

**LONDON BOROUGH OF RICHMOND UPON THAMES
TRANSFER TO SECONDARY SCHOOL SEPTEMBER 2024**

You are reminded that it is your responsibility to notify the School Admissions team immediately of a change to your child's permanent address or any other circumstances which occur before September, as this may affect your school place offer.

ALLOCATION OF PLACES AT 1 MARCH 2024

School name	Current situation	Furthest distance offered in metres
Christ's School	Foundation - Waiting list	3858.23
	Open - Waiting list	1416.38
Grey Court School	Waiting list	2708.32
Hampton High School	Waiting list	2845.71
Orleans Park School	Waiting list	1240.70
Richmond Park Academy	Waiting list	9115.29
St Richard Reynolds Catholic High School	Waiting list	Contact the school for information
Teddington School	Waiting list	5801.19
The Richmond upon Thames School	Waiting list	2314.02
Turing House School	Waiting list	Band 2 - 715.81 Band 3 - 2293.33
Twickenham School	Waiting list	All preferences met
Waldegrave School	Waiting list	Area A - 1755.22 Area B - 5543.11

THE OFFERS

We plan the number of school places required according to the number that will be needed for children to start school in September, rather than at the time offers are sent out initially in March. The offer process starts on 1 March and continues during the spring and summer until children start school in September 2024.

You have the right to name and give reasons for your child to apply to a particular school, and the local authority and schools are committed to meeting parental preference where places are available. However no places can be guaranteed at any school, and you should not make any assumptions about entitlement to a place at a preferred school.

Please note that once an offer has been made, the local authority has discharged their statutory duty to provide a school place, and will only make a further offer for a preferred school from the waiting list. We advise you to accept the school place offered to ensure your child has a school place, as you can always refuse this at a later date if you are offered a school you prefer. This will not affect your child's position on any waiting lists of your higher preference schools.

You should not hold more than one school place at any time, whether it is an academy, community, foundation, free, voluntary aided or independent (i.e. private) school. If, at a later stage, you are offered a place at a school you prefer you must inform [Richmond School Admissions](#) immediately that you no longer require the place you had been offered previously and provide information about the arrangements for your child's education from September. If we do not have this information we are required to refer your child to the Education Welfare Service for further investigation.

If you wish to appeal against the decision not to offer your child a place at a particular school you must follow the appeals procedure set out below. Your Member of Parliament and local councillors do not have the authority to require a school to admit your child if it is full, and you will be directed back to the appeals process. The independent appeal panel is the only body with the authority to require a school to admit a child without regard to the waiting list order, even if it is full.

Any offer is made based on the information supplied on the application form. We reserve the right to withdraw offers made in error, where a parent has not responded to the offer within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Please ensure that you are aware of [the home address reassessment policy](#) in the event that you move before your child starts school.

WAITING LIST

To assist the local authority to meet its legal obligation to provide a school place for each child, all schools (with the exception of Hampton High, Orleans Park School and Waldegrave School) offered over their Published Admission Number (PAN) on 1 March 2024, with the clear intention that this number would fall back to PAN before any further offers were made from the waiting list.

Your child's name will automatically be placed on the waiting list, in criteria order, of any Richmond school that is a higher preference than the school they have been offered. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received. The regulations do not allow for your child to have additional priority on the waiting list if they are unplaced.

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

Your child can remain on one or more waiting lists. Waiting list positions for Richmond schools will be available *from* **Tuesday 2 April 2024** after parental responses, address changes and late applications have been processed. You can request your child's position by sending an email to richmond.admissions@achievingforchildren.org.uk. Selective and faith schools are responsible for ranking their own applications and you will need to contact them directly for waiting list information.

Waiting lists for the academic year 2024/25 will be disbanded at the end of June. You must make an [in-year transfer application](#) no sooner than June 2025 for your child's name to be added to the waiting lists for the academic year 2025/26.

FURTHER OFFERS

We will re-offer any school places that may have become vacant since original offers were made *from Tuesday 2 April 2024*. Any further offers will be made by the School Admissions team, including offers for schools in other local authorities. The offer will be communicated to you by email and will not show on your eAdmissions account.

You must respond to the further offer by the date in the email or it will be withdrawn and the place offered to the next child on the waiting list.

CHANGING PREFERENCES

If you wish to apply to schools you had not applied to previously, or if you want your child's name to be added on to the waiting list of a lower preference school, the person who made the application must request this by completing the [change of preference request form](#). This applies whether the school is in this borough or in another local authority. We will not accept change of preference requests via email. The preferences you name will replace any on your current application, and it is your responsibility to include any existing preferences which you wish to retain on the change of preference request form.

EXCEPTIONAL CIRCUMSTANCES

If you applied under the exceptional family, social or medical need criterion for a Richmond school but have not been offered a place, please be assured that the documentary evidence you submitted in support of your preferences was carefully considered. However, it was not considered to be the only school that could meet your child's needs and therefore your application was not given additional priority ahead of children living nearer to the school. You should expect to receive a letter from the school shortly explaining why your child's application was not prioritised under the exceptional reasons criterion. If you do not receive this letter by **10 March 2024**, please contact the school. The School Admissions team does not have any information about the reason for the decision.

THE APPEALS PROCEDURE

You have the legal right to appeal under the School Standards and Framework Act 1998 against a decision not to offer your child a place at any or all of the schools you have applied for, even though your child may have a place at another school. You will need to contact the school directly for information about how to submit your appeal and any deadlines which apply.

When considering whether you wish to appeal, you need to think about whether your reasons for wanting your child to attend the school will have more weight than the school's case that the admission of another child will prejudice the efficient education and efficient use of resources for the other pupils. If not, the likelihood of an appeal being successful may not be very high. To help you, the number of appeals heard and the number that were successful last year are given on each individual school's website.

Your appeal will be heard by an appeal panel that is independent of the local authority and the admissions authority whose decision you are appealing against. You have the right to attend the hearing to explain your case to the independent appeal panel, and you have the right to be accompanied at the hearing or to be represented by someone else. The appeal panel's decision is binding on the school's admission authority, the parent and the coordinating authority.

Appeal panels follow a two stage process in reaching decisions. The panel must first decide whether the admissions authority for the school has satisfactorily made its case that the efficient education or the efficient use of resources will be prejudiced if further children are admitted to the school in the year group concerned. Secondly, if the panel agrees that prejudice would be caused, it must balance that harm against your particular reasons for seeking a place at that school.

If your appeal is unsuccessful, a further appeal will only be heard in the same academic year if there are exceptional changes in your circumstances.

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

The School Admissions team must remain independent of the appeals process and are not in a position to answer questions about the specifics of your appeal hearing.

CONTACT DETAILS FOR THE RICHMOND COUNCIL SCHOOL ADMISSIONS TEAM

Please include your child's name and date of birth with your enquiry, and use the email address included on your application.

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

Email: richmond.admissions@achievingforchildren.org.uk

The School Admissions Team operates a callback only service. Our aim is to respond to emails within 5 to 10 working days but this may not always be possible due to the high volume of emails we receive. When sending an email, please ensure that all the information requested is in one email. We will not respond to chaser emails which are sent before the 10 day response period has passed.

CONTACT DETAILS FOR SECONDARY SCHOOLS IN RICHMOND UPON THAMES

Christ's School

Karen Hindle – Admissions Officer
Phone: 020 8940 6982
Email: info@christs.richmond

Grey Court School

Jonathan Holden - Admissions Officer
Phone: 020 8948 1173
Email: info@greycourt.richmond.org.uk

Hampton High

Portia Ransley - Admissions Officer
Phone: 020 8979 3399
Email: info@hamptonhigh.org.uk

Orleans Park School

Lesley Hughes – Admissions Officer
Phone: 020 8891 0187
admissions@orleanspark.school

Richmond Park Academy

Terri Nardoni - Admissions Officer
Phone: 020 8876 8891
Email: contactus@richmondparkacademy.org

St Richard Reynolds Catholic High School

Fiona Teague – Admissions Officer
Phone: 020 8325 4630
Email: office@srrcc.org.uk

Teddington School

Sasha West - Admissions Officer
Phone: 020 8943 0033
Email: info@teddingtonschool.org

The Richmond upon Thames School

Barbara Munro – Admissions Officer
Phone: 020 8891 2985
Email: info@rts.richmond.sch.uk

Turing House

Melanie Woodcock – Admissions Officer
 Phone: 020 8069 6100
 Email: info@turinghouseschool.org.uk

Twickenham School

Zillah Smith – Admissions Officer
 Phone: 020 8894 4503
 Email: info@twickenhamschool.org.uk

Waldegrave School

Dervla Park – Admissions Officer
 Phone: 020 8894 3244
 Email: info@waldegrave.org.uk

CONTACT DETAILS FOR NEIGHBOURING LOCAL AUTHORITIES

<p>Royal Borough of Kingston upon Thames Email: kingston.admissions@achievingforchildren.org.uk Web: AfC website</p>	<p>London Borough of Hounslow Phone: 020 8583 2711 Email: admissions@hounslow.gov.uk Web: www.hounslow.gov.uk</p>
<p>Surrey County Council Phone: 0300 200 1004 Email: schooladmissions@surreycc.gov.uk Web: www.surreycc.gov.uk</p>	<p>London Borough of Hammersmith & Fulham Phone: 020 8753 1085 Email: school.admissions@lbhf.gov.uk Web: www.lbhf.gov.uk/admissions</p>
<p>London Borough of Wandsworth Phone: 020 8871 7316 Email: admissions@richmondandwandsworth.gov.uk Web: www.wandsworth.gov.uk</p>	