www.twickenhamschool.org.uk">www.twickenhamschool.org.uk</a>  Headteacher: Ms Assal Ruse</p>	Academy	180
<p><b>Waldegrave School</b>  <b>DfE number: 318 4021</b>  Fifth Cross Road, Twickenham TW2 5LH  T: 020 8894 3244  E: <a href="mailto:info@waldegravesch.org">info@waldegravesch.org</a>  W: <a href="http://www.waldegrave.richmond.sch.uk">www.waldegrave.richmond.sch.uk</a>  Headteacher: Ms Elizabeth Tongue</p>	Academy Girls (Co-ed sixth form)	216

## Admission arrangements for 2023

### Christ's School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children.
2. Applicants whose child's medical or social circumstances require attendance at Christ's School rather than any other school.

The remaining places will be allocated as follows.

#### **3. Category 1: Christian Foundation Places**

A maximum of 50 Christian Foundation Places will be offered for Year 7. Christian Foundation places are offered to children whose family (parents or legal guardians) can demonstrate their commitment to a church that is part of the Church of England or is a full member of one of the following bodies.

- Churches Together in Britain and Ireland
- The Evangelical Alliance
- Affinity
- The Federation of Independent Evangelical Churches
- The Anglican Communion (worldwide)

Priority is given as follows.

- 3.1 Children and/or parents or legal guardians who are regular worshippers in a Church of England Church and are resident in the Deanery of Richmond and Barnes, Deanery of Kingston, the Deanery of Hampton or the Deanery of Hounslow.
- 3.2 Children and/or parents or legal guardians who are regular worshippers in one of the above named bodies and are resident in one of the above named Deaneries.
- 3.3 Children and/or parents or legal guardians who are regular worshippers in a Church of England Church who live outside of the above named Deaneries.
- 3.4 Children and/or parents or legal guardians who are regular worshippers in one of the above named bodies who live outside of the above named Deaneries.

Places will be offered in accordance with the oversubscription criteria below.

#### **4. Category 2: Open Places**

100 Open Places will be offered for Year 7 in accordance with the oversubscription criteria below.

For each of criterion 3 and 4, if there are more applications than places available, the governors will give priority in the following order.

1. Applicants with a sibling attending Christ's School at the time of admission, including the Sixth Form.
2. Applicants with a sibling who attended Christ's School at the time of application, including the Sixth Form (f).

3. Applicants with a parent employed by Christ's School at the time of application.
4. Children living closest to the school.

### **Deaneries of Richmond and Barnes, Kingston, Hampton and Hounslow**

Applicants can check if they reside in one of these parishes by entering their address on the website 'A church near you': [www.achurchnearyou.com](http://www.achurchnearyou.com)

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).

### **Admission to Sixth Form**

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **Grey Court School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places are firstly offered to looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Places are offered to those able to provide written evidence from a suitably qualified person such as a doctor, social worker or educational welfare officer at the time of application of particular social or medical needs which can only be met most appropriately by attendance at Grey Court. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Places are offered to those with a brother or sister attending the school at the time of admission, including adopted, foster, step or half siblings living at the same address.
4. Children, by which is meant full, step, half and adopted siblings living in the same household, of staff directly employed by Grey Court School for two years or more before the admission application and at the point of admission.
5. Other children on the basis of distance from home to Grey Court, measured by the shortest route by road and maintained footpath, from the middle (the 'seed-point') of the home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year group.

Distance from the school will serve as an overriding tie-breaker in the event of oversubscription within any category for all relevant age groups and by drawing of lots if necessary.

### **Admission to Sixth Form**

Sixth Form admissions are managed directly by the school. Please refer to [the school's website](#).

## Hampton High

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Children who have exceptional medical or social needs requiring attendance at Hampton High rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school at the point of admission.
4. Any other children on the basis of distance from home to Hampton High, measured by the shortest route by road and maintained footpath, from the middle (the 'seed-point') of their home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year group.

The distance from home to school, criterion, is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with the sibling criterion.

## Orleans Park School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Students who have an exceptional family, medical or social need requiring attendance at this school, rather than any other school. Such needs must be supported by evidence from suitable professionals such as a GP, consultant or social worker. All information submitted will be treated as confidential and considered by our governors' admission panel. Please refer to the 'Admission to Richmond's Secondary Schools' booklet.
3. Any sibling of a student on roll on Wednesday 1 September 2022 or at the time of admission to the school and that this sibling has the same permanent place of residence. Siblings: for the purposes of these arrangements, sibling is defined as a sibling, half-sibling (having one parent

in common) step sibling, foster or legally adopted sibling (having at least one adoptive parent who is a parent of both children) living permanently at the same address.

4. Children of staff (by which is meant full, step, half and adopted children living in the same household) directly employed by Orleans Park for two years or more before the admission application.
5. Children living nearest to the school, measured by the shortest route by road and/or maintained footpath from the permanent place of residence to the main pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using the council's geographical information system.

### **Admission to Sixth Form**

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **Richmond Park Academy**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children.
2. Children with exceptional medical or social needs.
3. Children with a sibling (brother or sister) who will still be on roll at the academy at the time of admission.
4. Children of staff at the academy where the member of staff has been employed for two years or more at the time of application, and/or recruited to fill a vacancy for which there is a demonstrable skill shortage.
5. Distance - children resident closest to the academy.

Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births) the final tie-breaker will be random allocation, which will be independently verified.

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the academy. In such circumstances the PAN would be exceeded.

### **Admission to Sixth Form**

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### **St Richard Reynolds Catholic High School**

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children.

2. Children who attend St Richard Reynolds Catholic Primary School, who were admitted to the primary school under the Open category.
3. Baptised Catholic children in the following order.
  - a) With a Certificate of Catholic Practice whose home addresses are in the parishes of Our Lady of Loreto and St Winefride, Kew Gardens; Our Lady Queen of Peace, East Sheen; St Edmund of Canterbury, Whitton; St Elizabeth of Portugal, Richmond; St Francis de Sales, Hampton Hill; St James, Twickenham; St Margaret of Scotland, St Margaret's on Thames; St Mary Magdalen, Mortlake; St Osmund, Barnes; St Theodore of Canterbury, Hampton-on-Thames; St Thomas Aquinas, Ham; and The Sacred Heart, Teddington (see notes 3, 4, 12 and 13 and parish boundary maps).
  - b) Whose home addresses are in the parishes listed in category 3(a) above (see notes 3, 12 and 13 below and parish boundary maps on our website).
  - c) With a Certificate of Catholic Practice whose home addresses are not in the parishes listed in category 3a above.
  - d) Other Baptised Catholic children
4. Other children in the following order.
  - a) Catechumens and members of an Eastern Christian church.
  - b) Children of other Christian denominations and Children of other faiths whose membership is evidenced either by a certificate of Baptism or by a minister of religion or other religious leader.
  - c) Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

1. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category within which the application is made.
2. Where a child is attending St Richard Reynolds Catholic Primary School who was not admitted to the primary school under the Open place category.
3. The attendance of a brother or sister at St Richard Reynolds Catholic High School (which includes the Sixth Form) at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above.
4. A child(ren) of a member of St Richard Reynolds Catholic College staff who has been employed at the college (primary or high school) for two or more consecutive years at the time of application.

Where the number of applicants under subcategories 3a or 3b exceeds the number of places available, places will be allocated in the ratio: Diocese of Westminster 6: Archdiocese of Southwark 4.

Applicants within each diocese within each of the two subcategories (3a and 3b) separately, will be ranked by random allocation supervised by a person independent of the school.

Where the offer of places in any of the categories or subcategories other than 3a or 3b would still lead to oversubscription, priority will be given to children living closest to the school determined by the shortest distance. Proximity to the school will be 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 by Richmond Council using their geographical information system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

The supplementary information form to apply for priority on a denominational basis can be found [on the school website](#).

### Admission to Sixth Form

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### Teddington School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Currently looked after children and previously looked after children. Applications under this criterion must be accompanied by professionally supported evidence.
2. Students who have an exceptional family, medical or social need requiring attendance at this school, rather than any other school. Such needs must be supported by evidence from suitable professionals such as a GP, consultant or social worker. All information submitted will be treated as confidential and considered by our governors' admission panel. Please refer to the Richmond Secondary Schools Admissions booklet.
3. Any sibling of a student on roll on Wednesday 1 September 2022 or at the time of admission to the school and that this sibling has the same permanent place of residence. For the purposes of these arrangements a younger sibling is defined as a younger sibling, half sibling (having one parent in common) step sibling, foster or legally adopted sibling (having at least one adoptive parent who is a parent of both children) living permanently at the same address.
4. Children living nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate. 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 tiebreaker and will be measured using the School Admissions' computerised geographical information system. For applicants who live the same distance from the school, a random selection by drawing of lots is used, and this will be carried out independently of the school.

### Admissions to Sixth Form

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).



## The Richmond upon Thames School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children: children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg, from a social worker).
2. 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 the most suitable one for the individual child and why these needs cannot be met at any other school.
3. Places will be offered next to children who have a brother or sister, including an adopted, foster, half or step brother or sister, living at the same address and attending the same school at the time of admission.
4. Places will then be offered to children (including adopted, foster, half or step children) of staff at the school who have been in post for two years at the point of the child's application.
5. The remaining places will be offered to children who live nearest to the school, as measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate. All distances will be measured using the School Admissions' computerised geographical information system.

Where a child from a multiple birth is admitted to the school under this policy, then any further child of the same multiple birth who applied to the school at the same time and for the same year of entry and lives at the same home address, will be admitted even though this may raise the number in the year group above the school's PAN.

For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. This will be administered independently of the school by Achieving for children on behalf of Richmond School Admissions.

## Turing House School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or children who were previously looked after.

2. Children who have an exceptional medical or social need requiring attendance at this school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers.

Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.

3. Children whose parents have been granted Founders' status of the school by the Secretary of State.
4. Children who have siblings on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission. Siblings include full, step, half, fostered, and adopted siblings living in the same household. Cousins are not considered siblings.
5. Children of staff directly employed by the Russell Education Trust on a permanent full-time or fractional contract at Turing House School in either of the following circumstances.
  - a) The member of staff has been employed for two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
  - b) The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the headteacher with the chair of governors and the CEO of RET).
6. The remaining places will be allocated by distance as follows.
  - a) 20% will be allocated to those applicants whose home address is closest to 'Sun Stairs' door of our school building. The point is defined as OS Grid Reference TQ 13480 73643.
  - b) 80% will be allocated to those applicants whose home address is closest to the Nodal Admissions Point for the school, which is TQ 15356 71392, located in Somerset Gardens in Teddington.

Proximity to Turing House or the Nodal Admissions Point is measured by the shortest route by road and/or maintained footpath from the property to the relevant point. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions geographical information system.

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break, except in the case of siblings from the same address when all will be offered places. Should a tie break be required it will be conducted independently. The random allocation will be via the drawing of lots by an independent party.

## Admission to Sixth Form

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

### Twickenham School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children, i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (eg, from a social worker).
2. Children who have an exceptional medical or social need requiring attendance at a particular school, rather than any other school. Such needs must be supported, at the time of application with written reasons from the parent or guardian together with written reports or letters from suitable professionals such as GPs, consultants or social workers confirming the exceptional medical or social need and making the connection between your child's need and Twickenham School, clearly demonstrating why Twickenham School can meet your child's needs in a way that no other school can.

Circumstances cannot be taken into account unless information is provided at the time of application. Failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.

3. Children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school at the point of admission.
4. Children living closest to the preferred school, measured by the shortest route by road or maintained footpath from the Ordnance Survey grid reference point within the property, out of the front entrance into and following the middle of the road and footpath, 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 School Admissions' computerised geographical information system. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

## Waldegrave School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after or previously looked after girls.
2. Girls who have an exceptional medical or social need requiring attendance at Waldegrave School rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Girls who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school in Years 7 and 11 at the point of admission.
4. Daughters (by which is meant full, step, half and adopted daughters living in the same household) of staff directly employed by Waldegrave School for two years or more before the admission application and employed at the point of admission.
5. Girls living within the halves (priority area A and priority area B) of a rectangular catchment area. Under this criterion 85% of the places will be given to priority area A and 15% to priority area B. The places will be given to those girls living within each area on the basis of distance from home to Waldegrave, 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. All distances will be measured using the School Admissions' geographical information system.
6. Any other girls on the basis of distance from home to Waldegrave, 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. All distances will be measured using the council's geographical information system.

The shape of the priority areas for Waldegrave was originally determined by the link primary school furthest away in each direction in 1998 (North – John Betts, Hammersmith; South – St John's School, Kingston; East – St Faith's School; Wandsworth and West – Forge Lane, Hounslow). These points were used as a basis for the boundary of the priority areas. Waldegrave is therefore not the central point of the priority areas.

The distance from home to school, criterion 6, is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide which child should have the place. The names of the remaining sisters will be added to the waiting list in accordance with the sibling criterion 3.

### Admission to Sixth Form

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

## SECTION 4: Commonly used oversubscription criteria and definitions

Please refer to the full admissions policy of the schools you are interested in to check whether a criterion applies and for any variation to the following definitions.

### Looked after children or previously looked after children

The highest priority must be given to looked after children and previously looked after children, including those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### Looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made.

#### Evidence requirements

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, and
- the name of the local authority the child has been placed in the care of, and
- the child is currently placed with a foster carer or in local authority accommodation

#### Previously looked after children

A 'previously looked after child' is a child who was previously in state care, but ceased to be because they were adopted (Section 46 Adoption and Children Act 2002), or became subject to a child arrangements order (Section 12 of the Children and Families Act 2014), or a special guardianship (by Section 14A of the Children Act 1989), immediately before having been looked after. It also includes children who appear to the admission authority to have been in state care (defined as in the care of or accommodated by a public authority, religious organisation or any other provider of care whose sole or main purpose is to benefit society) outside of England and ceased to be in state care as a result of being adopted.

#### Evidence requirements

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

- 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.

- 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, and 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.
- 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, and 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).

For children adopted from overseas we require a photocopy of the relevant order of proof that the child was in state care outside of England and left that care as a result of being adopted. The order should be translated into English as necessary.

## Exceptional family, social or medical need

All Richmond secondary schools have experience of dealing with children with different social and medical needs. It is expected that no more than a small number of applications will be given this criterion in a year, if any at all. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

Requests for priority under this criterion are considered by the school for which you are applying, not the Admissions team. It is your responsibility to read the school's admission policy to confirm the requirements to apply for priority under this criterion.

Information about applying under this criterion for admission into a community primary school is available in the 'Admissions into Richmond's Primary Schools' guide available on [the Richmond Council website](#).

You must submit supporting documentary evidence, with your application and we will forward it to the school. 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.

You must provide this supporting evidence by the closing date.

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.

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. Your child's educational needs can be successfully supported through effective induction, support and differentiated provision at any school.

Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school 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 note that applicants who submit supporting information to be considered under this criterion will not be advised whether their application is likely to be successful in advance of receiving the outcome of their application on 1 March 2023. If you apply under this criterion after initial offers are made, the decision will be sent to you after the school has arranged for the evidence to be considered.

## **Applying for family, social and medical priority at a community primary, infant or junior school**

The School Admissions team only assesses social and medical need applications for community schools within the borough. 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.

The family, social or medical need can apply to the child or another member of the family. All applications are considered individually and the following must be included at the time of application:

- a letter explaining the reasons for applying under this criterion, why the preferred school is significantly more suitable than any other school for your child, and the difficulties likely to be caused by not attending it. A statement must be included giving permission for the local authority to make such enquiries as it thinks necessary to investigate the matter further, and
- specific supporting evidence that gives reasons and providing supporting information why only the preferred school can meet a child's individual needs, and the effect on your child if they do not attend this school. This evidence must be on headed paper from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a childminder will not normally be acceptable

Please note: hospital appointment letters or prescriptions are not considered relevant documentary evidence.

If you apply online, documents can be scanned and attached to your application. If you make a paper application, please scan the documents and send them to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk), including your child's name and date of birth in the body of the email.

All information provided is treated in the strictest confidence.

Applications lacking external objective evidence will be rejected under this category without further assessment. Any rejected application will then be considered under the next highest appropriate category for the child.

Please be aware of the following when considering whether to apply under the social or medical needs criterion.

All community schools can provide support for a child's educational needs. If your child may need additional support in school but they do not have an education, health and care plan, we will not consider their application for a higher priority under this criterion. Special educational needs include the following non-exhaustive list of conditions: autism spectrum disorder, dyslexia, dyscalculia, dyspraxia, ADHD, ADD, speech and language difficulties.

All Richmond borough schools are expected to manage medical needs. An application with medical evidence may be agreed where a child has an exceptional illness or disability (for example, limited mobility) which means that a child can only reasonably attend one school. We will not consider common ailments as exceptional medical needs, including the following non-exhaustive list of conditions: asthma, eczema, food allergies, diabetes, or where the dispensing of medication may require further training of school staff for its administration.

All schools are expected to appropriately support their pupils' emotional and social needs, including anxiety and stress-related conditions, and applications on this basis will not be considered under this criterion.

All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils, and applications on this basis will not be considered under this criterion.

Domestic arrangements, such as joint care arrangements, child care arrangements, transport arrangements, the location of your place of work, the need to leave or meet children at more than one school at the same time, the fact that your child attended a nursery associated with a particular school, or there are previous family connections with a particular school, will not be considered under this criterion, without accompanying exceptional medical or social reasons.

A preference to keep your child with their current friendship group, or a preference to attend or not attend a faith school will not be considered under this criterion.

We will consider whether there is other support available to support the child or family member accessing another school, for example the duty for all schools to make reasonable adjustments for a child or family member under The Equality Act 2010.

It is unlawful for any school to discriminate against a pupil or prospective pupil by treating them less favourably because of a protected characteristic.

The strength of applications will be considered by two or more officers who will make an evidence-based decision, referring to another officer where disagreement exists. Those officers assessing the strength of an application will have knowledge of the local authority's admissions process and the School Admissions Code. The officers will consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion.

The local authority's decision is final and there will be no right of appeal to officers against refusal to consider an application under this category. You will have the legal right of appeal to an independent appeal panel if you are not offered a place at your preferred school.

## **Brother or sister attending the school (sibling link)**

Children are defined as siblings if:

- they are a full, half, step, foster brother or sister, and
- they live at the same address as the child named on the application, and
- they currently attend the preferred secondary, and
- they will still be on roll at the time your child will be admitted in September 2023



It is your responsibility to make sure the sibling's details are included on the application otherwise priority will not be considered.

## Children of staff

Children are defined as full, step, half, and adopted siblings living in the same household. Staff should be directly employed by the school for two years or more before the admission application and at the point of admission or recruited to fill a vacant post for which there is a demonstrable skill shortage. Some schools further qualify how staff will qualify under this criterion. We will confirm your status with the school concerned.

## Distance from home to school

In order to be fair to all applicants, Richmond Council uses a standard method of measuring home to school distance. For Richmond borough schools, the home to school distance is the shortest route by road or maintained footpath in metres as measured using the School Admissions' computerised geographical information (GIS) system and data supplied by Ordnance Survey.

The starting point of the measurement is a grid reference point within the property (the seed point) that is supplied by Ordnance Survey. The end point is measured to the nearest named school gate set out in the admission arrangements.

From the seed point the route always connects to the road or maintained path nearest to this point, even if your home address is on the corner of two roads or has more than one entrance or exit. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement. For example, if there is a path to the rear of your property which is closer to the seed point than the road in front of your property which you typically use, the distance measurement will start from the rear path.

There may be routes and rights of ways used by pedestrians which are not used for home to school distances, for example paths through car parks, cemeteries, golf courses, parks and other enclosed spaces, 'short-cuts' across patches of open land without paths, or footpaths across private land which are not defined as public routes. There may be footpaths that are part of a housing development, or maintained footpaths and roads within and outside of Richmond Council's administrative area that are not recognised for route determination by the GIS which we use. The walking route measured by the council's geographical information system therefore may be different to an actual walking route.

Please refer to the individual school's published admissions policy for information on how places are allocated in the event that two or more children live at the same distance from the school.

Please note that the method for measuring home to school distance is for school admissions purposes only. The council does not promote these as actual walking routes and nor should they be interpreted as such. Accessibility to private or public transport will not be considered.

We will not provide home to school distances to applicants ahead of a formal application being received and an offer being made. There are public websites available which can be used to calculate the distance between two points which will provide an indication of the home to school distance for the purpose of deciding which school preferences to name on your application.

It is not possible to use another computerised programme or a route finder, including the 'Find my nearest' webpage on the Richmond Council website, to match the method of calculating distances for admissions purposes that is used by the council.

Only distances generated by the School Admissions' geographical information system will be used to determine the allocation of places. We will only use the grid reference point for the home address supplied by the Ordnance Survey and the routes recognised by the geographical information system, and only measure to the school gate(s) determined by the school. This is an objective measurement tool, and we will not amend distances because your child would not typically use the route identified by the system.

Please note that Deer Park School and Twickenham Primary Academy measure home to school distance as a straight line. Please refer to the school's admission arrangements for further details.

## **Linked infant school**

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 School 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. This is because attending the infant school is the second highest criterion for allocating places if the school receives more applications than places.

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 and children under the 'looked after' category (these are children currently or previously in public care), which is the highest priority for admission.

## **Hampton Wick Infant 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. Please read their admission criteria which can be found on the school's website, together with details of how places were offered in the last three years. Make sure to check if you need to complete the school's supplementary information form.

If you have any questions regarding school admissions, please contact:  
School Admissions, Achieving for Children, Guildhall 2, Kingston upon Thames KT1 1EU  
E: [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk)  
W: [www.richmond.gov.uk](http://www.richmond.gov.uk)

If you have difficulty reading this document because of a disability or because English is not your first language, we can help. Please email the School Admissions team or ask someone to email on your behalf.