

This guide is for
admission into
school outside of the
normal point of entry
(in-year transfer)

Admission to a Richmond borough school as an in-year transfer

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

This guide provides information about transferring a child to a Richmond school outside of the normal admissions round, which is referred to as an in-year transfer. The details provided were accurate in May 2025 and may be updated. Please note that this guide should be used in conjunction with the [Richmond's infant, junior, primary and secondary schools brochure](#), which offers details about state-funded schools in Richmond.

Unless specified otherwise, references to 'primary' school in this guide encompass primary, infant, and junior schools.

Within this guide, 'parent' will be used to encompass both parent and carer, except where a distinction is necessary.

You must 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.

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

If you have any questions regarding school admissions, contact the team, including your child's name and date of birth in the body of the email.

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

[Email](#)

[Website](#)

If you have difficulty reading this document due to a disability or if English is not your primary language, assistance is available. Please contact us via email, or have someone email us for you.

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SECTION 1: Introduction

Information about state-funded schools in the London Borough of Richmond upon Thames can be found in the [Richmond's infant, junior, primary and secondary schools](#) brochure. Admission arrangements for the relevant academic year are available on individual school websites.

This guide explains the process for parents who want to enroll their child in a Richmond primary or secondary school outside of the normal admission rounds, known as an in-year transfer. The Achieving for Children School Admissions team handles these transfers for state-funded schools in Richmond.

An in-year transfer is different from the normal admissions round when whole year groups change schools, like moving from primary to secondary (Year 7) or starting Reception in primary school. If your child is already enrolled at a school and you plan for them to remain there, you do not need to reapply annually.

You need to apply for an in-year transfer if:

- you have recently moved into the borough and your child needs a school place
- you have moved, or plan to move, into the borough from another country
- you wish to transfer your child to a different school

Submit an in-year transfer application only when a school place is required for your child's current year group. The exception is if it's the last half term of the school year, and you're applying for a place in the next year group for September.

Transferring mid-year can be difficult due to limited places after initial allocations. Staying at the same school generally provides better consistency for a child's learning. If you're considering a transfer, it's recommended to discuss your reasons with your child's current headteacher first. To avoid your child being out of school for too long, do not withdraw them until a place at another school is confirmed if feasible.

Read this guide carefully to understand the application process and your responsibilities. Contact us using the information on page 2 if you need further assistance.

For information on transferring to a school in a different local authority, please contact the relevant council or the school directly to learn about their application process. The Richmond Admissions team handles in-year transfers only for schools located within Richmond. Contact information for neighbouring boroughs is available in Section 4.

Age range of schools

Infant schools

Infant schools educate children aged 4 to 7, covering Reception, Year 1, and Year 2. Reception is for children turning 5, Year 1 for those turning 6, and Year 2 for those turning 7. Some infant schools also have nursery classes for 3 to 4 year olds. Regulations limit infant class sizes to a maximum of 30 pupils per teacher.

Junior schools

Junior schools in Richmond offer education for children aged 7 to 11, spanning Years 3 through 6. At the conclusion of Year 6, students transition to secondary school.

Primary schools

Primary schools in Richmond offer education for children aged 4 to 11, spanning from Reception to Year 6. Many also have attached nursery classes for 3 and 4 year olds. At the end of Year 6, children move on to secondary school.

Secondary schools

Secondary schools in Richmond offer education for students aged 11 to 16, spanning Years 7 through 11. Compulsory schooling concludes on the final Friday of June for students who will turn 16 by September. Following this, young people are expected to continue in education, employment, or training until the age of 18.

Types of schools

The borough has 56 state-funded schools, including 35 primary, five infant, five junior, and 11 secondary schools. The school type dictates the responsible body for admission arrangements.

Community schools

Community schools in Richmond are owned and managed by the council. The council also establishes the admissions policy, including the criteria for allocating places when a school receives more applications than available spaces.

Voluntary aided (church) schools

Voluntary aided schools, which are typically Roman Catholic or Church of England, have their admission policies and criteria determined by their governing bodies. While the buildings are usually owned by a church, the local council maintains these schools by funding teachers' salaries and daily operational costs.

Academies

Academies operate independently of the local authority, managed by an academy trust and its governors. They receive direct funding from central government, and the governing body establishes their admissions policy.

Free schools

A free school is an all-ability school governed independently of the local authority and directly funded by central government. Established to address local community needs, the governing body is responsible for determining the school's admissions policy.

Intake chart for the academic year 2025/26

TYPE OF SCHOOL		NORMAL YEAR GROUP	CHILD’S DATE OF BIRTH BETWEEN
ALL THROUGH PRIMARY SCHOOL	INFANT SCHOOL	Reception	1 September 2020 to 31 August 2021
		Year 1	1 September 2019 to 31 August 2020
		Year 2	1 September 2018 to 31 August 2019
	JUNIOR SCHOOL	Year 3	1 September 2017 to 31 August 2018
		Year 4	1 September 2016 to 31 August 2017
		Year 5	1 September 2015 to 31 August 2016
		Year 6	1 September 2014 to 31 August 2015
SECONDARY SCHOOL		Year 7	1 September 2013 to 31 August 2014
		Year 8	1 September 2012 to 31 August 2013
		Year 9	1 September 2011 to 31 August 2012
		Year 10	1 September 2010 to 31 August 2011
		Year 11	1 September 2009 to 31 August 2010

SECTION 2: Steps in applying for an in-year transfer

Step 1: Gathering information before applying

Before deciding which schools to apply for, it's important to gather as much information as possible. Consider the following steps.

- **Review the Richmond schools brochure:** the [Richmond's infant, junior, primary and secondary schools brochure](#), offers details about state-funded schools in Richmond.
- **Explore school websites:** visit individual school websites for specific information.
- **Arrange school visits:** contact schools to schedule visits. Contact information can be found in the [Richmond's infant, junior, primary and secondary schools](#) brochure.
- **Utilise online resources:** you can find and compare schools on [GOV.UK](#). Ofsted inspection reports are available on individual school websites and the [Ofsted website](#).
- **Consider your child's needs:** think about your child's interests, abilities, and their opinions on the schools visited.
- **Assess travel arrangements:** determine if daily travel to and from the school is feasible within a reasonable timeframe. Parents are responsible for ensuring their child arrives at school on time. Check the Transport for London [Plan a Journey](#) tool.
- **Enquire about vacancies:** contact the [School Admissions team](#) for information on current school vacancies. Please note that vacancy information is only accurate at the time of the request and cannot be predicted in advance. Vacancy information is not provided between July and September due to the high volume of applications being processed.
- **Apply even if a school is full:** if a school is full in the relevant year group, you can still apply to have your child placed on the waiting list. You will receive an email confirming the application outcome and details about your right to appeal. Review Section 3 for appeal information before submitting an appeal.

Step 2: Deciding which schools to apply for

Parents have a legal responsibility to ensure their children of compulsory school age receive a suitable full-time education. Local authorities are obligated to provide a school place if requested by a parent; however, this duty ends once a place is offered.

While parents can state a preference for a school, this does not guarantee their child's admission to that specific school or the school closest to their home. It is important not to assume entitlement to a place at a preferred school.

Local authorities and schools strive to accommodate parental preferences within the limits of available places. However, a place at a preferred school is not guaranteed. Therefore, it is important to be realistic when listing school preferences. Once any school place is offered (regardless of whether it was a preferred choice), the local authority's responsibility to provide a school place for that academic year is fulfilled.

The admission criteria

When a Richmond school receives more in-year transfer applications than available places, their published oversubscription criteria will be used to prioritise applicants.

Children with an education, health and care plan (EHCP) naming the school will be admitted even if the year group is full and will be included in the admission number.

Refer to individual school websites for their specific oversubscription criteria. Before applying, make sure you understand each school's admissions policy. Direct any queries regarding voluntary aided schools, free schools, or academies to the relevant school. For questions about community school admissions processes, contact the [Richmond School Admissions team](#).

Schools with faith-based admission criteria may require a supplementary information form and a reference from a religious leader. When applying to such schools, ensure you understand their specific criteria and submit all necessary documents directly to the school at the time of application. Failure to submit the supplementary form will result in your application being considered only with the information provided in the main application, which could reduce your chances of receiving a place.

Explanation of terms commonly used by schools in the oversubscription criteria

Consult the complete admissions policy of your preferred schools to see if a specific criterion is applicable and to identify any potential variations in the definitions provided.

Looked after children or previously looked after children

Looked after children and previously looked after children, including those who were in state care outside of England and ceased to be in care due to adoption, will receive the highest priority.

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.

Evidence requirements

To apply for an in-year transfer for a child in the care of a local authority, 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 parents 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.

Required evidence for children previously in the care of a local authority (England)

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).

Required evidence for children adopted from overseas

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.

Exceptional family, social or medical need

Richmond primary schools regularly support children with diverse social and medical needs. Prioritisation based on exceptionally high social or medical needs is rare, with very few, if any, applications approved under this criterion annually. The standard for acceptance is extremely high, requiring needs which are highly uncommon within the general population.

The admissions authority for the school you are applying to decides whether to use this criterion for admissions and will assess priority requests. Consult the [Richmond's Infant, junior, primary and secondary schools](#) brochure to determine the school type, review their admission arrangements, and follow the appropriate application instructions.

It is important to understand that if your child has special educational needs or may require extra support but does not have an education, health and care plan, their application cannot be prioritised under this criterion. All schools can effectively support children's educational needs through appropriate induction, support, and tailored teaching.

Reasons such as your work location, childcare arrangements, or family links to the school are not considered sufficient grounds for prioritisation under this criterion.

Applications for secondary schools and 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. This includes all secondary schools and some infant, primary, and junior schools, depending on their type.

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 (eg, 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.

Applications missing necessary supporting documents will be rejected. These incomplete applications will then be assessed under the next most suitable admission criteria.

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.

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 or secondary school
- they will still be attending the school when the applicant is admitted

It is necessary to include the sibling's details on the application for sibling priority to be considered.

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 grant additional priority.

Cousins, even if living at the same address, are not considered siblings.

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. For community schools, this criterion is applicable to staff members directly employed by the school at the time of application, who meet one of the aforementioned criteria and remain employed when their child is admitted.

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 are paired with the following junior schools.

- 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

- Hampton Wick Infant School and St John the Baptist C of E Junior School

For children currently attending one of the designated schools, sibling applicants will receive priority for admission to either the same school or its associated linked school. It is the applicant's responsibility to provide all necessary sibling information on the application form.

The sibling link for St John the Baptist CofE Junior School is administered by the governors who are responsible for the admission of pupils. Make sure to check if you need to complete the school's supplementary information form. The School Admissions team will verify the sibling link for Hampton Wick Infant School.

Supplementary information form

You only need to complete a supplementary information form if a school requires additional details for its admissions process.

It is your responsibility to check if any schools you are applying to, in Richmond or other areas, require this form.

If a supplementary information form is needed and you do not complete and submit it to the specified address, the school will only evaluate your application based on the information in the main application. Failure to submit the supplementary form could reduce your chances of being offered a place.

Step 3: The application process

When to apply

In-year transfer applications should be submitted no more than one term before the anticipated start date, based on a six half term academic year.

Pupils must start attending their assigned school during the same academic year and within five school days of the admission arrangements being finalised. Offers may be withdrawn if the child does not start within this period. Applicants should factor this timeframe into their application submission.

For the 2025/26 academic year, applications close on Friday, 26 June 2026. For in-year applications submitted in the final half-term of the current academic year where admission is sought during the current year, the child must start school before the end of June. If this deadline is missed, the offer of a school place may be withdrawn, and a fresh application will need to be submitted for admission in the next academic year.

In-year transfer applications are usually processed within 10 to 15 school days. However, the admission process might take longer if the preferred schools are full. Secondary school admissions may also require more time due to timetable and option group arrangements.

Applications for September admissions submitted from June onwards will be processed according to a different timeline.

Oversubscription criteria, such as home-to-school distance, will be applied only after all required information and supporting documentation have been submitted and the verification process is

finished. You may receive your outcome before your address is verified if you do not provide your documents prior to the deadline.

Applying to start in September, or to remain on the waiting list for the next academic year

In-year transfer applications for September or to remain on a waiting list for the upcoming academic year open on 1 June.

Applications for in-year transfers received by the end of June will be processed in July, and if vacancies exist in the relevant year group, a place for a September start will be offered before schools close. Applications submitted after June will be reviewed individually in order of receipt, after the June applications have been completed.

Processing in-year transfer applications for the September 2025 school year can take several weeks. This is due to the requirement for schools to confirm that withdrawing students have enrolled in another school before a vacancy can be officially confirmed. If your child is not currently enrolled in school, be aware that listing schools that are already full as preferences on your application could affect their start date in September.

We will contact you with the outcome of your application as soon as possible. Between July and September, due to the high volume of applications, vacancy and waiting list information is unavailable. From October onwards, this information can be obtained by emailing the [School Admissions team](#).

Completing your application

You cannot make an application for an in-year transfer via the eAdmissions portal used for the normal admissions round. You apply using the [online application form](#).

Depending on your answers, you might need to provide extra documents. For instance:

- proof of address (details below)
- supporting information if you're applying under the exceptional family, social, or medical needs criteria
- confirmation of the date of birth provided in the application
- if arriving from abroad, proof that your child has entered the UK

Child's home address

To ensure fair allocation of school places, all applications are subject to an [address verification protocol](#). This protocol, which applies to every application and should be read fully, guides our evidence-based decisions on accepting an address for admission purposes, in accordance with the relevant guidelines.

Only one in-year transfer application per child is permitted and must be submitted from a single residential address. If parents live at different addresses, please review the guidance on joint care arrangements before determining which address to use on the application.

For applications involving a formal fostering arrangement through Social Services where the child lives with a legal guardian elsewhere, official documentation from the relevant professionals must be provided at the time of application to confirm these arrangements.

The home address provided on your application must be your primary residence with your child when you submit the form. If you are planning to move, you will need to follow the separate procedure for address changes detailed below.

Joint care arrangements

Determining the principal parental address

For school applications, only one main home address is permitted per child, even if they live at two different locations. Separated parents must use the same address on all of their child's applications. This rule ensures fairness in school admissions by preventing the use of different addresses to gain an advantage based on distance.

When there is no formal legal care agreement, the main parental address is generally where the parent with parental responsibility and the child permanently live. In shared care situations, where both parents have parental responsibility and share care, the main address is that of the parent providing the majority of care during the school week, which needs to be supported by evidence at the time of applying.

When parents demonstrate exactly equal shared care, all submitted documentation will be taken into account. This evidence may include the child's current school's primary address, school census information, and the address used in previous school applications for the child or any siblings living under the same shared care arrangements.

Once determined, the principal parental address will undergo the standard address verification process.

In-year transfer application guidance for separated parents

Only one parent can submit a school application per child, regardless of whether they live in a different borough.

The School Admissions team does not mediate disputes between separated parents or carers. Failure to reach an agreement may negatively affect the child's chances of being admitted to a preferred school. If parents cannot agree on who should apply for a school place or their school preferences, the application will only be processed upon receipt of a specific issue order from the Family Court that assigns responsibility for the application.

Applying without the consent of all individuals with parental responsibility is considered intentionally misleading. Consequently, the application, and any school offer, will be withdrawn.

The assessment of the home address for admissions purposes

To maintain fairness in school admissions, the council thoroughly checks the addresses provided on all applications. Gaining a school place by deception or by supplying deliberately false information is unjust, as it prevents another eligible child from receiving a place they should have.

To confirm your child's permanent home address for admission purposes, we will verify the address provided on your application using council records, agencies, fraud departments, education settings, and other available resources.

If your stated address cannot be verified, or if you have moved there within the past year, supplementary documentation will be required. Details of the necessary documents can be found on pages 18 and 19.

You must supply all required evidence to support your application based on your specific situation. If the School Admissions team does not receive enough evidence to confirm your home address, or if it is not provided by the deadline, the address on your application will not be accepted for admission purposes. As a result, the distance from home to school will not be a factor when prioritising your child's application.

We may ask for more information if the details provided are unclear or if the application appears to be fraudulent or intentionally misleading. We can request proof of address at any stage, including after a school place is offered or accepted. Decisions will be based on the evidence available, and a child's place may be withdrawn if necessary.

If you suspect a parent has provided a false address on their application, please contact the [School Admissions team](#). All information shared will be treated confidentially.

The address to be used on the application

To accept the address provided, we must verify that it is your and your child's primary residence both at the time of application and through their school start date. It is your responsibility to inform the School Admissions team of any changes to your circumstances. If you intend to move, you must follow the home moving process outlined on pages 18 and 19.

To verify the application address for school admissions purposes, the School Admissions team needs details about all properties linked to the applicant.

Submitting false address information or concealing connections to other properties to secure a school place is a fraudulent attempt to gain admission, and the application will be withdrawn.

For school admissions, future residential addresses are not accepted, even if you own, rent, or are renovating the property before moving in. We need to confirm that you permanently live at the address provided in your application and that any previous addresses are no longer relevant.

Your child's primary home address must be their only or main residence. Addresses where a child stays occasionally due to domestic arrangements are not considered for admission purposes. The following addresses are not acceptable unless explicitly stated otherwise: relatives' (only accepted with independent government agency documentation proving long-term, permanent cohabitation), friends', childminders', commercial, or temporary accommodation.

Temporary accommodations include but are not limited to AirBnBs, guest houses, hotels, serviced apartments, or staying with friends or family following a recent relocation to the borough, and are not classified as permanent addresses. If a permanent address is not provided on the application, home to school distance will not be applied to your applications until a permanent address is confirmed.

If you own or rent a property which is used, or has previously been used, as your home address and which is within commutable distance of an oversubscribed school, and you state that you are living at, and apply from, a different address which is closer to the school, we will normally treat the second address as 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 must be satisfied that your move is a permanent arrangement.

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

- whether the preferred school(s) listed on the application are oversubscribed
- whether the address used on the application gives an advantage for admission based on proximity to the preferred school(s)
- the timing of the move closer to the oversubscribed school and how long that living arrangement has been in place
- the comparative size and suitability of both the previous and current properties for the family's needs
- where either property is rented, proof of a commercial tenancy agreement at market rent, details of any break clauses, and information on any family or personal ties to the tenant
- any reasons and supporting documents provided by the applicant that demonstrate the permanent nature of the move
- information from external sources, such as the current school, relevant to the situation

When assessing the permanence of your address if you rent, we will consider any break clauses in your tenancy agreement. If your tenancy expires before your child begins school, you must provide proof of continued occupancy after the expiration date, even after a school place has been offered.

Address verification must be completed before home to school distance priority will be applied.

Moving into the borough or within the borough

The policy regarding connections to multiple properties applies to all address changes during the application.

Use your current residential address when applying. If you have a new address, include it on the application form. You are responsible for notifying us of any address change and providing the necessary proof below before we can verify and update our records.

You must supply sufficient legal evidence to confirm the binding nature of the move **AND** that both you and your child are permanent residents at the new address.

Evidence from **each** of the following categories is required to demonstrate your child's specific situation:

Group A (evidence relating to the new property)

- **If renting:** a full copy of the assured shorthold tenancy agreement that is signed by both you and the landlord.
- **If you have bought the property:** a solicitor's letter confirming the completion date of the house purchase.
- **If you have moved back into a property you previously owned:** proof of this, such as the Land Registry document.
- **If you are a member of HM Armed Forces or a Crown Servant:** proof of posting and information about your intended address (if known).

AND

Group B (evidence relating to the previous property)

- **If you rented:** a check-out report from a rented property, to show the date you handed in the keys, or a letter or email from the landlord or letting agent for the property, showing the date you moved out.
- **If you sold your property:** a solicitor's letter confirming that the property sale has completed.
- **If you still own your previous property, but have let it to tenants:** a full copy of the tenancy agreement signed by you and your tenant with a letter from your mortgage company that confirms they know about the arrangement.

AND

Group C (evidence relating to habitual residency)

A copy of a recent electricity bill showing current energy usage, **PLUS** two additional documents from the list below confirming your new address.

- Updated driving licence (application copies not accepted).
- GP letter confirming your child's registration and date.
- Home contents or car insurance confirmation.
- Official correspondence from HM Revenue & Customs or the Department for Work and Pensions regarding benefits (dated within the last three months).
- Vehicle Registration Document (V5C) showing your name and address.

AND

Group D (if applicable to your circumstances, evidence relating to a child arriving from abroad)

Evidence of your child's entry into the UK, for example a boarding pass or an entry stamp in the passport.

If your child is arriving from overseas, you must provide proof of landing (for example, a copy of their boarding pass or immigration stamp). This documentation is required before we can verify your local address and accurately calculate the home-to-school distance. Until proof of landing is

received, your child's distance from the school and priority for admission will be assessed based on an overseas address.

We cannot accept the following as proof of address: mobile phone bills, credit card statements, bank statements, or electoral roll inclusion. Furthermore, any evidence dated after the School Admissions team's request will not be considered. We may request further documentation if there are concerns about the information provided.

If your address change is not supported by the requested documents, please contact us for guidance.

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

Separate guidance documents exist for children of UK service personnel and UK crown servants returning from overseas. Please see the information provided below for further details.

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.

For families moving into the borough from outside the UK, applications will be considered prior to your arrival. Initially, the overseas address will be used, even if you own property within Richmond. A Richmond address will only be accepted for admission purposes once you and your child are residing permanently at that address and you have provided proof of your arrival in the UK. Acceptable evidence includes a copy of your child's boarding pass or an immigration stamp in their passport.

If your application from overseas is successful and we can offer a place at one of your preferred schools, your child must start within five school days (or at the beginning of September for applications made in June for the following academic year). Failure to do so may result in the withdrawal of the offer. Please consider this timeframe when submitting your application before arriving in the UK.

Children of UK service personnel and crown servants

HM Forces families with a confirmed posting to this area or UK Crown Servants returning from abroad can apply for in-year transfers before moving. Applications must include official employer documentation confirming the relocation date and intended address, if known. For UK service personnel, a unit or quartering address can be used as the child's home address upon parental request. If an intended address cannot be provided, please contact the [School Admissions team](#).

UK service personnel and their families can find additional information, advice, and guidance from the [Children's Education Advisory Service \(CEAS\)](#). CEAS is part of the Ministry of Defence's Children's Services Directorate and assists service families, schools, local authorities, and other organisations with educational matters concerning service children.

Out of year group requests

Schools will review applications for children to be admitted outside their typical age group. Each school's admission authority has its own procedure for these requests, detailed in their admission arrangements. It is advisable to contact the school to discuss such requests before submitting an application.

We initially process applications based on your child's chronological age year group. If a school agrees to admit a child outside their typical age group, the school will organise this after offering a place.

Academies, voluntary-aided, and free schools make their out of year group decisions. The local authority has no power to enforce their agreement or mediate disagreements. Disputes must be resolved through the school's complaint process, which can be found on their website.

Step 4: Submitting your application

Parent and carer declaration

By submitting this application, you confirm that you have read and understood this guide and your obligations as the applicant.

To apply for an in-year school transfer in Richmond, you must confirm you have parental responsibility and the agreement of all individuals with parental responsibility. If there is a court order allowing your application, this should be stated. The council cannot mediate private disputes regarding school preferences. Disagreements should be resolved between parents or carers and the council notified in writing, or through a specific issue order from the family court. Applications subject to unresolved disputes will not be processed, which may negatively impact the child's chances of placement at a preferred school or lead to withdrawal of an offer.

In-year transfer application checklist

Before submitting your application, please ensure you have:

- read and understood the admissions criteria for each school you've listed and considered your child's likelihood of being offered a place
- clearly indicated your preferred order of schools
- understood how your home address will be evaluated for admissions
- included all necessary supporting documentation
- if required, sent the supplementary information form directly to the relevant school(s)
- reviewed and agreed to the declaration at the end of the application form, acknowledging the terms and conditions and your responsibilities as an applicant

Step 5: Receiving an outcome

To ensure your child has a school place, it is advisable to accept any offer you receive. Accepting an offer will not negatively affect their position on other school waiting lists or your right to appeal.

If an offer can be made

If your child qualifies for admission to one or more of your preferred schools, we will offer a place at the highest-ranked school among those where a place is available, based on your stated order of preference. Any lower preferences will then be discarded.

Failure to respond to an offer within the deadline stated in your outcome letter may result in the withdrawal of the offer and the place being given to another child.

Upon acceptance of an offer, contact the school to discuss the arrangements for starting at the school. The School Admissions team does not handle these arrangements and cannot provide this information.

If no offer is made

For Richmond residents whose children cannot be offered a place at a preferred school and they are unplaced, the School Admissions team will offer a place at the nearest school with available spaces where possible. This alternative offer is not automatic if the child can remain at their current school, or they currently attend an independent setting. Information about other schools with vacancies will also be provided.

If your child is unplaced and no places are available, the child's case will be referred to the Fair Access panel for placement.

Residents of other boroughs should contact their home local authority, which has the legal responsibility to provide a school place. They will not be offered an alternative school place or be referred under the Fair Access Protocol by the Richmond School Admissions team.

The outcome letter will explain the school appeals process and, if applicable, the referral process to the Fair Access panel.

Waiting lists

If a place cannot be offered at a higher preferred school, your child will be automatically added to the waiting list until the end of June 2025. For applications received from June 2025 for entry in September, the child will remain on the waiting list until 26 June 2026.

School waiting lists must be maintained in oversubscription criteria order, not by the date of application. A child's position can change if a higher priority application is received. Contact the school directly or the [School Admissions team](#) to learn your child's current position on the waiting list.

If a school has a vacancy and your child is at the top of their waiting list, you will be contacted with an offer. You will need to inform us of your decision to accept or decline the place within the given timeframe otherwise the offer may be withdrawn.

In-year transfer waiting lists are cleared annually at the end of the academic year. To stay on the waiting list for the upcoming academic year, a new in-year transfer request form must be completed. This form will be accessible from June. Applications will then be processed, and new waiting lists for the next academic year will be compiled. Due to the high volume of applications, waiting list positions cannot be provided until the end of September.

Discharge of the statutory duty

Once a school place has been offered (either a preferred school or an alternative), the local authority's obligation to provide a place is fulfilled. Any subsequent offers will come from the waiting lists for your preferred schools. If you decline an offer, you must explain your alternative educational arrangements for your child. Failure to provide this information will require a referral to the Education Welfare Service for investigation as a potential case of a child missing education.

Discharge of the statutory duty

Once a school place has been offered (either a preferred school or an alternative), the local authority's obligation to provide a place is fulfilled. Any subsequent offers will come from the waiting lists for your preferred schools. If you decline an offer, you must explain your alternative educational arrangements for your child. Failure to provide this information will require a referral to the Education Welfare Service for investigation as a potential case of a child missing education.

School refusing to admit a child when they have places

If a school has available places but refuses admission, they must provide a letter explaining the refusal, detailing your appeal rights, and stating that the application has been referred to Achieving for Children for Fair Access Panel review (see Section 3).

Admission authorities cannot refuse admission based on behaviour during the normal year of entry (Reception, Year 3 in a junior school, or Year 7) unless the child has been permanently excluded twice in the last two years. In such cases, the admission authority does not have to follow parental preference.

Withdrawing offers

An offer of a school place may be withdrawn by the admissions authority if:

- the offer was made in error
- the application contained fraudulent or intentionally misleading information
- a parent failed to respond to the offer within a reasonable timeframe

SECTION 3: School appeals and Fair Access

School appeals

You have a legal right to appeal against a decision not to offer your child a place at one or more of your preferred schools, even though your child may have a place at another school.

For appeals related to infant class size (Reception, Year 1, and Year 2), read the information below regarding infant class size regulations to understand the constraints on the appeal panel's decision-making.

The admissions authority for the school you are applying to must explain why your child was not offered a place and how to appeal this decision. This information will be available on their website.

Your appeal will be reviewed by an impartial panel, separate from the admissions authority that made the original decision and the local authority. Strict regulations govern the selection of panel members to guarantee their independence. You have the option to attend the hearing and present your case directly to this independent appeal panel.

The appeal panel will review your reasons for appealing the decision not to offer your child a school place, as well as the school's admission authority's reasons for refusal. The appeal panel's decision is final and legally 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](#).

For information regarding appeals for other schools within the local authority or in other council areas, please directly contact the specific school or the relevant council. Section 4 contains contact details for neighbouring borough councils.

While your appeal is in progress, your child will be offered a place at a lower preference school or the closest suitable school with an opening if places are available.

An unsuccessful in-year transfer appeal cannot be appealed again within the same academic year unless significant and material circumstances regarding the parent, carer, child, or school have changed since the original appeal.

Infant class size regulations

Infant classes (Reception, Year 1, and Year 2) are legally limited to a maximum of 30 pupils per qualified teacher. There are specific, limited exceptions where this number can be exceeded. These exceptions are for:

- children admitted outside the normal admissions process who have an education, health and care plan specifying a particular school
- looked after children and previously looked after children admitted outside the normal admissions process
- children admitted after the initial allocation of places due to a procedural error by the admissions authority or local authority

- children admitted following a successful appeal to an independent appeals panel
- children who move into the area outside the normal admissions process and for whom there is no other reasonably accessible school
- children of UK service personnel admitted outside the normal admissions process
- children who are siblings from a multiple birth where at least one sibling is admitted as a non-excepted pupil
- children with an EHCP who are typically taught in a special educational needs unit attached to the school or registered at a special school but attend some mainstream infant classes

Pupils admitted under these exceptions are classified as excepted pupils until the infant class size returns to 30 or fewer.

How this affects the admissions appeal process

When an infant class has more than 30 students due to reasons other than permitted exceptions, the school must take 'relevant measures'. These measures involve employing an extra teacher and potentially providing an additional classroom, both of which incur significant costs.

Consequently, appeals for places in infant classes with 30 students are governed by infant class size regulations. Under these regulations, appeal panels cannot consider individual extenuating circumstances unless the appeal falls under specific relevant 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 which 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.

Your appeal will be unsuccessful if it doesn't meet these specific grounds. This is important to remember when considering an appeal for a school subject to infant class size regulations. The [Local Government and Social Care Ombudsman factsheet](#) provides information for parents and carers about infant class size appeals.

Appeal rules followed for all other year groups (Years 3 to 11)

Non-infant class size appeals involve two stages. The first stage, the factual stage, assesses whether the school correctly applied its admission arrangements and if admitting the child would negatively impact the efficient education or use of resources. The second stage, the balancing stage, weighs the potential prejudice to the school against the parent's arguments to reach a final decision.

Fair Access

The borough schools have an agreed [Fair Access Protocol](#) for admitting vulnerable and unplaced children who need an in-year transfer and may struggle to find a school.

This protocol is a last resort and will not replace the standard in-year admission process.

The Fair Access Protocol aims to:

- Quickly secure school placements for eligible children without one.
- Prevent any single school from being required to admit a disproportionate number of students quickly secure school placements for eligible children without one.
- Prevent any single school from being required to admit a disproportionate number of students with exclusion histories or challenging behaviours, or who are placed via the protocol.
- Ensure children are placed in a school appropriate to any needs they may have.

The Fair Access Panel, comprising head teachers and senior council staff, reviews fair access referrals and makes final decisions regarding school placements. The suitability of the placement for both the student and the school is considered, and the panel will endeavour to arrange necessary transition support. While parental preferences are considered, the panel is not required to fulfil them when assigning school places.

Fair Access Panels must convene within 20 school days of a referral.

Children admitted to schools through this protocol will be prioritised over children on waiting lists.

SECTION 4: Further information

Early years settings (nurseries), post-16 education and special educational needs provision

The School Admissions team handles applications for children of statutory school age (Reception to Year 11) only. For information regarding early years settings, post-16 education, or special educational needs provision, please visit the [AfC Info website](#).

For further assistance, please contact the relevant team.

[Early Years](#)

[Post-16 education](#)

[Special educational needs and disabilities team](#)

Free school meals

All pupils in Reception, Year 1, and Year 2 are entitled to free school meals. Schools also receive extra funding for pupils from other year groups who meet specific criteria for free school meals, so it is important to inform the school if you are eligible. For pupils in Year 3 and above, free school meal eligibility requires the applicant to be receiving one of the following.

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on: paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

For enquiries regarding free school meals, please email:

freeschoolmeals@achievingforchildren.org.uk

To apply, contact your child's designated school.

School uniform grant

Please contact your child's allocated school for information about any support they may be able to offer.

Schools in other council areas and independent schools

Borough residents applying to schools in other council areas need to contact the specific school or local authority directly. Information for the five councils bordering Richmond is provided below.

London Borough of Hounslow Children's and Adults' Services Hounslow House, 7 Bath Road Hounslow TW3 3EB Telephone: 020 8583 2711 Email Website	Royal Borough of Kingston upon Thames School Admissions, Achieving for Children Guildhall 2, Kingston KT1 1EU Email Website
Hammersmith and Fulham School Admissions Section 3rd Floor, 145 King Street Hammersmith W6 9XY Telephone: 020 8753 1085 Email Website	Surrey County Council Admissions and Transport Team PO Box 475, Reigate RH2 2HP Telephone: 0300 200 1004 Email Website
London Borough of Wandsworth Pupil Services Section, Children's Services Town Hall Extension, Wandsworth High Street, London SW18 2PU Telephone: 020 8871 7316 Email Website	

Independent schools

Information about independent schools can be obtained from the [Independent Schools Council](#).

For application details and forms, please contact the independent or private school directly. The council has no involvement in admissions to private schools or any other aspect of their education and cannot act as an intermediary.

If you have any questions regarding school admissions, please contact:
School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU
[Email](#)
[Website](#)

We can provide assistance if you have difficulty reading this document due to a disability or if English is not your primary language.