

**LONDON BOROUGH OF RICHMOND UPON THAMES  
STARTING PRIMARY SCHOOL (RECEPTION) 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 16 APRIL 2024 - ON-TIME APPLICATIONS**

The table below shows how places have been offered to on-time applicants at the community schools and at the following academies and free schools which use the same criteria: Deer Park Primary and Thomson House Primary School

			OVERSUBSCRIPTION CRITERIA					
			1	2	3	4	5	
School	Places	EHCP	LAC	Social/ medical	Sibling	Child of staff member	Distance	Distance of last child offered under criterion 5 in metres
Barnes Primary	60	1	0	0	26	1	32	384.40
Buckingham Primary	60	0	0	0	21	0	14	All preferences met
Carlisle Infant	90	0	0	0	26	2	62	All preferences met
Chase Bridge Primary	90	0	0	0	41	0	49	2154.93
Collis Primary	90	0	0	0	33	0	57	2562.43
Darell Primary	30	0	0	0	11	0	19	8162.04
Deer Park	60	0	0	0	23	0	37	609.47
East Sheen Primary	90	1	0	0	34	0	55	2016.94
Hampton Infant	120	0	0	0	39	0	69	All preferences met

Hampton Wick Infant	60	1	0	0	17	0	31	All preferences met
Heathfield Infant	90	0	1	0	27	0	38	All preferences met
Kew Riverside	30	0	0	0	5	0	16	All preferences met
Lowther Primary	30	0	0	1	6	0	23	1740.72
Marshgate Primary	60	0	0	0	29	0	31	1258.32
Meadlands	30	0	0	0	17	0	13	All preferences met
Nelson Primary	30	0	1	0	9	0	18	All preferences met
Orleans Primary	60	0	1	0	25	0	34	1944.79
Sheen Mount	90	0	1	0	29	0	60	1638.05
Stanley Primary	60	0	0	0	17	0	30	All preferences met
The Russell Primary	30	0	0	0	13	0	12	All preference met
The Vineyard Primary	90	2	1	0	23	0	64	All preferences met
Thomson House	60	1	0	0	23	1	35	3493.34
Trafalgar Infant	60	0	0	0	22	1	26	All preferences met

EHCP = children with an Education, Health and Care Plan naming the school  
LAC = Looked after children, including previously looked after children.

Please contact all other schools directly for their allocation information.

### VACANCIES

There are currently vacancies at the following schools: Archdeacon Cambridge's CE Primary, Buckingham Primary, Carlisle Infant, Hampton Infant, Hampton Wick Infant, Heathfield Infant, Kew Riverside Primary, Nelson Primary, Sacred Heart Catholic Primary, St James's Catholic Primary, St Mary's CE Primary, St Mary's Hampton CE Primary, St Richard's CE Primary, Stanley Primary, The Russell Primary, Trafalgar Infant and Twickenham Primary Academy.

## 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 April. The offer process starts on 16 April 2024 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

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 Monday 20 May 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](mailto: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 Monday 20 May 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 admissions authority shortly explaining why your child's application was not prioritised under the exceptional reasons criterion. If you do not receive this letter by **26 April 2024**, please contact the school.

### **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.

Please note that any appeal will be subject to The School Admissions (Infant Class Sizes) (England) Regulations 2012. By law, infant classes (Reception, Year 1 and Year 2) must contain no more than a maximum of 30 pupils per qualified teacher. There are only a small number of permitted exceptions whereby an infant class can exceed this number. The panel can only uphold your appeal if it meets one of the relevant grounds below:

- it finds that the admission of additional children would not breach the infant class size limit; that the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied;

- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998;
- that the decision to refuse admission was not one which a reasonable Admissions Authority would have made in the circumstances of the case. In order for a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements, that it was beyond the range of responses open to a reasonable decision maker, or was a decision which was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.

If your appeal does not meet one of these grounds then your appeal will not be successful at the first stage. You should keep this in mind when considering whether to appeal for a school which is covered by infant class size law. The Local Government & Social Care Ombudsman office has produced [a fact sheet](#) for parents and carers on Infant Class Size appeals

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.

The Panel must dismiss the appeal at the first stage where it finds that the admission arrangements did comply with admissions law and were correctly/impartially applied; or that the admission arrangements did not comply with admissions law or were not correctly/impartially applied but if they had been, the child would not have been offered a place in any event – and it finds that the decision to refuse was one which a reasonable admission authority could have made.

In multiple cases where a number of children would have been offered a place as a result of maladministration, but to admit that number would seriously prejudice the provision of efficient education or efficient use of resources, the panel must proceed to the second stage.

In the second stage of deciding an infant class size appeal, the Panel must compare each appellant's case and decide which of them to uphold, if any. Where the school could admit a certain number of children without breaching the infant class size limit (or without needing to take measures to avoid breaching it that would prejudice the provision of efficient education or efficient use of resources) the panel must uphold the appeals of at least that number of children.

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.

All appeals submitted by the closing date for the main round will be heard at the same time. There is no advantage to be gained by submitting an appeal immediately upon receiving your outcome letter.

### **The procedure for community school appeals**

Richmond Independent Appeals Services are managing the appeals process on behalf of community schools. If you wish to lodge an appeal you can do so by submitting [a form online](#). Alternatively please phone 020 8891 7183 to request a printed form. Please ensure that you read [the guidelines on the appeals process](#).

Before you lodge an appeal, you may wish to discuss your school options with an admissions officer by emailing [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk).

Once you have submitted an appeal, all queries concerning the appeal must be directed to Richmond Independent Appeals Services by emailing [education.appeals@richmond.gov.uk](mailto:education.appeals@richmond.gov.uk) or telephone on 020 8891 7183 to ensure that your appeal is handled separately from Richmond School Admissions.

The completed appeal form should be returned by **Friday 17 May 2024** to be heard in the main round. You may attach additional papers to your Notice of Appeal to provide evidence to support your claim that no reasonable admission authority would have made that decision in light of the determined admission arrangements, and/or you can ask that previous correspondence be brought to the attention of the appeal panel.

Richmond School Admissions is not involved in organising the independent appeal process, but an officer will attend the appeal hearing to explain why we could not offer your child a place at the school concerned and to answer questions. You have the right to be accompanied by a relative or a friend at the hearing or to be represented by someone else.

### **Procedure for other school appeals**

You are entitled to appeal against the decision of the governing body of a voluntary aided, free, foundation or academy school not to offer your child a place. You can request details about the appeal process directly from the school. An independent appeal panel will hear your appeal, and this panel will be bound by the same rules as an independent appeal panel for a community school. This includes appeals for admission to infant classes because the legal limit of 30 on the size of an infant class applies to all types of state school.

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 will also be given to you and the date by which it should be received.

### **CONTACT DETAILS FOR THE RICHMOND SCHOOL ADMISSIONS TEAM**

Please contact us from the same email address used in your application, and include your child's name and date of birth with your enquiry.

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

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

The School Admissions Team operates a callback only service. Our aim is to respond to emails within 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 NEIGHBOURING LOCAL AUTHORITIES

### **Royal Borough of Kingston upon Thames**

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

Web: [AfC Info](#)

### **London Borough of Hounslow**

Phone: 020 8583 2711

Email: [admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk)

Web: [www.hounslow.gov.uk](http://www.hounslow.gov.uk)

### **Surrey County Council**

Phone: 0300 200 1004

Email: [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk)

Web: [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

### **London Borough of Hammersmith & Fulham**

Phone: 020 8753 1085

Email: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

Web: [www.lbhf.gov.uk/admissions](http://www.lbhf.gov.uk/admissions)

### **London Borough of Wandsworth**

Phone: 020 8871 7316

Email: [admissions@richmondandwandsworth.gov.uk](mailto:admissions@richmondandwandsworth.gov.uk)

Web: [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)