

**This guide is for admission
into Reception in a primary
school or Year 3 in a junior
school at the start of
September 2026**

Admission to Richmond's Primary Schools

For 2026 Entry



**achieving
for children**



**LONDON BOROUGH OF
RICHMOND UPON THAMES**

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

This guide provides information for the school year beginning September 2026. It is intended for pupils entering Reception into a primary or infant school, and those transferring to a junior school at the end of Year 2.

Read this guide in conjunction with the '[Richmond's infant, junior, primary and secondary schools' brochure](#), which offers details about state-funded schools in the Richmond borough.

Unless otherwise specified, "primary school" in this guide refers to primary, infant, or junior schools.

In this brochure, 'parent' refers to a parent or carer, unless otherwise specified.

The normal admissions round is defined as the period when parents are invited to make an on-time application for transfer to primary school, and a determination is made by the authority on the national offer date. Only residents of Richmond borough should complete applications for Reception entry to a primary or infant school, or transfer to a junior school at the end of Year 2, in September 2026.

Only provide a copy of any supporting documentation requested as we will not be responsible for the return, loss or damage to any original documents supplied.

This brochure contains information about the entire application process, which runs from 1 September 2025 to 31 August 2026. The information was accurate in July 2025 but may change during the academic year.

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

For all school admissions enquiries, email the team, remembering to include your child's name and date of birth in your message.

If you have any questions regarding school admissions, contact:

School Admissions, Achieving for Children. Guildhall 2, Kingston KT1 1EU

[Email](#)

[Website](#)

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

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SECTION 1: Key dates for the admissions process

This brochure is intended solely for parents applying for their children's September 2026 transfer into Reception at a primary or infant school, or Year 3 at a junior school. This applies to the normal admissions round, which concludes on 31 August 2026. Read the entire guide for details regarding the application process and your responsibilities as an applicant.

For transfers into Reception or Year 3 at a junior school **after 31 August 2026**, or for transfers into Years 1 to 6 at any time, refer to the separate [Admission to a Richmond borough school as an in year transfer](#) brochure which provides information on the application process.

Key dates for the admission process for September 2026 entry

2025

Monday 1 September Online applications are open via www.eadmissions.org.uk.

2026

Wednesday 15 January Closing date for receipt of on-time applications, including supplementary forms.

Thursday 12 February The final date for applications to be considered on-time is for those who could not apply by 15 January 2026 due to exceptional circumstances. This also applies to individuals who moved after 15 January 2026 and need to provide evidence of habitual residency in the borough by 12 February 2026.

Wednesday 16 April (National Offer Day) All on-time applicants will be sent an email during the evening informing them of the result of their application.

Thursday 30 April Date by which parents must accept or decline their offer.

Tuesday 12 May Further offers will be made from the waiting lists from this date onwards, subject to places becoming available.

Monday 1 June Closing date for submission of appeals to be heard in the main round for schools in Richmond using the Richmond Independent Appeals Service. This date may vary for academies, voluntary aided and free schools who organise their own appeals.

July Main round of admission appeals are heard.

September Start of the autumn term.

SECTION 2: Six steps in applying for a primary school place

Under national coordination, you must apply for a school place through your home council, even if you intend to include preferences for schools located in another borough. This is the council area where you live and which is responsible for administering the council tax for where you live.

Age range of schools

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, called the Reception year, is for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years. Some infant schools have nursery classes attached to them that cater for children aged 3 to 4. The infant class size regulations limit an infant class to 30 children per teacher.

Junior schools

Junior schools provide education for children aged 7 to 11 years. They cover four school years, Years 3 to 6. Children transfer to secondary school at the end of Year 6.

Primary schools

Primary schools provide education across the whole primary age range of 4 to 11 years. They cover Reception and Years 1 to 6. Some primary schools have nursery classes attached to them for children aged 3 to 4. Children transfer to secondary school at the end of Year 6.

When children start school in Richmond

Children born between September 1, 2021, and August 31, 2022, are eligible to start school in September 2026. Most children begin school at four years old, entering in September of the school year in which they turn five. A child reaches statutory school age at the start of the term following their 5th birthday. This is the age at which parents are legally required to ensure their child receives an education either by attending school or otherwise. For details on out-of-year group requests, refer to Section 3.

Children with special educational needs or an education, health and care plan (EHCP)

Do not use the application form if your child has an education, health and care plan. The Special Educational Needs and Disabilities (SEND) team will handle your child's school placement. You can reach the SEND team by emailing senteam@achievingforchildren.org.uk.

Apply as usual if your child is currently undergoing an education, health, and care needs assessment (EHCNA) that is not yet finalised. Should an EHCP be subsequently agreed, your application will be withdrawn. If you are uncertain about completing a school application form, contact the School Admissions team.

Step 1: Understanding the admission process

Children born between the following dates are eligible to transfer to primary or junior school in September 2026 as part of the normal admissions round.

Primary school: 1 September 2021 and 31 August 2022

Junior school: 1 September 2018 and 31 August 2019

Parents have the right to express a preference for a particular school for their child, providing reasons for their choice. The local authority and schools are committed to accommodating these preferences when places are available. However, no school place can be guaranteed. Assumptions should not be made about entitlement to a place at a preferred school, the nearest school, a single-sex school, a faith school, or a school within the borough simply based on residence.

On your application form, you can apply for up to six state-funded schools. List these schools in your preferred order, including any outside the borough. Do not include independent (private) schools.

For each school you are applying to, you should check if a supplementary information form (SIF) is required. For schools outside the Richmond borough, contact the school directly or refer to the relevant local authority.

Applications can be made online using [eAdmissions](#). If online application is not possible, an alternative form will be provided. Do not complete both. If multiple applications are received for the same child, only the most recent application submitted by the closing date will be considered.

Application results and offer acceptance

You will be notified of your application's outcome via email on the evening of **16 April 2026**, starting from 5pm, if you applied online.

Following this email, you can log in to [eAdmissions](#) to view your results and accept or decline your school place offer online.

If you apply on paper, you will receive an email after 5pm on **16 April 2026**, informing you of the outcome of your application. The email will also contain a link to a web form where you can respond to your offer.

If your child does not receive a school placement on National Offer Day, you will be sent a letter outlining your options and the next steps.

Equal preference allocation process

All school applications are considered under an equal preference scheme. This means that a school listed as a sixth preference is considered the same as a school listed as a first preference. The ranking of your preferences will only be taken into account if your child receives potential offers from multiple schools. Your preferred school order is confidential; schools are not informed of the ranking.

Listing only one school preference does not guarantee admission to that school. If you do not meet the admissions criteria, or if the school is oversubscribed, we will offer you a place at the nearest suitable school with available spaces. This school may not be your closest option. Similarly, listing the same school more than once will only be considered a single preference.

Below is a summary of the equal preference allocation process. For full details on the process and your responsibilities as an applicant, refer to the complete guide.

Summary of the equal preference process

Applications must be made to your local authority – the council responsible for administering your council tax – by the deadline of **15 January 2026**. This applies even if you are naming preferred schools outside of your borough.



Applications should be submitted via eAdmissions. If you cannot use the online system, an alternative form can be requested from the School Admissions team. You may list up to six schools on the application form, in order of preference.



Schools are automatically notified of children who have expressed a preference for their institution through the admissions system. Applications submitted by the closing date are not processed on a first-come, first-served basis.

We do not consider your preference order at this time.



The admissions system ranks applications for each school based on its specific admission criteria.



The system uses the published admission number (PAN) for each school to set the status of the children at the top of each list as a provisional offer until the PAN is reached.



If your child qualifies for a place at more than one school, the order of preference will be used to determine (or decide) the highest preference school for which your child has met the admissions criteria.

This is the point when order of preference is considered.

If your child does not qualify for a place at any of your preferred schools, we will be unable to allocate a place at any of the schools you requested. In this situation, we will allocate a place at the nearest school with a vacancy where possible and discuss the next steps with you.

When listing your preferences, it's important to be realistic. You might not get an offer from any of your preferred schools if your child does not rank high enough in priority. This can occur if you live too far from the schools or if you choose a faith school but do not meet the denominational criteria for priority. Due to high demand, we recommend including your closest community school, as your application can be considered based on the distance from your home to the school.

Order of preference

When listing your preferred schools, consider the order carefully. If your child qualifies for places at multiple schools, you will receive only one offer: the offer for the school you ranked highest among those for which your child is eligible. Any offers for schools lower on your preference list will be automatically withdrawn. This ensures each child receives only one offer.

The following example illustrates the importance of the order of preference.

PREFERENCE	SCHOOL	QUALIFY FOR A PLACE?	OUTCOME
1st	Collis Primary School	No	Waiting list
2nd	Marshgate Primary School	Yes	Offered
3rd	St Richard's CoE Primary School	Yes	Withdrawn
4th	Deer Park Primary School	No	Withdrawn
5th	East Sheen Primary School	Yes	Withdrawn
6th	The Russell Primary School	Yes	Withdrawn

Changing your order of preference

You can amend your application online before **15 January 2026**. You must remember to re-submit the form for the changes to take effect.

The preference order on your application cannot be changed after 15 January 2026 under any circumstances. However, you may request a change of preference after the initial offers are made on 16 April 2026, at which point a form will be provided for this purpose. These changes will not be reflected on your original application on eAdmissions.

After national offer day, late applications and change of preference requests will be processed starting **Tuesday 12 May 2026**.

Step 2: Collecting information about schools

You should gather as much information as possible before you decide which schools you want to apply for.

- For details on state-funded schools in Richmond, refer to the ['Richmond's infant, junior, primary and secondary schools' brochure](#).
- For detailed information on each school's admissions criteria, refer to their respective websites.
- Consult each school's website for information on how places have been allocated over the past three years. For community schools, this data is available on the [Achieving for Children website](#).
- Parents should visit prospective schools before submitting applications. For details on open days and visiting hours, please contact the schools directly.
- For detailed information on schools, including inspection reports and performance tables, visit individual school websites. Additional resources are also available on the [GOV.UK](#) website.

Step 3: Deciding which schools to apply for

Parents can express a preference for a school, but this does not guarantee a place. It's important not to assume your child is entitled to a place at a preferred school, the nearest school, or a school within the borough simply because you are a resident.

When listing your preferred schools, it's important to be realistic. School catchments fluctuate annually, so you should make use of all available preferences. This includes listing local schools that have historically been within reach of your address in previous allocations.

The admission criteria

Should a school receive fewer applications than available places, all applicants will be offered a place, provided a higher preference has not been allocated.

If the number of applications exceeds the available places, the school will apply its oversubscription criteria (rules) to determine which children receive priority for admission. Children with a final education, health and care plan that names the school must be admitted first and will be included in the published admission number.

Admission criteria for Richmond primary schools vary by school type. A summary is available in the [‘Richmond's infant, junior, primary and secondary schools’](#) brochure, with full details published on individual school websites. The schools are responsible for setting their own admission arrangements and any enquiries should be made directly to the school.

Schools with faith-based criteria may require a supplementary information form and a reference from a parish priest or other minister of religion. It is your responsibility to thoroughly review the full admission arrangements, understand the criteria, and submit all required information to the school at the same time as you make your application.

How places were offered in previous years

When applying to schools, pay close attention to the admission criteria and how places were allocated in previous years. If distance is a factor, your chances are better at schools closer to your home. To increase your likelihood of securing a preferred school, include your nearest non-selective school (one that considers distance) as one of your six preferences, and use all six available preferences.

Section 5 of this brochure and the individual school websites contain details on how places were offered primary schools in Richmond for September 2025 entry.

Explanation of terms commonly used by schools in the oversubscription criteria

Always consult the complete admissions policy of your preferred schools. This will confirm which criteria are applicable and highlight any deviations from the standard definitions provided.

Looked after children

A ‘looked after child’ is defined as a child who, at the time of school application, is either (a) under the care of a local authority or (b) being provided accommodation by a local authority while they carry out their social services responsibilities, as outlined in Section 22(1) of the Children Act 1989.

You must provide a written statement from the child's social worker confirming the following:

- the child is currently a looked-after child under a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority), an interim care order, or a final care order
- the name of the local authority where the child is in care
- the child's current placement with a foster carer or in local authority accommodation

Previously looked after children

A previously looked after child is one who was in state care and is no longer so because they were adopted (Section 46 Adoption and Children Act 2002), became subject to a child arrangements order (Section 12 Children and Families Act 2014), or a special guardianship (Section 14A Children Act 1989), immediately after being in care.

This also includes children who the admission authority believes were in state care outside of England (defined as being cared for or accommodated by a public authority, religious organisation, or any other care provider primarily for the benefit of society) and who left state care due to adoption.

If you are applying for a child who was previously under the care of an English local authority, you must provide evidence based on your child's specific situation.

- **Adoption order:** An adoption order issued under section 46 of the Adoption and Children Act 2002. This must include the schedule confirming the child's date and place of birth, and placement details.
- **Special guardianship order:** A written confirmation from the local authority that previously cared for the child, stating they were in local authority care immediately before the special guardianship order was issued. You must also provide the special guardianship order itself, which appoints one or more individuals as the child's special guardian(s) under section 14A of the Children Act 1989.
- **Child arrangements order:** A written confirmation from the local authority that previously cared for the child, stating they were in local authority care immediately before the child arrangements order was issued. You must also provide the child arrangements order, which determines the living arrangements for the child under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act).

For children adopted from outside of England, a photocopy of the official adoption order or proof that the child was in state care outside of England and was removed from that care due to adoption is required. If necessary, the order should be accompanied by a certified English translation.

Brother or sister attending the school (sibling link)

Children are considered siblings if they meet all of the following criteria:

- they are a full, half, step, adopted, or foster brother or sister
- they reside at the same address as the child applying for admission
- they are currently enrolled at the preferred primary school
- they will still be attending the school when the applicant is admitted

You **must** include the sibling's details on the application for sibling priority to be considered. Be aware that:

- children from multiple births do not provide sibling priority to each other until at least one of them is enrolled in the school
- having multiple siblings already attending a school does not increase your priority for that school
- cousins, even if living at the same address, are not considered siblings

Exceptional family, social or medical need

Richmond primary schools are experienced in supporting children with diverse social and medical needs. This criterion is applied to a very limited number of applications annually, if at all, due to an exceptionally high threshold for acceptance. The difficulties must be so uncommon as to be highly unusual within the general population.

For a school to consider your child for priority under this criterion, you must read their admission policy to understand the specific requirements. It is your responsibility to submit supporting documentary evidence with your application. This evidence, which we will forward to the school, must explain the circumstances and why only that particular school can meet your child's needs. The School Admissions team only considers these requests for community schools, and it is inappropriate for the School Admissions team to become involved in disputes about any decisions made by other admission authorities.

Supporting evidence must be provided by the closing date, **Thursday 15 January 2026**.

Submitting evidence does not guarantee a child priority admission to a specific school. Each case will be decided on its individual merits, based on whether the evidence demonstrates that a placement should be made at one particular school over any other.

If your child has special educational needs or requires additional support but does not have an Education, Health and Care Plan, their application will not be prioritised under this criterion. Any school can successfully support your child's educational needs through effective induction, support, and differentiated provision.

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.

Applicants who submit supporting information to be considered under this criterion at Richmond schools will not be advised whether their application is likely to be successful in advance of receiving the outcome of their application on **16 April 2026**. 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.

Applications for voluntary aided, free, foundation or academy primary, infant or junior schools (own admission authority schools) under the exceptional family, social or medical criteria.

Voluntary aided, free, foundation, and academy schools handle their own social and medical need assessments for in-year transfer applications.

The School Admissions team **does not** consider applications for these school types and has no influence on the decisions made for priority under this criterion.

To request priority admission under this criterion, it is your responsibility to review the school's admission policy for specific requirements. Your application, along with the necessary supporting documents explaining why the child can only attend this particular school and why no other school can meet their needs, must be sent directly to the school for consideration. This evidence must clearly detail the circumstances.

Submitting evidence does not guarantee school placement priority. Each case is assessed individually to determine if placement at a specific school is warranted over others. The school will directly inform you of their decision and notify the Admissions team if additional priority should be applied to your child's application. If you disagree with the school's decision, you must contact them directly. We cannot mandate schools to prioritise admissions under this criterion.

Applications for community primary, infant or junior schools under the exceptional family, social or medical criteria.

The School Admissions team evaluates exceptional family social and medical need applications only for community schools within Richmond. Requests for other school types cannot be considered.

For this criterion, disability is defined by Section 6 and Schedule 1, Part 1 of the Equality Act 2010.

The family, social, or medical need can pertain to the child or another family member. Each application is assessed individually and must include the following at the time of submission:

- a letter detailing the reasons for the application under this criterion, explaining why the preferred school is considerably more appropriate than any other school for the child, and the difficulties that would likely arise if the child did not attend it. This letter must include a statement granting permission for the local authority to conduct any necessary investigations
- specific supporting evidence, on headed paper from a qualified professional involved with the child or family (e.g. consultant, GP, psychiatrist, senior social worker), explaining why only the preferred school can meet the child's individual needs and the impact on the child if they do not attend this school. Evidence from family members, friends, or childminders is generally not acceptable

Hospital appointment letters or prescriptions are not considered relevant evidence.

Please scan the supporting documents and send them to the [School Admissions team](#) including your child's name and date of birth in the body of the email. Alternatively, documents can be mailed to the address provided on page 2.

All information provided is treated in the strictest confidence.

Social or medical needs criterion considerations

- Community schools are equipped to support children with diverse educational needs. Consequently, applications seeking higher priority based on special educational needs without an education, health and care plan will not be granted. This policy addresses a range of neurodevelopmental conditions, including autism spectrum condition, dyslexia, dyscalculia, dyspraxia, attention-deficit or hyperactivity disorder (ADHD), attention deficit disorder (ADD), and speech and language difficulties. This list is not exhaustive.
- Borough schools are expected to manage medical needs. Applications with medical evidence may be approved for exceptional illnesses or disabilities where only one school is a reasonable option. The following conditions and situations do not qualify as exceptional medical needs: asthma, eczema, food allergies, diabetes, and circumstances requiring medication administration training. This list is not exhaustive.
- Schools are expected to provide appropriate support for pupils' emotional and social needs, including anxiety and stress. Therefore, applications citing these needs will not be considered under this criterion.
- Schools must have a behaviour policy that addresses bullying prevention. Therefore, applications based on bullying concerns will not be considered under this criterion.
- Reasons such as recent arrival in the UK, childcare or joint custody arrangements, transport issues, workplace location, the necessity for staggered school times, nursery attendance connected to a particular school, or prior family links to a school do not constitute valid grounds for extra priority unless substantiated by significant medical or social factors.
- Preference for the maintenance of friendship groups or the religious denomination of a school shall not be taken into account under this criterion.
- We will evaluate whether alternative support can help the child or family attend a different school. This assessment will consider the legal requirement for schools to make reasonable adjustments as outlined in The Equality Act 2010.
- Schools are legally prohibited from discriminating against current or potential students based on protected characteristics.

Applications are assessed for strength by a minimum of three officers. These officers base their decisions on the evidence provided and will confer with another officer if they have differing opinions. All assessment officers possess knowledge of the local authority's admissions procedures and the School Admissions Code.

Applications are reviewed impartially by officers. If an application is denied based on this criterion, the officers will jointly document the reasons for the refusal.

The local authority's decision on applications under this criterion is final, without an internal appeal. However, if the preferred school does not offer a place, there is a legal right to appeal to an independent school admissions appeal panel.

Children of staff

For staff members to qualify for admission of their child to the school, they must meet one of the following criteria at the time of application:

- they have been directly employed by the school for two or more years
- they have been recruited to fill a vacant post where there is a clearly demonstrated skill shortage

Schools are required to detail the application of this priority in their admission policies. Some schools may further qualify how staff meet this criterion. Your status will be confirmed with the relevant school.

Staff priority does not apply to staff working at a linked infant or junior school, or between schools who are members of the same trust.

Distance from home to school

Richmond Council uses a standardised measurement in metres, based on its geographical information system (GIS) and Ordnance Survey data, to fairly determine home-to-school distances for all applicants to schools within the borough. The system measures the shortest walking route between the child's home address and the school, with the exception of the schools listed below who use a straight line measurement to prioritise their applications.

School distance is measured from an Ordnance Survey-provided grid reference point within the property (the seed point) to the closest named school gate or nodal point as defined 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 location of front doors, driveways, and back gates does not affect route measurement. Distance is measured from the closest point of your property to the designated seed point, regardless of typical access points. For instance, a rear path closer to the seed point will be the starting point, even if the route then goes to the front of your house.

There may be routes and rights of ways used by pedestrians that are not used for home to school distances. This non-exhaustive list includes 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 that we use.

Therefore the council's geographical information system may calculate walking routes differently from the actual walking route used by your child. The home-to-school distance measurement is solely for school admissions. These measurements are not promoted or intended as actual walking routes. Accessibility to private or public transport is not taken into account.

Refer to each school's published admissions policy for details on how they prioritise applicants when more than one child has the same home to school distance.

We will not provide home to school distances to applicants ahead of a formal application being received and an offer being made. Applicants can use publicly available websites to estimate the distance between their home and preferred schools to help them decide which schools to list on

their application. Please note that the council's official method for calculating distances for admissions purposes cannot be replicated using other computer programs or route finders, including the 'Find my nearest' webpage on the Richmond Council website.

Only distances generated by the council's geographical information system will be used to determine the allocation of places. Only the grid reference point for the residential address provided by the Ordnance Survey and the routes acknowledged by the geographical information system shall be utilised, measuring only to the school gate(s) or nodal points designated 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.

Home-to-school distance is measured as a straight line for the following own admission authority schools: Deer Park School, St Elizabeth's Catholic Primary, Thomson House, and Twickenham Primary Academy. This measurement is taken from a designated seed point of the property to the school gate(s), as determined by each individual school. 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. These schools are:

- 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

Attending the infant school is the second-highest criterion for allocating places at its paired junior school. Therefore, if your child attends one of the infant schools listed above and you apply for a Year 3 place at the paired junior school, they are likely to qualify for an offer. However, this transfer cannot be guaranteed. The highest priority for admission is given to children with an Education, Health, and Care Plan, and children who are currently or were previously in public care ('looked after' children). The number of applications received from these categories will affect available places.

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. This form should be sent back to the school by the closing date of 15 January 2026.

Step 4: Completing your application

Apply online from Monday 1 September 2025 and by the closing date of Thursday 15 January 2026

Applications should be submitted online via [eAdmissions](#). If any of your chosen schools require a supplementary information form, this must be completed in addition to the main application and sent directly to the address specified on that form.

Free internet access for online applications is available at any Richmond library, or you can enquire about facilities at your child's primary school if you do not have home internet access.

An email address is required for online applications. The eAdmissions website provides a link to register for a free email account.

You can easily and reliably access the online application system from any PC, laptop, mobile, or tablet device. The system will guide you step-by-step with clear prompts to ensure all required sections are completed. Your details remain safe and secure, and you can view and amend your application online at any time until the closing date of 15 January 2026.

A confirmation email, including a unique reference number will be sent to acknowledge receipt of your application. The reference number will look similar to this: **318-2026-09-E-001234**.

If you do not receive an email with a reference number, check your spam or junk folders. If it is still not there, log back into the eAdmissions system to confirm your application was submitted correctly. You may need to adjust your email settings to receive 'no reply' emails.

Returning eAdmissions users can sign in with their existing account, using the provided links for forgotten usernames or passwords. New users must create an online account to apply for schools. For assistance with signing in or creating an account, refer to the 'Help - How to register' or 'FAQs' sections within the eAdmissions website's Help section.

For assistance with signing in or creating an account, the quickest way to get help is by contacting the eAdmissions support desk. You can find links in the 'How to register' and 'FAQs' sections. Alternatively, you can call 020 8255 5555 and select Option 1 to speak with someone on the support desk

Completing a paper application form

While we recommend applying online, if you are unable to do so, email the [School Admissions team](#) for an alternative application method.

Submit only one application per child. In cases where multiple applications are received for the same child, only the latest application submitted by the deadline will be considered.

For separated parents, applications will not be processed until an agreement is reached on which application to use.

If you are making a paper application, you will need to include the school's DfE number. For Richmond's primary schools, these numbers are listed in the '[Richmond's infant, junior, primary and secondary schools' brochure](#)'. For primary schools in other areas, this information should also be available in the relevant council's admissions brochure.

Supplementary information form

A supplementary information form is only required when a school needs additional information to apply its admission criteria.

You are responsible for checking whether any schools you are applying for in other council areas require a supplementary information form to be completed.

Should a supplementary information form be required by a school and not be submitted to the specified address, your application will only be assessed on the information provided in the main application. This may lower your chances of being offered a place at the school.

Late applications

Late applications significantly reduce your chances of securing a place at your preferred schools. No places are reserved for late applications or specific student categories.

Applications submitted after the deadline of **Thursday 15 January 2026** will be reviewed only after all timely applications have been processed. Exceptions will be made only if you can demonstrate exceptional circumstances for the delay, and it is reasonable to assume the application could not have been submitted on time. Such late applications will be accepted no later than **Thursday 12 February 2026**. The authority's decision regarding the categorisation of an application as late is final. You retain the right to appeal to an independent panel once school placements have been announced.

Applications submitted after 12 February 2026, will be processed only after all applications received by the closing date have been considered, irrespective of the reasons for the delay. This policy also applies to residents who move into the borough after this deadline. For details on how moving house affects your application see page 22.

Should you apply for a school place or move into the area after places have been allocated, you can still name up to six preferred schools. We will try to offer you a place at one of these schools. However, if all places at your preferred schools have been filled, your child's name will be added to waiting lists according to the admissions oversubscription criteria order.

Child's home address

To ensure a fair allocation of places, all applications undergo a rigorous address verification process. The full details of this process are outlined in the [address verification protocol](#). We will decide whether to accept an address for admission purposes according to the guidance, which should be read in its entirety.

The address provided on your application must be verified as your permanent residence for admissions purposes **and** we must be satisfied that both you and your child are habitually living at this address. Unless both these conditions are met, distance-based priority will not be applied to the preferences on your application.

The address provided on your application must be your child's physical residence at the time of submission. You and your child are expected to continue living at the address provided in your application until your child begins attending their allocated school.

Should you plan to move before September 2026, follow the home moving procedures detailed on page 22.

Only one application can be submitted per child. For parents living separately, refer to the information regarding joint care arrangements below before deciding which address to use for the application.

If your child lives elsewhere with someone who has legal care and control of your child which is due to a formal fostering arrangement through Social Services, you must submit official letters from the professionals involved to confirm this at the time of application.

Joint care arrangements

If your child lives at more than one property, we will determine the principal parental address to determine the outcome of your application.

If parents are separated, they do not have the right to choose which address should be used on their child's application. Parents are expected to use the same address consistently when applying for school places. This prevents separated parents from gaining an advantage for admission to a preferred school based on distance by using different addresses on applications for their child.

If a formal legal care arrangement is not in place, parents must submit a joint declaration at the time of applying. This declaration needs to detail the residency pattern with each parent, including both parents' addresses.

Typically, the principal parental address will be identified as the permanent residence of the parent who holds parental responsibility and lives with the child. For shared care arrangements, where both parents have parental responsibility and care is divided or shared, the principal parental address will be determined by where the child receives the majority of their care during the school week, as evidenced.

When shared care is evidenced to be exactly equal, we consider all supporting documentation provided with your application. Additional information, such as the primary address on file with the current school, school census data, and the address previously used for school applications for your child or any siblings under the same care arrangements, will also be taken into consideration.

After the principal parental address is determined, it will undergo the same address verification checks as all other applications.

Only one application may be submitted per child, even if parents live in different boroughs. The council will not mediate disputes between separated parents or carers. If an agreement cannot be reached on who should apply or which schools to list, a specific issue order from the family court will be required, specifying who is responsible for the application.

Applications subject to a dispute will not be processed until an agreement is reached. This may impact your child's chances of being allocated a place at a preferred school.

Should an application be submitted without the consent of all individuals holding parental responsibility, it will be considered intentionally misleading. Consequently, the application and any resulting offer will be withdrawn.

The assessment of the home address for admissions purposes

To ensure fairness and offer places only to entitled pupils, the council adheres to strict address verification procedures. We believe that any school place acquired through deception or deliberately misleading information is unjust, as it deprives another child of their rightful claim.

We may verify the address provided in your application using council records and systems, fraud departments, education settings, and other agencies. This is to confirm that the address is your child's permanent home address for admissions purposes. We reserve the right to ask for further evidence about the address used on any application if we have any doubts about the information provided.

If we cannot verify your address information using council tax, and/or if you have moved to the address given on the application within the last 12 months, we will request further information as set out on pages 22 to 24. It is your responsibility to provide all the necessary evidence to support your application based on your circumstances. If your name is not explicitly included as a liable party on the council tax account, you will be asked to provide proof of your address, even if you've lived at the address for several years. Keep this in mind when deciding who will submit the application.

Failure to provide adequate and timely evidence to verify your home address will result in the address on your application not being accepted for admission purposes. Consequently, your child's application will not receive priority based on home-to-school distance.

If the information provided raises doubts, or if there is evidence of a fraudulent or intentionally misleading application, further details will be requested. Your application may also be referred to the local authority's fraud team for further investigation.

We retain the right to ask for proof of address at any point during the application process, even after a school offer has been made or accepted.

Should you suspect a parent has used an address of convenience for an application, email richmond.admissions@achievingforchildren.org.uk. All information will be kept strictly confidential.

The address to be used on the application

You must use the address where your child is currently living when you submit your application. There is an expectation that they will continue to physically live at this address until they start their allocated school. It is your responsibility to inform the School Admissions team of any changes to your circumstances. If you plan to move before September 2026, refer to the process for moving home detailed on page 22.

Determining the address that will be used as the permanent address for admissions purposes

To allow us to determine if a property can be reasonably disregarded for admission purposes, you must provide the School Admissions team with information about all properties you are connected to.

Submitting an incorrect address or failing to notify the School Admissions team of other connected properties will be considered an attempt to secure a school place through intentionally misleading information. Consequently, your application will be withdrawn as permitted by the School Admissions Code.

We are unable to accept an address that you plan to move into in the future. This applies to properties that you have rented or bought, or intend to rent or buy, as well as properties undergoing renovation before you and your child move in.

Your child's home address must be a residential property that is their sole or primary residence. We cannot accept an address used for occasional stays due to domestic arrangements, the address of a relative (unless independently evidenced by government agency documents as a long-term and permanent arrangement), friend, childminder, a commercial property, or a temporary address will not be accepted.

If you are unable to provide a permanent address on your application, we will not apply any distance priority to your preferences until a permanent address is secured. Temporary addresses include, **but are not limited to**, an Airbnb, guest house, hotel, serviced apartment, or the address of a family member or friend where you are staying due to a recent move into the borough.

If you own or rent a property that has been, or is currently, used as your home address, and this property is within commutable distance of an oversubscribed school, yet you apply from a different address closer to the school, we will typically consider the closer address to be temporary. This applies even if your previous property is unavailable for your use at the time of application, and/or if the move was as a result of parents separating. We require proof that your move is a permanent **and** long term arrangement.

When determining whether a previous address should be disregarded for admissions, we will consider various factors, including **but not limited to**, the following.

- **School preference and oversubscription:** the specific school(s) preferred on the application and whether they are oversubscribed.
- **Address and admissions advantage:** whether the address used provides an advantage in the admissions process based on its distance to the preferred school(s).
- **Timing and duration of move:** the timing of the decision to move closer to an oversubscribed school and the length of time the new living arrangement has been in place.
- **Property suitability:** the relative size of both properties (current and previous, if applicable) and their suitability to meet the family's needs.

- **Tenancy agreement (where any of the properties are rented):** proof that the address has been commercially let at market rent, the duration of any break clauses in the rental agreement, and any familial or personal connection to the tenant or landlord.
- **Permanency of move:** any reasons and supporting documentation provided by the applicant to evidence the permanency of the move.
- **Third-party information:** information from third parties, such as the current school, relevant to the circumstances of the case, including Information provided by the fraud team following further investigation.

When assessing the permanency of your address, we will consider any break clauses in your tenancy agreement. If your tenancy agreement expires before the start of term, you will need to provide further verification of continued occupancy, even if this is after a school place has been offered.

Moving into the borough or within the borough

If your address changes during the application process, the policy rules regarding connections to multiple properties will apply. You must provide adequate proof to evidence that your move is permanent and that you and your child are habitually resident in the property. The required evidence, set out on pages 22 to 24, must include proof from **each** category.

You must apply through your current local authority by the closing date, using your family's present address. If you know your new address, include it on your application form.

For an address change to be considered in the first round of allocations (National Offer Day, 16 April 2026), evidence of the new address and habitual residence must be sent to us by **12 February 2026**. The new address will only be used for the first round if you have evidenced that the following three conditions have been met:

- you have legal control of the property in the borough, **and**
- your previous property can reasonably be disregarded for admissions purposes as you are no longer connected to it, **and**
- you and your child are living at the new address

You are responsible for informing us once you have moved and providing the necessary evidence by 12 February 2026.

Your child's new address will not be considered for the initial allocation on 16 April 2026 if you move or submit proof of your move after 12 February 2026. Under these circumstances we will only take the new address into account for further offers from the waiting lists if the address is subsequently verified.

Evidence required to prove your address

If we are unable to confirm your address through the Council Tax system, or you have moved within the last 12 months, you will need evidence from **each** of the following categories to demonstrate your child's specific circumstances.

Group A (evidence relating to the new property)

- Solicitor's letter confirming the completion date of your purchase.

- A complete copy of the assured shorthold tenancy agreement, signed by both the landlord and tenant.
- If you have returned to a property you already own, provide proof such as Land Registry documentation.
- A letter from social services, the UK Border Agency, the National Asylum Service, or the respective borough's housing department, confirming placement at the address.

AND

Group B (evidence relating to the previous property)

- Solicitor's letter confirming the completion of a property sale.
- Check-out report from a rented property, indicating the key handover date.
- Letter or email from the landlord or letting agent of a rented property, stating the move-out date.
- If you still own your previous property, but have let it to tenants.
- a full copy of the tenancy agreement signed by both you and your tenant
- a letter from your mortgage company confirming their awareness of the arrangement

AND

Group C (proof of habitual residency for you and your child)

A copy of a recent electricity bill demonstrating current energy usage at your new property. In addition, **two** of the following documents, confirming your new address, are required.

- A copy of your updated driving licence (applications to amend are not sufficient).
- A letter from your GP confirming your child's registration at a local surgery, including the registration date.
- Confirmation of your home contents or car insurance.
- Official correspondence from HM Revenue & Customs or the Department for Work and Pensions regarding benefit entitlement, dated within the last three months.
- Your Vehicle Registration Document (V5C) showing your name and address.

AND

Group D (if applicable: evidence for a child arriving from abroad)

- Evidence of your child's entry into the UK, such as a boarding pass or an entry stamp in their passport. Without this, your child's distance and school priority will be assessed as if they are still living abroad.

Mobile phone bills, credit card statements, bank statements, and inclusion on the electoral roll are not proof that you live at the address, and will not be accepted. We will also not consider evidence which is dated later than the date it was requested by the School Admissions team.

The request for information may be sent via the [GOV.UK's](#) Notify service. If you cannot provide the evidence above, contact [the School Admissions team](#) for support.

Reporting a change of circumstances

You must immediately inform the School Admissions team if your circumstances change. This includes, **but is not limited to**:

- your child no longer lives at the address provided on the application
- you and your child have relocated elsewhere in the United Kingdom or overseas for 13 or more weeks, even if you intend to return to the application address before September 2026
- a change to the joint care arrangements for your child

Provide details regarding the reasons for the change in circumstances and when it took place. Your application may be reassessed using this new information against the admission arrangements of your preferred schools.

Failure to notify the School Admissions team of any change to your circumstances may be considered an attempt to secure a school place through intentionally misleading information. In such cases, your application and any offer made will be withdrawn, in accordance with the School Admissions Code.

Reassessment of the home address

The offer made to you is based on the information you provided in your application, with the understanding that this is the address you and your child will continue to live at until they start school.

Should your child's primary address change after school places have been allocated, the offer will be reviewed based on your individual circumstances. We may request additional evidence regarding the address change to ascertain if an error occurred in the initial allocation (for example, if your child moved before National Offer Day), or if the admissions authority was intentionally misled about the permanency of the address used on the application. This reassessment could lead to the withdrawal of your offer.

This reassessment will be applied to all address changes that occur during the application period.

Moving out of the borough

If you intend to move to another local authority it is your responsibility to contact the relevant local authority's School Admissions team for information about their address verification policy and the supporting documents required. Richmond Council's School Admissions team does not verify addresses which lie outside of this borough.

Once the receiving local authority has confirmed that they accept your address in their area, your application will be transferred for them to coordinate. Any existing offer you hold will be reassessed as set out in the policy above.

Include us in all communications with the other local authority to avoid delays to the transfer of your application.

If you wish to add additional preferences to your application ahead of your application being transferred, amend your original application form if it is before 15 January 2026, or complete the change of preference form which will be available after National Offer Day.

Applications from families arriving from abroad, including the EU, from 1 January 2021

Refer to the separate information below regarding children of UK service personnel and crown servants returning from abroad.

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

If you have recently arrived from abroad, we recommend that you check that you have a right of abode or that the conditions of your immigration status otherwise permit you to access a state-funded school.

Children aged under 18 are classed as dependent children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family or to join their family and study at a state-funded school once in the UK.

Unaccompanied children may also enter the UK to access a school. To comply with their visa terms, unaccompanied foreign national children, and young people (including such EEA nationals entering the UK after 31 December 2020) who are entering on a child student visa or student visa must, when accessing education in England, study at the independent school, sixth form college or further education college that is sponsoring them.

Foreign nationals cannot use the six month standard visitor visa, or 11 month short-term study (English language) visa, to enter the UK to enrol as a pupil at a school. Find out what these visas can be used for on the visa pages of [the Government site](#).

Irish citizens' right to live in the UK and access school places will not change. Irish citizens do not need to apply for the EU Settlement Scheme, but their family members, who are not Irish or UK citizens, will need to apply.

If you currently live abroad, we will accept an admission application ahead of your arrival. While you continue to live overseas your application will be based on your address abroad even if you are returning to a property you own. We will only accept a Richmond address for admissions purposes when you satisfactorily evidenced that you and your child are habitually resident in the property on a permanent basis, and you have provided proof of landing, such as a copy of your child's boarding pass or immigration stamp in their passport.

Children of UK service personnel and crown servants

Richmond Council recognises the particular needs of families of service personnel and others serving the Crown, many of whom have to manage frequent moves from within the UK and overseas.

If you are a family of UK service personnel with a confirmed posting to this area, or a UK Crown Servant returning from overseas, you can apply for a school place by the closing date of 15 January 2026 using your intended address. Your application must be accompanied by official documentary evidence from your employer that confirms a relocation date and that your intended address is within the borough. We will use a unit or quartering address as the child's home address where a parent requests this.

The date you take up post must be before the beginning of term in September 2026.

UK service personnel and their families may obtain further information, advice and guidance from the [Children's Education Advisory Service](#) part of the Ministry of Defence's Children's Services Directorate and established to help service families, schools, local authorities and other organisations with any issue relating to the education of service children.

Step 5: Submitting your application

The closing date for receipt of your application and any supplementary information forms is **Thursday 15 January 2026**.

Before you submit your application check that you:

- are familiar with the admission criteria for each school you are applying for
- are clear on the order you want to list the schools you are applying for
- do not waste a preference by naming a school where your child is unlikely to qualify for a place or by listing it more than once
- have considered naming your nearest non-selective school and you have used all six preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools

Parent and carer declaration

By submitting your application, you will declare that you have read and understood this guide, and are aware of your responsibilities as the applicant.

You will also confirm you have parental responsibility for your child and that you have the agreement of all others with parental responsibility to make your application, or provide a court order that allows your application. The council will not intervene in private disputes between parents or carers.

You should try to resolve the matter of school preference yourselves and inform us in writing, or through the family court by means of a specific issue order. If an agreement cannot be reached on disputed applications, processing will be delayed. This could impact your child's opportunity to secure a place at a preferred school or lead to the withdrawal of an offer.

Step 6: Being offered a place

Your application outcome

Application outcomes will be emailed on **Thursday 16 April 2026**, starting from 5pm. Online applicants can also view their outcome on the eAdmissions website (www.eadmissions.org.uk) from 5pm on the same date. Google form applicants will receive their email after 5pm on 16 April 2026.

National Offer Day in April marks the initial phase of the allocation process. Our planning for the number of school places is based on the projected September intake, rather than the number of offers initially sent out.

The offer process begins on Thursday 16 April 2026, and extends through the spring and summer until children start school in September 2026. While some parents may not receive an offer on 16 April, our experience shows that places often become available later from waiting list movement. This occurs as families either relocate from the area or make alternative educational arrangements for their children.

If we are able to offer a place at a preferred school we will offer you a place at the highest preference school we can allocate, irrespective of the borough or county the school is in.

If Richmond Council is unable to allocate a place at any of your preferred schools, as a Richmond borough resident, we will endeavour to offer you a place at another school. This will be the nearest Richmond school to your home address with available places. If no such place is available, your child will be considered unplaced, and we will contact you to discuss your options. Although a place at a preferred school from the waiting list is not guaranteed, any child unplaced on National Offer Day will be offered a place at an alternative school or before the school year commences.

Responding to the offer

Accept or decline your offer by **Thursday 30 April 2026**. If you applied online, use the eAdmissions system. If you used the Google form, complete the web form linked in your outcome email.

To guarantee your child has a school place in September, we recommend accepting the offer. You can always decline it later if a preferred school becomes available. This decision will not impact your child's position on waiting lists for higher-preference schools or your right to appeal.

Once a school place offer is made, whether for a preferred or alternative school, the statutory duty to provide a place is fulfilled. Subsequent offers will be made from the waiting list. If an offer is declined, you must inform us of your child's educational arrangements from September. Failure to do so will result in a referral to the Education Welfare Service for investigation as a potential child missing education. If your child remains unplaced by September, they will not receive additional priority on waiting lists. You will remain responsible for their education until a place is offered.

Your child's waiting list position may change. The list is re-ranked with each new application to ensure it aligns with the school's oversubscription criteria.

Further offers

From **Tuesday 12 May 2026**, any Richmond school places that have become vacant since the original offers were made will be re-offered from the waiting list. The waiting lists will be maintained in the order of each individual school's admission criteria.

Subsequent offers will not appear on your eAdmissions account. This portal is used for on-time applicants to submit applications and view their initial offer. Any further offers will be communicated to you via email by the School Admissions team. If you reside outside the borough, your home local authority will be responsible for this communication. Under national coordination, schools are not permitted to make any additional offers directly.

Waiting lists

Richmond schools

If your child is offered a place at a school that was not your highest preference, their name will automatically be added to the waiting list for any schools you ranked higher, according to the admissions criteria. Late applications will also be added to waiting lists based on the admissions criteria, regardless of the application date.

As of **Tuesday 12 May 2026**, waiting list positions can be obtained by emailing the School Admissions team. For waiting list information regarding faith and selective schools, contact them directly as they are responsible for ranking their own applications.

Waiting list positions are not fixed and can change. Each new application requires the waiting list to be re-ranked. Your child's position on a waiting list may be affected if a new application is received for a child with higher priority under the school's admission criteria. Therefore, your child's position can move both down and up the list.

Waiting lists will be maintained until June 2027, at which point they will be disbanded. To be added to a waiting list for the subsequent academic year, you must submit an in-year transfer application from June 2027. Make sure you read the relevant in-year transfer guide for full information.

Other council areas

If you have applied for a school outside of the borough, check their waiting list arrangements as they may differ from those of this council.

SECTION 3: Out of year group requests

General information

Children are typically educated in school years determined by their date of birth. However, there are no statutory barriers to admitting a child up to 19 years old outside their normal year group. While parents cannot insist on a specific year group, they can request it. Relevant legislation can be found in paragraphs 2.18 to 2.20 of the School Admissions Code.

Parents might seek a place for their child outside their normal age group if the child is gifted and talented or has experienced issues like ill health. Additionally, parents of a summer-born child (born between April 1 and August 31) may choose to delay their child's school entry until the September after their 5th birthday and request admission into Reception rather than Year 1, out of their normal age group. Separate guidance for summer-born children is available below.

Requests for admission outside the normal age group are considered by the school's admitting authority. For normal admissions into Reception, this decision-making has been delegated to the local authority on behalf of all schools. Admission authorities must clearly outline the process for such requests in their admission arrangements.

Decisions are made on a case-by-case basis in the child's best interests. This includes considering parents' views, the child's academic, social, and emotional development (where relevant), medical history, medical professional views, any prior education outside their normal age group, and whether they would have naturally fallen into a lower age group if not for being born prematurely.

For requests other than normal admissions into Reception, agreement must be sought from the school's admitting authority. One admitting authority is not obligated to honour a decision made by another regarding a child's admission outside the normal age group.

Although there's no statutory barrier to children being admitted outside their normal age group, parents do not have the right to insist on a particular age group. Parents cannot appeal if they are offered a place but not in their desired year group. However, they may lodge a complaint about an admission authority's decision not to admit their child outside their normal age group.

Deferring entry into Reception class after a place has been accepted

Full-time school attendance is not legally required until the term following a child's 5th birthday. This refers to the standard three-term academic year, beginning in September, January, and April.

If you have accepted a Reception place for September 2026, you have the following options:

- **Deferring entry:** You can defer your child's entry until later in the academic year. However, this deferral cannot extend beyond the start of the term following your child's 5th birthday, nor beyond the final term of the academic year for which the offer was made.
- **Part-time attendance:** Your child can attend school on a part-time basis until the term following their 5th birthday.
- **Early years setting:** Your child can continue to receive, or begin, a free place in an early years setting until the term following their 5th birthday, but not beyond the end of the academic year. Additional information regarding early years education is available from [the Early Years team](#) if needed.

This booklet contains information for applications for a school place for the 2026-27 academic year. A place accepted for this academic year is valid only for that period.

Your child must start school at the beginning of the term following their 5th birthday. If your child was born between April and August, they must start by the summer term of 2027 at the latest. Failure to start school on this basis will result in the offer for the academic year 2026/27 being withdrawn.

Summer born children (born between 1 April 2022 and 31 August 2022)

For summer-born children, parents can choose to delay school entry until September following their 5th birthday, requesting admission into Reception (rather than Year 1) out of their normal age group. While own admission authority primary schools (academies, voluntary aided, foundation, and free schools) handle these requests, they have delegated the assessment to the local authority as part of national coordination.

To facilitate this assessment, we require the following:

- **school discussions:** visit your preferred school(s) and discuss your request with them
- **written statement:** provide a written statement detailing why it is in your child's best interest to enter Reception (rather than Year 1) in the term after their 5th birthday. Include the names of the schools you have approached
- **additional information (optional):** you may choose to provide relevant information from professionals involved with your child, although this is not a requirement

Our decision regarding your child's admission to Reception or Year 1 at age 5 will be based on the information available at the time of the decision. We will consider:

- your perspective
- your child's social and emotional development
- their medical history and, if applicable, the views of a medical professional
- the headteacher's views from the concerned school(s)
- any additional professional information you have chosen to provide
- whether your child would have naturally fallen into a lower age group had they not been born prematurely
- relevant research on outcomes for summer-born and premature children

The Department for Education provides guidance on [the admission of summer-born children](#).

For requests submitted by 15 March 2026, decisions will be communicated in writing before the primary National Offer Day (16 April 2026). Requests received after this date may receive a decision after offers are made.

How this affects the application process

Should you wish for your summer-born child to enter a Reception class in the term following their 5th birthday, instead of with their usual age group, you are still required to submit your application through the standard process by 15 January 2026.

If your request is approved, your application for September 2026 entry will be withdrawn before offers are made on National Offer Day. You will then be invited to reapply for September 2027 entry when applications open between 1 September 2026, and 15 January 2027.

The application submitted in the subsequent year will be processed as part of the main admission round, provided it is not submitted too late. An agreement to delay entry does not assure your child a place at a specific school. The application will be assessed solely based on the determined admission arrangements, including the application of oversubscription criteria where applicable. Your application will not be given any higher or lower priority on the basis that the child is being admitted outside of their normal age group.

Starting school in Year 1 and not attending Reception

Should you wish for your child to delay their school entry until the term after their 5th birthday, with the aim of them starting in Year 1 (thereby missing the Reception year), a standard admissions application is not required. Instead, an in-year application should be submitted in June 2027, prior to the start of Year 1, to ensure your child is admitted with their normal age group.

Please be aware that schools which are oversubscribed are likely to have filled their Year 1 places with children who started in the Reception class and will automatically transition.

SECTION 4: Appeals

General

You have a legal right to appeal any decision not to offer your child a place at any or all of the schools you applied for, even if your child has been offered a place at another school. Your outcome email will contain information about your right to appeal.

For appeals related to infant classes (Reception, Year 1, and Year 2), read the information provided below on infant class size regulations and how these affect the appeal process.

The admissions authority for the school you are applying to must provide a reason for not offering your child a place. Information on how to appeal this decision will be published on their website.

Your appeal will be heard by an appeal panel that is independent of the admissions authority whose decision you are appealing against. To ensure their impartiality and independence, there are strict rules covering the appointment of the appeal panel members. You have the right to attend the hearing to explain your case to the independent appeal panel.

The appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place, and the reasons given by the school's admission authority for refusing the place. The appeal panel's decision is binding on the school's admission authority, the parent and the local authority.

Appeals for Richmond community schools are managed by the Richmond Independent Appeal Service. More information can be found on the [Richmond Council website](#). The deadline for appeals to be heard in the first round is **Monday 1 June 2026**.

If you wish to appeal a school place decision for an own authority school or a school in another council area, contact the relevant school or council directly. Section 7 contains contact details for neighbouring boroughs.

While awaiting the outcome of your appeal, your child will be offered a place at either a lower-preference school or the nearest appropriate school with an available place if a preference cannot be met.

An unsuccessful appeal does not automatically grant the right to a further appeal within the same academic year. A new appeal will only be considered if there are significant and material changes in the circumstances of the parent or carer, child, or school since the original appeal.

Infant class size regulations

Infant classes (Reception, Year 1, and Year 2) are legally capped at 30 pupils per qualified teacher. There are only a few permitted exceptions to this rule:

- children admitted outside the normal admissions round with an Education, Health and Care Plan specifying a school
- looked after children and previously looked after children admitted outside the normal admissions round

- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- children admitted after an independent appeals panel upholds an appeal
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance
- children of UK service personnel admitted outside of the normal admissions round
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- children with an education, health and care plan who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

Pupils admitted for the reasons mentioned above are classified as excepted pupils only until the infant class size returns to 30.

How this affects the admissions appeal process

Should an infant class exceed 30 pupils due to reasons other than the permitted exceptions, the school must implement 'relevant measures'. These measures could involve hiring an additional teacher and, in extreme cases, providing an extra classroom. Both options would incur significant expenditure for the school.

Appeals for school places in infant classes of 30 students are subject to infant class size regulations. These regulations limit the appeal panel's discretion, preventing them from considering individual extenuating circumstances. The appeal can only be upheld by the panel under the following grounds.

- 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.
- The decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case. 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 that was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had thought about the question could have arrived at it.

If your appeal does not meet one of these grounds then your appeal will not be successful. 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 and Social Care Ombudsman office has produced [a fact sheet](#) for parents and carers about infant class size appeals.

Appeal rules followed for all other year groups (Years 3 to 6)

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.

SECTION 5: School information

Refer to the '[Richmond's infant, junior, primary and secondary schools' brochure](#) for information about each of the state-funded schools in Richmond Borough, including the admission arrangements for 2026/27.

You can [find and compare schools](#) on [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](#).

List of schools with last place allocated on National Offer Day 2025

School name	Places available	Applications received	Last place allocated
Archdeacon Cambridge's CE Primary	60	196	Please contact the school for information
Barnes Primary	60	332	Proximity to school to a distance of 0.397km
Bishop Perrin CE Primary	30	102	Please contact the school for information
Buckingham Primary	30	71	All preferences met
Carlisle Infant	60	163	All preferences met
Chase Bridge Primary	90	194	All preferences met
Collis Primary	90	269	Proximity to school to a distance of 1.357km
Darell Primary	30	65	All preferences met
Deer Park	60	331	Proximity to school to a distance of 0.792km
East Sheen Primary	90	332	Proximity to school to a distance of 1.675km
Hampton Hill Junior	90	100	All preferences met
Hampton Infant	120	241	Proximity to school to a distance of 4.058km

School name	Places available	Applications received	Last place allocated
Hampton Junior	120	166	Proximity to school to a distance of 1.878km
Hampton Wick Infant and Nursery	60	157	All preferences met
Heathfield Nursery and Infant	90	138	All preferences met
Heathfield Junior	90	87	All preferences met
Holy Trinity CE Primary	60	178	Please contact the school for information
Kew Riverside Primary	30	69	All preferences met
Lowther Primary	30	77	Proximity to school to a distance of 1.252km
Marshgate Primary	60	253	All preferences met
Meadlands Primary	30	55	All preferences met
Nelson Primary	30	112	Proximity to school to a distance of 2.167km
Orleans Primary	60	246	All preferences met
Sacred Heart Primary	30	71	All preferences met
St Edmund's Catholic Primary	60	118	All preferences met
St Elizabeth's Catholic Primary	30	86	Please contact the school for information
St James's Catholic Primary	90	222	Please contact the school for information
St John the Baptist CE Junior	60	68	All preferences met
St Mary's CE Primary	90	247	Please contact the school for information

School name	Places available	Applications received	Last place allocated
St Mary's Hampton CE Primary	30	90	All preferences met
St Mary Magdalen's Catholic Primary	30	98	Please contact the school for information
St Mary's and St Peter's CE Primary	90	210	All preferences met
St Osmund's Catholic Primary	30	116	Please contact the school for information
St Richard Reynolds Catholic Primary	30	163	Please contact the school for information
St Richard's CE Primary	30	31	All preferences met
St Stephen's CE Primary	60	177	Please contact the school for information
Sheen Mount Primary	90	299	Proximity to school to a distance of 1.354km
Stanley Primary	60	186	All preferences met
The Kings's CE Primary	60	135	Please contact the school for information
The Russell Primary	30	63	All preferences met
The Vineyard Primary	60	229	Proximity to school to a distance of 1.944km
Thomson House	60	262	Proximity to school to a distance of 1.003km
Trafalgar Infant	60	157	All preferences met
Trafalgar Junior	60	62	All preferences met
Twickenham Primary Academy	60	192	All preferences met

SECTION 6: Financial assistance

Free school meals

The [GOV.UK](https://www.gov.uk) website provides information about who is eligible for free school meals.

If you have any questions about free school meals email:

freeschoolmeals@achievingforchildren.org.uk

Speak to your child's allocated school about making an application.

School uniform grant

Richmond Council does not provide school uniform grants to families on low incomes. Contact your child's allocated school for information about any support they may be able to offer.

SECTION 7: Schools in other council areas and independent schools

If you are a Richmond borough resident and you wish to apply for schools in other council areas, you must include these on your Richmond application. All councils produce a brochure similar to this one that gives full details of schools and their admission criteria as well as dates for open evenings. To obtain a copy of this contact the relevant council.

Check the admission criteria carefully for each of the schools you are applying to. Details of the nearest schools within the five councils bordering the Richmond borough follow.

London Borough of Hounslow Children's and Adults' Services Hounslow House, 7 Bath Road Hounslow TW3 3EB T: 020 8583 2711 E: admissions@hounslow.gov.uk W: www.hounslow.gov.uk/admissions	Royal Borough of Kingston upon Thames School Admissions, Achieving for Children Guildhall 2, Kingston KT1 1EU E: kingston.admissions@achievingforchildren.org.uk W: www.kingston.gov.uk/schools
Hammersmith and Fulham School Admissions Section 3rd Floor, 145 King Street Hammersmith W6 9XY T: 020 8753 1085 E: school.admissions@lbhf.gov.uk W: www.lbhf.gov.uk/admissions	Surrey County Council Admissions and Transport Team PO Box 475, Reigate RH2 2HP T: 0300 200 1004 E: schooladmissions@surreycc.gov.uk W: www.surreycc.gov.uk/admissions
London Borough of Wandsworth Pupil Services Section, Children's Services Town Hall Extension, Wandsworth High Street, London SW18 2PU T: 020 8871 7316 E: admissions@richmondandwandsworth.gov.uk W: www.wandsworth.gov.uk/admissions	

Independent schools

Information about independent schools can be obtained from:

Independent Schools Council First Floor, 27 Queen Anne's Gate, London SW1H 9BU
T: 020 7766 7070 E: www.isc.co.uk

To apply, contact the independent or private school directly for further details and an application form. The council cannot act as your agent in contacting a private school. It has no role at all in admissions to private schools, or in relation to any other aspect of education at a private school.

If you have any questions regarding school admissions, contact:

School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU

[Email](#)

[Website](#)

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