



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

For the academic year 2026/27



**achieving
for children**

2026/27 in-year transfers: summary for parents

Make sure you read the guide IN FULL before submitting your application.

Key information

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

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

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 2026 and may be updated throughout the year.

This guide should be used with the [Richmond's infant, junior, primary and secondary schools brochure 2026/27](#), which offers details about state-funded schools in Richmond.

For the purpose of this guide, the term 'primary' covers infant, junior, and primary schools, unless a specific distinction is made. The term 'parent' refers to all individuals with parental responsibility, which includes guardians and carers.

If your child has an education, health and care plan (EHCP) contact the Special Educational Needs and Disabilities (SEND) team to discuss their school placement.

All applications are subject to an address verification process to ensure places are allocated fairly.

Application timelines

Applications for an in-year transfer can be submitted at any point during the academic year, up to 25 June 2027. Applications should be made no sooner than one term before the anticipated start date, based on a six term school year.

Applications for a September start can be submitted from 9am on 1 June 2026. Applications received by 26 June 2026 will be processed together, starting on 6 July 2026, with outcomes communicated by the end of July. Any applications received after the 26 June deadline will be processed individually in the order they are received. For these later applications, outcomes may not be available until after the academic year has begun.

Application process (five steps)

Gather information before applying

- Read the guide in full before submitting your application.
- Research schools, and enquire about vacancies.
- Parents are responsible for ensuring their child arrives at school on time so check that the journey is feasible.

Deciding which schools to apply for

- Familiarise yourself with the admissions criteria and how applications are prioritised.
- Consider schools where you can keep siblings together if that is a priority.

The application process

- Apply at the correct time for when you want the place. If you apply too soon your application will not be processed.
- Only one application can be submitted for children living between two homes. The School Admissions Team will determine the principal parental address for admission purposes.

Submitting your application

- Permission is needed from all individuals with parental responsibility when submitting an application. Applying without this consent will be considered intentionally misleading, and the application, and any offer, will be withdrawn.
- Make sure you provide any documents required to support your application.

Receiving an outcome

- Outcomes are usually sent within 15 school days via email, except for September entry where other timelines may apply.
- Make sure you understand how waiting lists work.

Contacting the School Admissions Team

If you have any questions regarding school admissions, contact the team using the email address richmond.admissions@achievingforchildren.org.uk , including your child's name and date of birth in the body of the email. This is our primary mode of contact, and using email will get you the fastest response to your query.

The postal address is School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU

Priority will always be given to requests where the information cannot be found on the website or in the appropriate guide, and where information has not already been provided via email.

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SECTION 1: General information about schooling in the Richmond borough

Information about the state-funded schools in the Richmond borough 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.

The AfC School Admissions Team processes the applications for state-funded schools in Richmond. For schools outside of Richmond, you will need to contact the relevant local authority or the school directly for information on their specific application procedure. Contact details for neighbouring boroughs are provided in Section 4.

This guide is for parents wishing to apply for their child's admission to a Richmond primary or secondary school outside of the usual application period, a process known as an 'in-year transfer.' Read this guide thoroughly to understand the application process and your responsibilities. For additional support, please use the contact details provided on page 3.

An in-year transfer is for a child who is already attending school, but needs to move to a different one. There is no need to reapply for a school place each year if your child is already on roll and will remain at the same school. Unlike with phase entry which manages the transfer for entire year groups, applications for in-year transfers can be made throughout the year. Applications should be made no sooner than one term before hopeful entry, based on a six term school year.

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

Moving schools during the academic year can be challenging, often due to limited availability after the initial school place allocations. It is extremely important that your child has continuity in their education. For this reason, we strongly discourage unnecessary transfers between schools. If your child is already attending a school, but you feel that a move would be in their best interests, you should discuss your reasons for this with your child's current school. It is important that you try to resolve any difficulties by working with the school, rather than requesting a transfer.

If your child is already attending a local school, you should not withdraw your child from that school until we confirm a place can be offered elsewhere to avoid a gap in their education.

Disruption during GCSE years

Changing schools is particularly disruptive for children in GCSE years, because other schools may not offer the same options as their current school and/or have a different syllabus or exam board. Changing schools at this time can affect the subject options available to your child and may negatively affect their final grade, as previous coursework marks may be lost. We encourage you to discuss this with your child's current school before making an application to change schools.

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 type of school determines who is responsible for the admission arrangements.

Community schools

Community schools in Richmond are owned and maintained by the council. The council determines the admissions arrangements, 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 determines the 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 2026/27

Type of school		Normal year group	Child's date of birth between
All through primary school	Infant school	Reception	1 September 2021 to 31 August 2022
		Year 1	1 September 2020 to 31 August 2021
		Year 2	1 September 2019 to 31 August 2020
	Junior school	Year 3	1 September 2018 to 31 August 2019
		Year 4	1 September 2017 to 31 August 2018
		Year 5	1 September 2016 to 31 August 2017
		Year 6	1 September 2015 to 31 August 2016
Secondary school		Year 7	1 September 2014 to 31 August 2015
		Year 8	1 September 2013 to 31 August 2014
		Year 9	1 September 2012 to 31 August 2013
		Year 10	1 September 2011 to 31 August 2012
		Year 11	1 September 2010 to 31 August 2011

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.
- **Use 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.
- **Look at vacancies:** Check the Achieving for Children website for [information on current school vacancies](#). Please note that vacancy information is only accurate at the time of publication 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 have a statute to provide a school place if requested by a parent. 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 is 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, its published oversubscription criteria will be used to prioritise applicants.

Children with an 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 the arrangements for voluntary aided schools, free schools, or academies to the relevant school. For questions about community school admission arrangements, 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.

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 CofE 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 of the school who are responsible for the admission of pupils. Check with the school if you need to complete a supplementary information form. The School Admissions Team will verify the sibling link for Hampton Wick Infant School.

Exceptional 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 threshold for acceptance is high, requiring needs which are 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 will not 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 under the exceptional social or medical criterion for own admission schools (which includes secondary schools, and voluntary aided, free, or academy primary, infant or junior schools)

Voluntary aided, free and academy schools manage 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 must be sent directly to the school for consideration. This evidence must clearly detail the circumstances, and explain why the child can only attend this particular school and why no other school can meet their needs.

Submitting evidence does not guarantee school placement priority. Each case is assessed individually to determine whether additional priority on the waiting list is appropriate. The school will directly inform you of its 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 social or medical criterion

The School Admissions Team only evaluates exceptional family social and medical need applications 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 relate to the child or another family member. Each application is assessed individually and must include the following at the time of submission for the request to be considered.

- A written request detailing the reasons for the application under this criterion, explaining why the preferred school is considerably more appropriate than any other school for your child, and the difficulties that would likely arise if your 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 not accepted.

Hospital appointment letters or prescriptions are not considered relevant evidence.

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 3.

All information provided is treated in the strictest confidence.

Applications missing the 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 exemptions

The following will not be considered under the social and medical criterion:

- Applications seeking higher priority based on special educational needs without an education, health and care plan. This policy addresses a range of neurodevelopmental conditions, including (but not limited to) autism spectrum condition, dyslexia, dyscalculia, dyspraxia, attention-deficit or hyperactivity disorder (ADHD), attention deficit disorder (ADD), and speech and language difficulties.
- Common medical conditions, including (but not limited to) asthma, eczema, food allergies, diabetes, and circumstances requiring medication administration training. Applications with medical evidence may be approved for exceptional illnesses or disabilities where only one school is a reasonable option.
- Emotional and social needs, including anxiety, stress and bullying.
- Reasons such as recent arrival in the UK, childcare or joint care 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.
- Having children in different schools.
- The maintenance of existing friendship groups.
- Preference for or against a school with a religious denomination.

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 reviewed impartially 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 have knowledge of the local authority's admissions procedures and the School Admissions Code.

If the request for priority under this criterion is refused, the reasons will be jointly documented by the officers.

The local authority's decision on applications under this criterion is final, without an internal right of appeal. However, there is a legal right to appeal to an independent school admissions appeal panel if your child is not offered a place under a lower criterion.

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.

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 child being applied for is admitted

*including linked infant and junior schools

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.

Distance from home to school

Richmond Council determines home to school distance using a standardised shortest walking distance calculation measured in metres, with the exception of the schools listed below who use a straight line measurement to prioritise their applications.

This process uses the council's Geographic Information System (GIS) and Ordnance Survey (OS) data, objectively calculating the distance from an internal coordinate within your property boundary (the seed point provided by the OS) to the closest designated school gate as defined in the admission arrangements. The system measures the shortest walking route between the child's home address and the school using maintained paths or roads recognised by the mapping software.

From the seed point, the route always connects to the digitised 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. For instance, a rear path closer to the seed point will be the starting point, even if the route then continues to a path to the front of your house. The distance from the seed point to the digitised road network is included in the calculation for the overall home to school measurement.

In blocks of flats, a common entry seed point is used so higher floors are not disadvantaged. Flats in a block with a shared entrance will share the same seed point. There may be different seed points in a development with more than one entrance, and different routes taken from these seed points around the property.

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.

The home-to-school distance measurement and route is solely for school admissions. These measurements are not promoted or intended as actual walking routes, and may differ from the route typically used by your child. 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.

Only distances generated by the council's geographical information system will be used to determine the allocation of places. We will only use the seed point for the residential address provided by the OS and the routes recognised by the geographical information system and only measure 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.

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.

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 school. Please refer to the school's admission arrangements for further details.

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 boroughs, 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 allocated school during the same academic year and are expected to begin 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 and not apply too early.

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 2026 entry submitted from 1 June 2026 onwards will be processed according to a different timeline set out below.

The application of oversubscription criteria, such as home-to-school distance, is contingent upon you providing the required information and supporting documentation to enable the completion of the verification process.

If the required documents are not provided by the deadline, a temporary home-to-school distance will be used until the address verification process is finished.

Applying to start in the final term of the academic year 2026/27

If you are applying in the final short term (based on a six term year) to start school in the academic year 2026/27, your child will be expected to start school by 25 June 2027 at the latest. If they do not start school by this time, any offer may be withdrawn and re-considered alongside any other children applying for a September 2027 start, in accordance with the oversubscription criteria.

No applications for the academic year 2026/27 will be accepted after 25 June 2027.

Applying to transfer in September 2026, or to remain on the waiting list for the next academic year

If you are applying to start in September, or if you are reapplying for your child to remain on a waiting list, you can apply from 9am on 1 June 2026. All applications received by 26 June 2026 will be processed together in a batch from 6 July. We will aim to write to you by the end of July to confirm the outcome of your application. This may be after the schools close for the summer break.

Applications received after 26 June 2026 will be processed on an individual basis after the main processing exercise, in the order of the date they were received.

Due to the summer break, processing in-year transfer applications for the September 2026 school year may take several weeks. Schools must first confirm that pupils who left during the holiday have enrolled elsewhere before any vacancy can be officially confirmed. If your child is not currently attending school, listing schools that are already full as preferences on your application may delay 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. We will inform you of the outcome of your application as soon as we can.

Due to the high volume of applications received between July and September, we are unable to provide information on vacancies or waiting lists during this period. From October onwards, this information will be available on the [Achieving for Children website](#).

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 the [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.

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

Under UK law, all individuals holding parental responsibility have a legal right to participate in school admissions and their child's education¹. If parents share joint custody, the name of both parents must be included on the application. Information about the child's application will be shared with the non-applicant parent upon request unless safeguarding concerns prevent this.

If the applicant does not declare that their child is subject to joint care arrangements, this will be considered as intentionally misleading, and the application and any offer, may be withdrawn.

Where an application is subject to a parental dispute, processing will be suspended until an agreement is reached. This delay can seriously affect your child's likelihood of being offered a place at a preferred school.

If an application is submitted without the agreement of all parties holding parental responsibility, it will be treated as deliberately misleading. As a result, both the application and any subsequent offer will be withdrawn.

Determining the principal parental address

Separated parents do not have the right to choose which address should be used on their child's application. There is an expectation that parents are consistent in the address being used to apply for school places. This ensures fairness by preventing separated parents from using different addresses to gain an unfair advantage based on a property's proximity to their preferred school.

When submitting the application, it is the parents' responsibility to attach a copy of the joint care arrangements to the application on eAdmissions or by email to the [School Admissions Team](#). If a formal child arrangements order decided by the Family Court is not in place, a joint declaration detailing the agreed arrangements must be submitted and signed by both parents. This declaration must specify both parents' addresses and provide details on the residency pattern with each parent, including weekends and school holidays.

¹ [Understanding and dealing with issues relating to parental responsibility - GOV.UK](#)

The School Admissions Team will use one address to process an application: the principal parental address. To determine this we will take into account the joint care arrangements, and other information, including the home address registered with the current school and the date this was recorded, school census data, and any addresses previously used for school applications for the child or their siblings under the same joint care arrangements.

The principal parental address is usually determined to be the permanent home of the parent who has parental responsibility and with whom the child resides. For joint care situations where parental responsibility is shared, the address is determined by evidence showing where the child lives for the majority of the school week. In instances where joint care is shown to be completely equal, all supporting evidence provided with the application will be evaluated.

After the principal parental address is determined, it will undergo the same assessment of the home address for admission purposes as other applications.

Parents who have decided to separate during the application process (including while their child remains on the waiting list) should not expect a change to their child's previous address to be accepted without a further verification of the home address for admissions purposes and a declaration of the joint care arrangements. We will not normally accept the new address if the previous family home remains in the legal control of one of the parents.

In-year transfer application guidance for separated parents

Only one application may be submitted per child, even if parents live in different boroughs. If you cannot agree on who should submit the application or which school preferences to include, a specific issue order from the Family Court must be obtained to specify who has responsibility for the application.

The School Admissions Team will not mediate disputes between separated parents or carers. Failure to reach an agreement may negatively affect your 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.

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 supplying deliberately false information or using a temporary address is unjust, as it prevents another eligible child from receiving a place they should have.

To confirm your child's habitual 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 last 18 months, supplementary documentation will be required. Details of the necessary documents can be found on pages 20 to 22.

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 used when prioritising your child's application.

For all applications we may ask for more information if the details provided are unclear or if the application appears to be fraudulent, intentionally misleading or an address of convenience. We reserve the right to 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 in order to advantage their child for a place at a school, you can anonymously report a fraud via the [Richmond Council website](#). 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 20 to 22.

You must provide details of all properties you are linked to so that we can verify the application address for school admissions purposes. 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.

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 habitually live at the address provided in your application and that any previous addresses can be disregarded.

Your child's home address must be a residential property that is their primary residence. We cannot accept an address used for occasional stays due to domestic arrangements, the address of a relative (unless supported by documents issued by a government agency which evidence that there is a history of the parent and the child living there on a long-term and permanent arrangement), friend, childminder, a commercial property, or a temporary address

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 considered a habitual residence. Temporary addresses will not have any distance priority applied to the preferences on the application.

If an applicant owns or rents a property that is or was previously used as their home, and uses another address on their application, the application address will usually be considered as temporary. This rule applies even when the previous home is currently unavailable, or if the move resulted from parental separation. Renting out or putting a property up for sale would not usually be considered sufficient to deem it unavailable to the family.

In these circumstances, you must explain and evidence the permanence of your house move and that it is not possible for you to return to your previous address. We will require proof that the relocation is a long-term arrangement and not a property which is being used as an address of convenience to advantage your application.

The admissions officer will assess several criteria when determining if a previous address should be disregarded, **including but not limited to** the following:

- the preference school(s) named on the application, and whether they are oversubscribed;
- whether the address used gains an advantage in the admissions process based on the distance of properties to the preferred school(s);
- the timing of the decision to move closer to the oversubscribed school, and length of time that the 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 that the address has been let on a commercial basis at a market rent, and any familial or personal connection to the tenant or landlord;
- information about the child's current school;
- where parents are separated, the length of time the separation has been in place and whether one of the parents remains living in the former family home;
- any reasons and supporting documentation provided by the applicant to demonstrate that this is a long-term arrangement and will continue to be, including information about why they could not remain in their previous property;
- data from external sources including (but not limited to) information held by the current school, school censuses, and publicly available information.

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 will 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 you and your child are habitually resident 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 and dated 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).
- **If you have been provided with accommodation by social services, the UK Border Agency, the National Asylum Service, or a council's housing department:** a letter confirming placement at the address.

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 and dated by you and your tenant, with a letter from your mortgage company (if applicable) 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 showing your new address and dated before the request for further information was sent:

- a copy of the your driving licence (a copy of an application to amend the licence is not sufficient)
- a GP letter showing you have registered your child at a local surgery which includes the date of registration
- confirmation of your home contents insurance or car insurance
- 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

We do not accept the following as proof of habitual residency:

- mobile phone bills
- credit card statements
- bank statements
- electoral roll inclusion

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.

Any evidence dated after the School Admissions Team requests it will not be considered. We may request further documentation if there are concerns about the information provided. An officer may escalate the application to the South West London Fraud Partnership for further investigation if necessary, in line with their own investigation processes. Admission authorities schools may undertake further investigations themselves where they feel it is appropriate.

If your address change cannot be 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 has not changed. 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 can 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 habitually resident at that address and you have provided proof of your arrival in the UK. Acceptable evidence of arrival 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 is expected to start within five school days (or at the beginning of September for applications made in June 2026 for September 2026 entry). 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

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.

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. You should contact the school to discuss such requests before submitting an application.

Decisions must be 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. The School Admissions Code requires that the Headteacher's views are taken into consideration when a decision is made.

One admitting authority is not obligated to honour a decision made by another regarding a child's admission outside the normal age group. Academies, voluntary-aided, foundation, and free schools make their out of year group decisions. The local authority has no power to require them to agree to your request or to mediate disagreements. Disputes must be resolved through the school's complaint process, which can be found on their website

Parents do not have the right to insist on admission into a particular year 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 year group.

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, unless they ask us to add your child to the waiting list for your preferred year group because it is full.

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 responsibilities 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 will not mediate private disputes regarding school preferences. Disagreements should be resolved between parents or carers and the council notified in writing, or decided 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 declarations at the end of the application form, acknowledging your responsibilities as the 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 on the waiting list,

Once you have accepted the 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 school places are available within a reasonable distance (either in Richmond or neighbouring boroughs), the case will be referred to the Fair Access Panel for placement.

The legislation requires a pupil to be unplaced for four weeks before a referral to the Fair Access Panel can be made. The panel must then convene within twenty school days.

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 for 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 for the current academic year until 25 June 2027.

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 academic year 2027/28, a new in-year transfer request form must be completed. This form will be accessible from 9am on 1 June 2027. 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 be from the waiting lists for your preferred schools. If you decline an offer, you remain responsible for ensuring your child is receiving a suitable education and you must provide details of the educational arrangements you have made 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.

If you refuse an offer your child will not be eligible for additional priority on the waiting lists, or for referral under the [fair access protocol](#).

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.

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 may be offered a place at a lower preference school or the closest suitable school with an opening if places are available.

An unsuccessful admissions 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 EHCP 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 13)

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](#) to ensure that unplaced and vulnerable children, and those who are securing a place in-year, are allocated a school place as quickly as possible. A child will not be referred under the protocol if they have received an offer for a school place and it was refused.

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 headteachers 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 meet 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 children are entitled to receive a free school meal, regardless of household income, provided they are in a Government-funded school and in Reception, Year 1, or Year 2. This entitlement is called Universal Infant Free School Meals (UIFSM).

Schools also receive extra funding for pupils who meet specific criteria for benefits based free school meals, so it is important to inform the school if you are eligible even if your child is covered by the UIFSM scheme

Benefits based free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999

A pupil is only eligible to receive a free school meal where both:

- a claim for this support has been made
- their eligibility has been verified by the school where they are enrolled or by the local authority

Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for [families with no recourse to public funds](#).

You should apply through your allocated school. For enquiries regarding free school meals, email freeschoolmeals@achievingforchildren.org.uk

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.

LOCAL AUTHORITY	CONTACT DETAILS
London Borough of Hammersmith & Fulham	Email: school.admissions@lbhf.gov.uk Website: School admissions London Borough of Hammersmith & Fulham
London Borough of Hounslow	Email: admissions@hounslow.gov.uk Website: School admissions London Borough of Hounslow
London Borough of Wandsworth	Email: admissions@richmondandwandsworth.gov.uk Website: Admissions - Wandsworth Borough Council
Royal Borough of Kingston upon Thames	Email: kingston.admissions@achievingforchildren.org.uk Website: Achieving for Children - School Admissions
Surrey County Council	Email: schooladmissions@surreycc.gov.uk Website: School admissions - Surrey County Council

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.