



2019

# **Admission to Richmond's Secondary Schools**

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**Starting Year 7  
Moving into the area**

## Accessibility symbols



Ramp



Accessible toilet



Hearing system in school hall



Lift

The information in this brochure relates to the school year beginning September 2019 and applying for an in-year place during the period September 2018 to July 2019.

This information was correct in August 2018. However, some of the details given may change during the year.

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

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The application for admission in September 2019 to London Borough of Richmond upon Thames schools must **only** be completed by Richmond borough residents and, if a paper form is completed, sent to:

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

T: 020 8547 5569

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

W: [www.richmond.gov.uk](http://www.richmond.gov.uk)

Applications for in-year admission must be made to the borough in which the school is situated. Please see page 42 for information about in-year admission.

## Dear parent or carer

Transferring from primary to secondary school is an important step in your child's education. I am delighted that you are considering a secondary school in the London Borough of Richmond upon Thames.

This brochure provides an introduction to the wide range of learning opportunities, specialist facilities, aspirations and achievements to ensure your child's future success. It explains the process of applying for secondary schools for September 2019 and also gives information about secondary schools in the borough.

Across Richmond, our secondary schools have a commitment to provide high quality education and attain high standards in GCSE results. They continue to be among the best in the country, and surveys indicate that young people enjoy their time in school.

Selecting the right school for your child is both challenging and exciting. When deciding which school to apply for, it is important to find out about the ways in which the school will guide and support your son's or daughter's individual needs and interests. This information can be gained from the school's prospectus and by making a visit to see the school's facilities and talking to the headteacher and staff.

The results achieved by individual schools depend on a range of factors. These include the attainments of the pupils on entry, the mobility of pupils in and out of the school, and the numbers of pupils who speak English as an additional language or who have special educational needs. It is helpful to consider these and other characteristics of the school when interpreting the results achieved in examinations.

All our secondary schools provide a broad and balanced curriculum which encourages achievement in a wide range of activities for young people. Good opportunities for pupils to enjoy and develop their skills and talents in sport, the arts, work-related learning and community links, and to mature socially and personally, also help young people to succeed.

The system of coordinated admissions for transfer to secondary schools has meant that more parents are offered one of their preferred schools earlier and that fewer parents will receive no initial offer. The process has been further helped by enabling parents to apply online for their child's secondary school place, and I strongly encourage you to apply by that method, as it gives you absolute assurance that your application has been received.

Whichever school your child transfers to next year, I wish them every success in their future education.

Yours sincerely



Robert Henderson  
Deputy Chief Executive, Achieving for Children  
Director of Children's Services, London Borough of Richmond upon Thames



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# Section 1

## Types of school in Richmond and key dates

There are 11 secondary schools in Richmond upon Thames.

### **Voluntary aided schools**

Christ's School and St Richard Reynolds Catholic High School are voluntary aided church schools. The governors are responsible for setting the admissions policy.

### **Academies**

An academy is a school that is run by an academy trust and its governors and is funded entirely by central government.

Grey Court, Hampton High, Orleans Park, Richmond Park Academy, Teddington, Twickenham School and Waldegrave School are all academies.

### **Free schools**

Like academies, free schools are independent of the local authority and are funded directly by central government. There are two free secondary schools in Richmond.

Turing House School opened in September 2015.

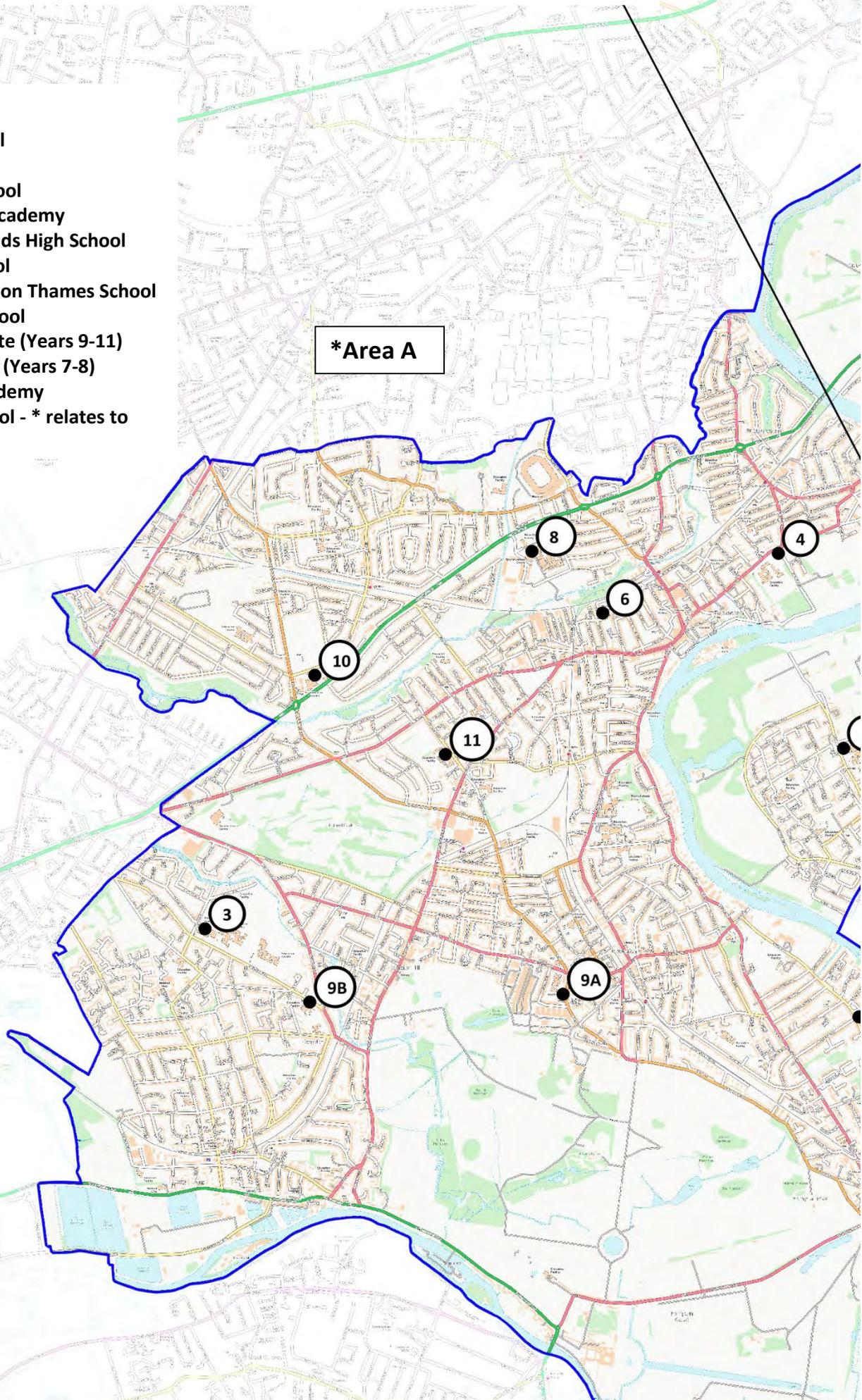
The Richmond upon Thames School opened in September 2017.

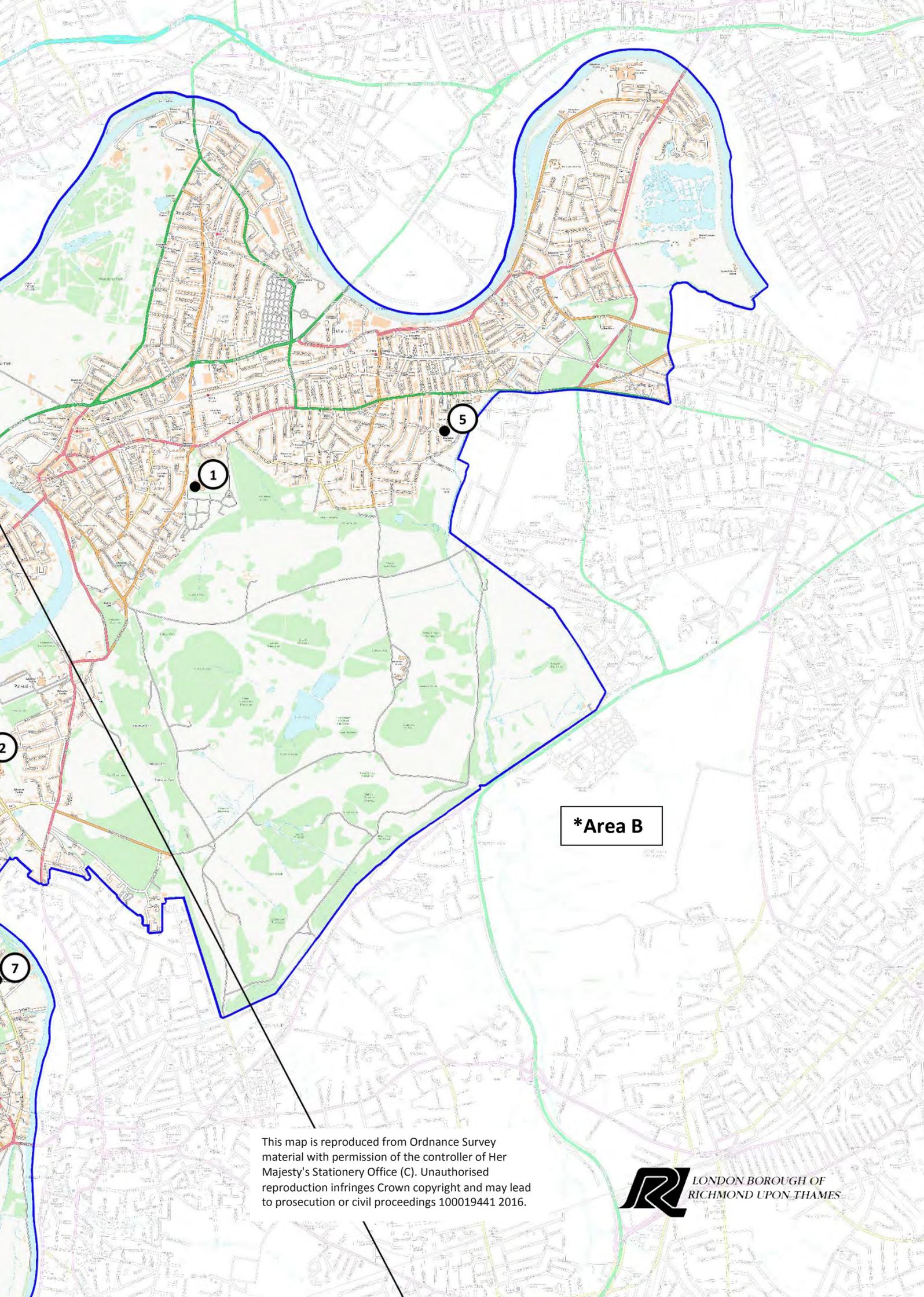
You can find more information about the schools in the borough by looking at the Council's website at [www.richmond.gov.uk](http://www.richmond.gov.uk)

## Map of Richmond secondary schools

Map details shown indicate general site locations only. For a more detailed map visit [www.richmond.gov.uk](http://www.richmond.gov.uk)

1. Christ's School
2. Grey Court School
3. Hampton High
4. Orleans Park School
5. Richmond Park Academy
6. St Richard Reynolds High School
7. Teddington School
8. The Richmond upon Thames School
9. Turing House School
- 9a. Teddington site (Years 9-11)
- 9b. Hampton site (Years 7-8)
10. Twickenham Academy
11. Waldegrave School - \* relates to admissions areas





**\*Area B**

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## Dates of open events for Richmond schools

### Open evenings

Christ's School	Thursday 27 September	6.30-8.30pm
Grey Court School	Wednesday 3 October	6.30-9.00pm
Hampton High	Thursday 11 October	6.30-8.30pm
Orleans Park School	No open evening – see below	
St Richard Reynolds Catholic High School	Tuesday 16 October	6.00-8.30pm
Richmond Park Academy	Wednesday 10 October	6.00-8.15pm
Teddington School	Tuesday 2 October	6.30-8.30pm
The Richmond upon Thames School	Wednesday 3 October	6.30-8.30pm
Turing House School	Thursday 4 October	6.30pm onward
Twickenham School	Tuesday 9 October	6.00-8.30pm
Waldegrave School	No open evening – see below	

### Open mornings and visits

Contact details for each school can be found on pages 19 to 41. Please note: some schools will not be running open evenings for 2019 entry. Please see individual schools' pages in this booklet and the schools' websites.

#### Christ's School

##### Open door

Tours are available Monday to Thursday at 9.00 and 11.00am. Please contact the school reception to book a space. A series of open mornings are planned throughout September and October- see school website.

#### Grey Court School

##### Open mornings

Tours on 9, 11, 16 and 18 October  
9.00 and 11.00am.

#### Hampton High

##### Open mornings

This will include tours to see the school at work.  
Please see page 24.

##### Open door

Tours on a normal working day can be arranged by phoning the school.

#### Orleans Park School

##### Open mornings

Monday 24, Tuesday 25 September, Tuesday 2, Thursday 4 and Friday 5 October 9.15 to 11.00am  
Headteacher's speech at 9.25am followed by tours  
Please visit the school website to book a place.

##### Open door

Tours on a normal working day can be arranged by phoning the school.

#### Richmond Park Academy

##### Open mornings

Open mornings are every Tuesday and Thursday at 9.15am in September and October.

#### St Richard Reynolds Catholic High School

##### College tours

Please see the school website for details.

#### Teddington School

##### Open mornings

A series of open mornings are planned throughout September and October (except half term). Please visit the school website to book a space.

#### The Richmond upon Thames School

##### Open mornings

Please see the school website for arrangements.

#### Turing House School

##### Open mornings

Monday 8 to Thursday 11 October from 9.00am.

#### Twickenham School

##### Open mornings

Thursday 11, Friday 12, Monday 15 and Tuesday 16 October, 9.00am to 10.30am.

##### Open door

Visits can be arranged by phoning the school.  
Please contact the school to book a tour.

#### Waldegrave School

##### Open mornings

Places are limited and must be booked in advance.  
Follow the link on the school's website to book a place.

## Key date for the admission process for September 2019 entry

### 2018

Monday 3 September

Online applications are open via  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk) or [www.richmond.gov.uk](http://www.richmond.gov.uk)

Wednesday 31 October

Closing date for receipt of online and paper applications,  
including supplementary forms

Friday 7 December

Latest date for applications from people moving into the borough  
after 31 October 2018

### 2019

Friday 1 March  
(National Offer Day)

Online applicants will be sent an email during the evening  
informing them of the result of their application

Letters are posted first class giving detailed results of  
applications. Please see Step 6: Being offered a place

Friday 15 March

Date by which parents must accept or decline offer

Tuesday 26 March

Further Offers made from this date onwards subject to places  
becoming available

Friday 26 April

Closing date for receipt of community school appeals.  
This date may vary for academies and the free schools

Mid-May to June

Admission appeals are heard

Monday 1 July

Year 6 pupils visit their new secondary school

Wednesday 4 September

Start of the autumn term (exact date and time to be advised  
by each school)

## Section 2

### Six steps in applying for a secondary school place

Children born between 1 September 2007 and 31 August 2008 are eligible to transfer to secondary school in September 2019. You apply for a school place through your home council. This is the council where you live and to which you pay Council Tax.

#### Step 1: Understanding the admission process

- You apply for up to six schools, academies or free schools (state-funded schools) on one form. You must list the schools in the Richmond borough and in other council areas, in the order that you prefer them.
- You should check if you need to complete a supplementary information form for any of the schools you are applying for. If the school is outside the Richmond borough, please refer to the relevant local authority or contact the school.
- Please apply online (preferably) or on a paper form, **not both** (see Apply online, page 13). If you apply online, you will find out which school you have been offered on 1 March 2019.
- If you apply on a paper form, you will receive a letter after 1 March, which will be sent by first class post on 1 March 2019.

#### School preferences

- The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.
- Each school listed on your application considers your child's application against its admission criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as sixth preference is considered equally to an application on which the school is ranked as first preference.
- If your child meets the admission criteria for more than one school, your home council will look at your preference order and you will be offered the highest preference school for which your child has met the admission criteria.
- If your home council is not able to offer your child a place at any of the schools you applied for, you will be offered, where possible, a place at another school.

#### Order of preference

You should think carefully about your order of preference when you decide how to list the schools you are applying for. This is because if your child qualifies for a place at a number of schools, you will only be made one offer, of the school that you named as a higher preference.

If you wish to apply to selective schools, your child will not be offered a place at a selective school, regardless of how well they perform in the tests, if they have also qualified for a school that you list as a higher preference on your application. If you are applying to more than one selective school, you should list the schools in the order that you prefer them.

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

#### Example

Preference	School	Qualify for place?	Outcome
1st	Grey Court School	Yes	Offer
2nd	Tiffin School	Yes	Withdrawn
3rd	Orleans Park School	No	Withdrawn
4th	Hampton High	Yes	Withdrawn
5th	Teddington School	No	Withdrawn
6th	Twickenham Academy	Yes	Withdrawn

#### Changing your order of preference

If you wish to change your preferences after the closing date or you wish to change the preference order, please note all your preferences will be considered as late applications and considered after all on-time applications.

### Step 2: Collecting information about schools

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

- Read about Richmond schools in this brochure (Section 3) or at [www.richmond.gov.uk](http://www.richmond.gov.uk) which has links to school websites. If you wish to apply for schools in other council areas, contact the relevant council for information on their secondary schools. Contact details for neighbouring councils are in Section 10.
- Contact schools to obtain their prospectus.
- Visit schools and attend their open evenings. Some schools also have open days when you can see the school operating during a normal school day. Most schools will make other arrangements if you are unable to attend either of these opportunities. Check the individual school's pages or contact the school for details.
- Look at the school's admission procedures on their websites.
- Further information about schools and links to each school's inspection reports and school performance tables are available via each school's website or on Richmond Council's website [www.richmond.gov.uk](http://www.richmond.gov.uk)
- Speak to your child's primary school headteacher for advice.
- Consider your child's particular interests, abilities and their views on the schools visited.
- Check that daily travel to and from school is possible within a reasonable time.
- Transport for London has a useful website for travel routes and times [www.tfl.gov.uk/plan-a-journey](http://www.tfl.gov.uk/plan-a-journey). You can also phone their 24 hour travel information line on 020 7222 1234.

### Step 3: Deciding which schools to apply for

#### The admission criteria

If there are fewer applicants than places available for a school, every applicant will be offered a place.

If there are more applications received than there are places available, the school will use admission criteria (rules) to work out which children can be offered places in this order of priority (after taking account of any children for whom the school is named in an education, health and care plan (EHCP), formerly known as a statement of special educational needs).

The admission criteria are also known as oversubscription criteria. You will find the admission criteria for each Richmond secondary school on the individual schools pages in Section 3.

The admission criteria vary depending on the type of school you are applying for. For example, schools that have faith-based criteria may require a supplementary information form and/or a reference from a parish priest or other minister of religion. If you are applying for a place at one of these schools, make sure you understand their admission criteria. Any questions you have about admission to these schools should be addressed directly to the school.

Please look carefully at the admission criteria and how places were offered in previous years for each school. For example, if your application is considered under the distance criterion, your chances of obtaining a place at a school a long way from where you live may be less than at a school nearer your home. You are advised to name your nearest non-selective school (a school that will consider your application on home to school distance) as one of your preferences and to use all six preferences. This will maximise your chances of being offered a preferred school.

### **How places were offered last year**

You will find details of how places were offered last year at each secondary school in Richmond on the individual school's pages in Section 3.

### **Criteria for Grey Court, Orleans Park, Teddington School, The Richmond upon Thames School and Twickenham School**

**These criteria will be applied to every application for the schools listed above and named as a preference on the application. The same criteria are used to rank applications remaining on a school's waiting list. Please see individual schools criteria on pages 19 to 41.**

- (i) **Places will be offered firstly to looked after children and previously looked after children**  
Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
- (ii) **Places will then be offered in cases of exceptional family, social or medical need** (which must be described on the application form and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.
- (iii) **Places will be offered next to children who have a brother or sister (sibling)**, including an adopted, foster, half or step brother or sister, living at the same address and attending the same school at the time of admission.
- (iv) **Places will be offered to children of staff** (by which is meant full, step, half, and adopted siblings living in the same household) directly employed by the school for two years or more before the admission application and at the point of admission and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (v) **The remaining places will be offered to children who live nearest to the school**, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the Council's computerised geographical information system. For applicants from the same block of flats or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

#### **Notes:**

1. Any offer of a place on the grounds of distance must be based on the child's permanent address. A business address, a childminder's address or any address, including a family member's address, other than the child's permanent home will not be accepted. Proof of address will be sought if there is doubt about the validity of the address given and it may be the subject of further investigation.
2. Temporary addresses will not be used for the purpose of administering applications.
3. Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.
4. Late applications will only be processed **after** all on-time applications.

## Explanation of each criterion

### (i) Looked after children or previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made
- children who were previously in the care of a local authority **immediately before** they were adopted under the Adoption and Children Act 2002, or became subject to a child arrangements order or special guardianship order

#### Required evidence for a looked after child

If you are applying for a child who **is currently** in the care of a local authority, you must provide:

- a written statement from the child's social worker which confirms that:
  - the child is **currently** a looked after child and is subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a **current** interim care order, or a **current** final care order
  - the name of the local authority the child has been placed in the care of
  - the child is currently placed with a foster carer or in local authority accommodation

#### Required evidence for a previously looked after child

If you are applying for a child who **was previously** in the care of a local authority, you will need to provide the following evidence according to your child's circumstances below:

- for **adopted** children, you must provide:
  - an adoption order made under section 46 of the Adoption and Children Act 2002, including the schedule which confirms details of the date and place of birth, and the placement of the child.  
**Please note: children adopted from overseas are not classified as children in public care and therefore will not be considered under this criterion**
- for children subject to a **special guardianship order** you must provide:
  - a written statement from the Local Authority where the child was previously in care confirming the child was in local authority care **immediately before** a special guardianship order was made.
  - a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989
- for children subject to a **child arrangements order** you must provide:
  - a written statement from the Local Authority where the child was previously in care confirming the child was in local authority care **immediately before** a child arrangements order was made
  - a child arrangements order settling the arrangements to be made as to the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act)

### (ii) Exceptional family, social or medical need

All Richmond schools have experience of dealing with children with different social and medical needs. There will only be a few cases when a child has to go to a specific school for exceptional family, social or medical reasons.

**Please note** that if your child has special educational needs or if your child may need additional support in school, but does not have an education, health or care plan (EHCP), it is not possible to consider their application for a higher priority under this criterion.

**Please note: support for a child's educational needs can be provided at any of our schools. Therefore, educational reasons are not considered under this criterion.**

**Requests for priority under this criterion are considered by the school you are applying for. Please submit supporting documentary evidence, with a covering letter, directly to the school you are applying for. Do not attach it to your application if applying online or on a paper application form.**

If you feel that you have any exceptional medical, family and/or social need why your child must attend a particular school, you **must** complete the 'reasons for preference' box for that school and provide reasons and supporting evidence from a relevant professional such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child can only attend a particular school and why no other school could meet the child's needs.

**Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.**

Family, social or medical priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional reasons that mean that one school is more suitable than another. For the purposes of this criterion, the meaning of disability is pursuant to Section 6 and Schedule 1, Part 1 of the Equality Act 2010. You **must** provide this supporting evidence by the closing date, **31 October 2018**. All applications are considered individually and **must** include the following:

- specific medical evidence that gives reasons and provides supporting information why **only one school** can meet a child's individual needs. This can be from a professional such as a GP, hospital consultant or specialist or any other medical professional, social worker, educational psychologist
- evidence and reasons that explain the family's exceptional circumstances, including social reasons, why only one school can meet the child's needs and why those needs cannot be met at any other school

**If the requested school is not the nearest school to the child's home address, provide clear reasons with supporting evidence to show why the nearest school is not appropriate.**

**Evidence should make clear why only one school is appropriate and the effect on your child if they do not attend this school.**

Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to be strong enough to be considered under this criterion. All applicants applying under this criterion are advised that the evidence provided to support their application must be as detailed and objective as possible.

### **(iii) Brother or sister (sibling) attending the school**

If you have an older child, including an adopted, foster, half or step brother or sister currently attending your preferred secondary school **who will still be attending in September 2019**, living with you at the same address as the child you are applying for, make sure you give that child's details on your application under sibling details.

**Please note that your older child must be on roll at the same school at the time your child will be admitted.**

### **(iv) Children of staff**

Children are defined as: full, step, half, and adopted siblings living in the same household. Staff should be directly employed by the school for two years or more before the admission application and at the point of admission and/or were recruited to fill a vacant post for which there is a demonstrable skill shortage. We will confirm your status with the school concerned.

## (v) Distance from home to school

If your application is likely to be considered under the distance criterion, try to consider whether you live close enough to the school for your child to qualify for a place. The cut-off distance for admissions for 2018 on 1 March 2019, has been included in the table on the individual school's pages in Section 3. This describes the pattern of admission by criteria for the school. Please note the furthest distance offered is as at the initial allocation date 1 March 2018.

However, this is only a guide as the cut-off distances vary from year-to-year. Even if you live within the cut-off distances, there is no guarantee your child will obtain a place there for next September.

The popularity of Richmond's schools and the increased number of applications has given a greater focus on home to school distance as an oversubscription criterion. You should refer to the school's admission criteria and how places have been offered for September 2018. This information is published on pages 19 to 41 of this brochure.

### Measuring home to school distances

In order to be fair to all applicants, the Council has a standard method of measuring home to school distance. This is done by using a geographical information system that measures the home to school distance using routes by road and/or maintained footpath.

**The starting point** is a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

**The end point** is measured to the nearest pedestrian school gate used by the relevant year group.

**Shortest route by road or maintained footpath:** this is a method for measuring home to school distance for school admissions purposes only. The Council does not promote these routes as actual walking routes and nor should they be interpreted as such. Please note that it is not possible to use another computerised programme or a route finder, including the "Find my nearest" webpage on the Richmond Council website, to match the method of calculating distance for admissions purposes that is used by the Council.

There may be routes and rights of way that are used by pedestrians which are not used for measuring home to school distances. For example, paths through car parks, cemeteries, golf courses, parks and other enclosed spaces will not be used. There may be footpaths that are part of a new housing development, or footpaths and roads within and outside of Richmond Council's area for admissions that are not recognised by the geographical information system that we use. The walking route measured by the Council's geographical information system may therefore be different to an actual walking route.

## Step 4: Completing your application

### Apply online from 1 September 2018

You should apply online by going to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) or [www.richmond.gov.uk](http://www.richmond.gov.uk) and selecting the Children link. However, if the schools you are applying for require a supplementary information form, you will also need to complete this and send it to the address stated on the form. If you do not have internet access at home, it is free to apply online at any library in Richmond or you can ask about facilities at your child's primary school.

If you wish to apply online, you must have an email address. The eAdmissions website will have a link for you to register for a free email account.

The online application system is quick, easy and reliable. The benefits of applying online are:

- the application process will guide you through each step and there are clear prompts to ensure you complete all the required sections
- your details are safe and secure and you can view your application at any time

- you will be able to attach scanned or electronic documents to support your application once the application has been submitted
- there is no need to complete a paper application form

You will be sent an email with a reference number to confirm that your application has been received. The reference number will look like this: 318-2019-09-E-001234. If you do not receive an email with a reference number, it means your application has not been submitted and you should log back into the eAdmissions system and submit your application (or you may need to adjust your email software to receive 'no reply' emails).

You may find it useful to note down your details and keep this in a safe place.

Email address:
Username:
Password:
Application reference:

If you have any difficulty registering for online applications, please use the frequently asked questions (FAQ) section at the top of the eAdmissions web pages. If you still need help to register, please contact the Technical Support Desk, using the link on the FAQ page. This is the quickest way to get help. Alternatively, you can phone 020 8255 5555 and choose option 1 to speak to someone on the support desk.

**On the evening of 1 March 2019, you will be sent an email advising you of the result of your application. After you receive this email, you will be able to log on and view your application result online and accept or decline your offer of a school place online.**

If you have applied online and you have not been offered your first preference school, you will also receive a letter with detailed information about the result of your application and what to do next.

### **Completing a paper application form**

We recommend that you apply online if possible. However, if you are unable to do so, you should complete Richmond Council's application form that you can obtain by phoning School Admissions on 020 8547 5569.

If you apply on paper, you will receive a letter which will be sent by first class post on 1 March 2019 giving you the outcome of your application.

**Only make one application either online OR on paper, NOT both.** If we receive more than one application for the same child, we will consider the most recent application received by the closing date.

### **Department for Education (DfE) number**

You will need this for a paper application only.

- For Richmond's secondary schools, it is listed on the school's individual pages in Section 3.
- For secondary schools in other areas please see pages 49 for details of councils bordering this borough. You should also be able to find this information in the relevant council's admissions brochure.

### **Supplementary information forms**

A supplementary information form is only required when a school needs additional information to apply its admission criteria or if your child is being tested for a selective school. The following Richmond schools have supplementary information forms: Christ's School and St Richard Reynolds Catholic High School.

Please check whether any schools you are applying for in other council areas require a supplementary information form to be completed. If you apply to a school that requires a supplementary information form, and you do not complete and return the form, the school will still consider your application along with those applications that were supported by a supplementary information form. However, as it may not be possible for the school to consider your application using their criteria, this could reduce your child's chances of being offered a place.

## Child's home address

To ensure that offers of school places are made correctly and fairly, the Council is committed to following strict address verification procedures. The Council will investigate any applications where there are doubts about the information provided or where information has been received that suggests a fraudulent or misleading application has been made. Before we make our decision as to whether we will accept an address or not, we will consider your circumstances in accordance with the guidance set out below, which should be read in its entirety.

**As part of the admission process, we will check Council records to confirm that the address you have given in your application is your child's permanent home address. If there are any doubts about your address details we may request further evidence. It is your responsibility, as the applicant, to provide evidence to support your application.**

**We may seek evidence from Council records, schools or any other source we consider appropriate. The Council may refer cases to the Internal Audit and Investigation Service for further investigation, and may make a home visit. This could lead to legal action.**

### Proof of address

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address.

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend.

**The address you give on your application must be the one where your child is living permanently and must be the address where your family normally lives.** An application can only be made from a single address and only a single application made for each child. Future addresses cannot be used. This includes a property you own in the area.

- If you are connected to more than one address, for example, you own a property and are renting and living in another, we will require further evidence to demonstrate the permanence of the address you are using for your application.
- If you rent out a property you own or put it up for sale, this does not in itself mean that the property cannot be considered as your family's home address.
- Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives with both parents at different addresses, we will require evidence of your care arrangements. We will consider all available evidence that you provide to support your application so we can decide which address we will use to process your application.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must inform the School Admissions Team as soon as possible and no later than two weeks after your move. You must inform us of the circumstances of your move to ensure that places are offered fairly and correctly.
- If you move to a new address and have advised us, once our address verification checks have been made, we will revise your child's position on the waiting lists for each of the schools that you prefer so that your application is considered correctly following this change of circumstances.
- If you are a member of UK Services personnel (HM Forces or Crown Servants), please see the information on page 16.

**If an offer of a school place is made on the basis of false or misleading information, the Council reserves the right to withdraw the offer at any stage during the admission process. The admission process refers to the time from when you submit your application to the time your child starts school. In disputed cases we will make a judgment based on evidence available to us.**

**If you suspect that a parent has applied using an address that the child does not live at please do not hesitate to let us know by phoning 020 8547 5569. Any information received will be treated in strictest confidence.**

### **Late applications**

Applications received after the closing date of 31 October 2018 will only be considered after all applications received by the closing date. This is unless you are able to provide proof that there were **exceptional reasons** that prevented you from applying on time and only up to 7 December 2018. All applications received after 7 December will only be considered after those received by the closing date.

### **Moving into Richmond upon Thames before the allocation process**

**If you move into the area after the closing date, but before 7 December 2018** and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 31 October 2018.

**If you move into the area after 7 December 2018**, your application will only be considered after those received by the closing date. Please note no changes at all can be made after this date. However, if we are unable to offer your child a place at one of your preferred schools on 1 March 2019, their name will be placed on the school's waiting list in criteria order.

### **Applying for a school place after the allocation process**

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order.

### **Children of UK service personnel**

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning to this area, you can apply for a school place for year 7 for September 2019 by the closing date of 31 October 2018. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in Richmond. The date you take up your post must be before the beginning of term in September 2019. If you are applying for a school place for your child other than to start year 7 in September 2019, please see Section 4.

### **Children with special educational needs or an education, health and care plan**

If your child has an education, health and care plan (EHCP), you should not complete the application form as your application will be dealt with by the Special Educational Needs team. To contact the SEN team please call 020 8547 5872.

If your child is an education health care needs assessment, but it is not yet complete, please fill in the online or paper application. If you are in any doubt whether to complete a school application form, please contact School Admissions.

## **Step 5: Submitting your application**

The closing date for receipt of your application and any supplementary information forms is **31 October 2018**. If you apply on a paper form, we strongly advise you to submit your application by post allowing enough time so that we receive it by **Friday 19 October 2018**. This is the Friday before the half term holiday.

Before you submit your application please check that you:

- are familiar with the admission criteria for each school you are applying for
- are clear on the order you want to list the schools you are applying for

- do not waste a preference by naming a school where your child is unlikely to qualify for a place
- have considered naming your nearest school and you have used all six preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools

### Parents' and carers' declaration

Please read through the checklist carefully and ensure you read the declaration before submitting your application by the closing date.

### Step 6: Being offered a place

If your child meets the admission criteria for only one of the schools you applied for, your home council will offer you a place at that school, whatever borough or county the school is in.

If your child meets the admission criteria for more than one school, your home council will look at your order of preference and offer you a place at the school that you have given higher preference to on your application.

If your child does not meet the admission criteria for any of the schools you applied for and you are a Richmond borough resident, Richmond Council will offer you a place at another school where possible. This school will be the nearest Richmond school to your home address with places remaining.

If you applied online, you will be sent an email with the outcome of your application during the evening of **1 March 2019**. You will also be able to log on to the eAdmissions website [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to view the outcome during the evening of **1 March 2019**.

If you applied on paper, you will not be able to access the result of your application electronically. You will be sent a letter by first class post on **1 March 2019**.

**If you applied online and have been offered your first preference school, you will only receive an email, you will not receive a letter. You must however accept or decline this offer online by going to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and selecting 'view outcome and respond'.**

If you applied online and have not been offered your first preference school, you will also be sent a letter by first class post on **1 March 2019** that will give you more information about the process and what to do next.

**You must accept or decline your offer by 15 March 2019 either through the eAdmissions system if you applied online, or on the reply slip if you applied on paper.**

After **25 March 2019**, we will re-offer any Richmond school places that may have become vacant since original offers were made, in accordance with the individual school's admission criteria.

### Waiting lists for Richmond schools

Your child's name will automatically be put on the waiting list, in criteria order, of any school which is a higher preference than the school they have been offered.

The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

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

Waiting lists for Richmond schools will be held in criteria order (regardless of when an application is received or where the school is ranked in terms of preference) until the end of the academic year in July 2019. After this date, parents will have to request in writing to have their child's name added to a waiting list for any school.

For waiting list arrangements for St Richard Reynolds Catholic High School, please contact the school directly.

**Waiting lists for schools in other council areas**

Schools in other areas may operate their waiting lists in a different way to this council. Please check if you are applying for a school in another area as to what arrangements they will follow.

## Section 3

### Richmond Schools Directory

## Christ's School DfE NUMBER: 318 4603



Queens Road,  
Richmond TW10 6HW

**Phone:** 020 8940 6982

**Fax:** 020 8332 6085

**Email:** info@christs.school

**Website:**

www.christs.richmond.sch.uk

**Standard intake:** 150 students

**Headteacher:**

Mrs H Dixon MA

**Chair of Governors:**

Mr P Rushby

**Open evening 2018**

Thursday 27 September,  
6.30 to 8.30pm

**Open mornings 2018**

A series of open mornings are planned throughout September and October. Please see the school website to book.

**Bus routes**

33, 337, 493, 371

**Railway services**

Richmond: 20 minute walk

North Sheen: 10 minute walk



Christ's is a small and welcoming school whose core purpose is to develop the potential of every individual in its community. As a Church of England school, Christian values underpin our ethos and everything we do.

As a school, we are academically ambitious for all our students, ensuring that they have every opportunity to achieve their best results. We are very proud that our results reflect the consistently high standards of attainment and progress our students have achieved over the last five years.

Whilst we are very proud of our academic success, we believe that when a child feels happy and safe and they are offered a range of learning opportunities, then they will thrive. For students to lead happy, fulfilling and successful lives, they need to be confident, resilient and risk-takers. Our outstanding pastoral care does much to nurture these skills through the very strong working relationships between our staff and students.

We offer an excellent learning environment including very comprehensive sports facilities. All of our departments benefit

from large, well-equipped specialist classrooms. Music is taught in our state-of-the-art music studios and all of our students benefit from the ICT suite, drama and dance spaces and science laboratories in our new sixth form.

We have an open door policy and welcome visitors at any time. Please call the school to arrange a tour.

### Admission criteria for Year 7

150 places will be offered in Year 7 split 50 Christian Foundation and 100 Open places.

Looked after children or previously looked after children (a) will be admitted as a first priority. Priority will also be given to any children whose education, health and care plan (b) names Christ's School. This may mean that the number of places under each category below is reduced.

### **Category 1 Christian Foundation places**

A maximum of 50 Christian Foundation places will be offered for Year 7. Christian Foundation places are offered to children whose family (parents or legal guardians) can demonstrate their commitment to a church that is part of the Church of England or is a full member of one of the following bodies:

Churches Together in Britain and Ireland, The Evangelical Alliance Affinity, The Federation of Independent Evangelical Churches, The Anglican Communion (worldwide).

Priority is given as follows:

- children and/or parents or legal guardians who are regular worshippers (c) in a Church of England Church and are resident in the Deanery of Richmond and Barnes, Deanery of Kingston, the Deanery of Hampton or the Deanery of Hounslow
- children and/or parents or legal guardians who are regular worshippers (c) in one of the above named bodies and are resident in one of the above named Deaneries
- children and/or parents or legal guardians who are regular worshippers (c) in a Church of England Church who live outside of the above named Deaneries
- children and/or parents or legal guardians who are regular worshippers (c) in a one of the above named bodies who live outside of the above named Deaneries

### **Category 2 Open places**

100 Open places will be offered for Year 7.

### **Oversubscription**

In the event of oversubscription the Governors will give priority in the following order:

1. Looked after children or previously looked after children (a)
2. Applicants whose child's medical or social circumstances require attendance at Christ's School rather than any other school (d)
3. Applicants with a sibling attending Christ's School at the time of application, including the sixth form (e)
4. Applicants with a parent permanently employed by Christ's School at the time of application (f)
5. Children living closest to the School (g)

### **How to apply**

1. To apply for a place at Christ's School parents must name this school as one of their preferences on the local authority's common application Form (CAF) and return the form to the local authority in accordance with their timescales.
2. Parents who wish to apply for a Christian Foundation place must also complete the School's Foundation Supplementary Information Form and Ministerial Reference Form and return these to the School by 31 October 2018. Failure to return these forms will mean that the school cannot consider the application under the Foundation criteria and the application will be considered under Open criteria.
3. Places are divided into 50 foundation and 100 open places. Priority is given to Foundation places and then Open places according to the criteria outlined above. Unsuccessful Foundation applicants become Open applicants. Unfilled Foundation places become Open places.
4. Where two or more applicants have equal right to a place and there are insufficient places to admit all applicants, priority will be given on the basis of proximity to the school by the shortest route. Should two applicants live equidistant from the school lots will be drawn to decide which child should have the place.
5. Christ's School is committed to taking its fair share of students who are hard to place in accordance with the locally agreed fair access protocol. Students admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

## Clarification of terms

- a. **Looked after children** – please see page 11
- b. **Special educational needs** parents of pupils who have a statement of special educational needs, or education, health and care plan are required to apply for school places separately through the local authority, from whom advice is available. If a child with a statement or education, health and care plan (EHCP) is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The governors will admit all those pupils whose statement or EHCP names the school.
- c. **Regular worshipper** a child, parent or carer who attends church at least twice a month for at least two years before the closing date for applications. If you or your minister have moved recently, you must also obtain a reference from your previous church or minister.
- d. **Exceptional need** Please see page 11
- e. **Siblings** Please see page 12
- f. **Staff** a member of staff is someone who has or has been offered a permanent contract with the school at the time at which the application is made.
- g. **Measuring home to school distance** – please see pages 13 and 14

## Deaneries of Richmond and Barnes, Kingston, Hampton and Hounslow

Applicants can check if they reside in one of these parishes by entering their address on the website A Church Near You: [www.achurchnearyou.com](http://www.achurchnearyou.com)

## How places were offered on 1 March for September entry

2018      2017

How places were offered on 1 March for September entry		2018	2017	
Total number of applicants		751	712	
Foundation places	Regular worshippers at a Church of England church within the Deanery of Richmond and Barnes, Kingston, Hampton or Hounslow	Siblings	11	8
		Distance	41	48
	Regular worshippers at another Christian church within the Deanery of Richmond and Barnes, Kingston, Hampton or Hounslow	Siblings	3	2
		Distance	15	11
	Regular worshippers at a Church of England church outside the Deaneries of Richmond and Barnes, Kingston, Hampton or Hounslow	Siblings	0	1
		Distance	1	4
	Regular worshippers at another Christian church outside the Deaneries of Richmond and Barnes, Kingston, Hampton or Hounslow	Siblings	1	0
		Distance	1	0
Open places	Children with a statement/EHCP		5	3
	Looked after children		0	1
	Exceptional Social or Medical Need		1	0
	Siblings		32	33
	Distance from primary school/home		39	39
	Distance from home to school of last child offered a place		1.379km	1.291km
Number of appeals heard		1	5	
Number of successful appeals		0	0	

There is a waiting list

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.



# Grey Court School DfE NUMBER: 318 4006

A TEACHING SCHOOL

Ham Street, Ham TW10 7HN

**Phone:** 020 8948 1173

**Fax:** 020 8332 2428

**Email:**

info@greycourt.richmond.sch.uk

**Website:**

www.greycourt.richmond.sch.uk

**Standard intake:**

240 students

**Headteacher:**

Ms Maggie Bailey BA MA NPQH

**Chair of Governors:**

Mr Frank Kitson

**Open evening 2018**

Wednesday 3 October

6.30 to 9.00pm

**Open mornings 2018**

9, 11, 16 and 18 October

9.00 and 11.00am

**Bus route**

65, 371



## Every Child, Every Day

The name of our multi-academy trust underpins everything that we do. We are the 'Every Child Every Day' multi academy trust because that is our mantra – to do the very best that we can for every child who walks through our front gates, every lesson, every day.

At Grey Court School, we provide an outstanding education for all our students and we were delighted when Ofsted ranked outstanding across the board in all areas, including our new Sixth Form. The 2018 Ofsted report concluded that “the school offers an exceptional quality of education.”

At GCSE, the school is presently the 12<sup>th</sup> highest ranked non-selective school in the country for the proportion of Grades 7 to 9 attained by students at GCSE (A-A\* equivalent).

We promote a high expectation and success culture, developing an inspirational and aspirational curriculum to ensure that our children flourish with the support of inspiring educators and they leave school thoroughly prepared for adult life. Parents and carers have high levels of confidence in all aspects of the school's work. In the words of one parent. “I absolutely know that this school has prepared my children in the best possible way.” Ofsted 2018



We provide a calm environment where students and adults respect each other and solve problems together. Success is part of our students' experience. Academic and peer mentoring, and an effective pathways approach to the curriculum ensure students grow as individuals. We have a strong tradition of student voice and leadership through which students make a positive contribution to the school and the local community. Students are supported at every stage. Our care guidance is second to none.

## Admission criteria

Distance from the school will serve as an overriding tie-breaker in the event of oversubscription within any category for all relevant age groups and by drawing of lots if necessary.

If more than 240 applications are received, places will be offered according to the following criteria, used in this priority order:

1. places will be offered firstly to looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. places will be offered to those able to provide written evidence from a suitably qualified person such as a doctor, social worker or educational welfare officer at the time of application of particular social or medical needs which can only be met most appropriately by attendance at Grey Court
3. places will be offered to those with a brother or sister attending the school at the time of admission, including adopted, foster, step or half siblings living at the same address
4. children (by which is meant full, step, half and adopted siblings living in the same household) of staff directly employed by Grey Court School for two years or more before the admission application and at the point of admission
5. the remaining places will be offered to those living nearest the school, as measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system

Pupils with an education, health and care plan will be offered a place at the school if it is named in their plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

## Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of students who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2019. After this date parents will have to request in writing to have their child's name added to the waiting list.

### How places were offered on 1 March for September entry

2018

2017

	2018	2017
Total number of applications	1,426	1,319
Looked after and previously looked after children (criterion i)	5	2
Family, social, medical reasons (criterion ii)	0	0
Siblings (criterion iii)	77	75
Distance (criterion iv)	151	158
Pupils with a statement/EHCP	7	5
Number of appeals heard	0	2
Number of successful appeals	0	0
Distance from home to school of last child offered a place	3.146 km	2.941 km

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.



# Hampton High DfE NUMBER: 318 4003

Hanworth Road,  
Hampton TW12 3HB

**Phone:** 020 8979 3399

**Fax:** 020 8783 0086

**Email:** [info@hamptonhigh.org.uk](mailto:info@hamptonhigh.org.uk)

**Website:**

[www.hamptonhigh.org.uk](http://www.hamptonhigh.org.uk)

**Standard intake:** 180 students

**Headteacher:**

Ms Rebecca Poole

**Chair of Governors:**

Mr R Cooper

**Open evening 2018**

Thursday 12 October

6.30 to 8.30pm

**Open mornings 2018**

**This will include tours to see the school at work**

Tuesday 2 October 9.15am

Thursday 4 October 11.0am

Monday 15 October 9.15am

Wednesday 17 October 11.00am

Please book a place by telephoning the school or emailing to [info@hamptonhigh.org.uk](mailto:info@hamptonhigh.org.uk)

**Bus routes**

111 (Kingston to Heathrow Airport), R70 (Richmond, Twickenham, Hampton Hill, Hampton, Hanworth)

**Railway services**

Hampton: 20 minute walk



Hampton High is a warm, caring and vibrant community which provides support and challenge to ensure that all students, regardless of their starting points, achieve well and go on to lead happy and fulfilled lives.

We offer a wide range of opportunities for our students, both inside the classroom and beyond.

Our teachers are dedicated subject specialists who are constantly working to improve the academic performance of the young people in their care year-on-year. Their inspirational teaching, the high level of aspiration our staff demonstrate and the supportive climate for learning within the school enable our students to become the resilient and confident learners that they are.

Our students thrive on the relationships that they form within the school, with each other and with staff, based on our values of respect and collaboration. The excellent pastoral system supports their academic and personal development, ensuring a smooth transition from primary to secondary school.

Our vision is to create a happy learning community where resilient and confident students relish the opportunities and challenges that come their way. The challenging and motivating curriculum ensures that our students are inspired to learn and are curious to explore topics independently.

Visitors to our school always comment on how welcoming our students are. They wear their uniform with pride and understand how important it is to play their role as responsible and mature young people within the school and in the wider community.

Hampton High is a great school. If you would like to find out more about us we would urge you to visit us and see our school in action.

We look forward to welcoming you at Hampton High.

## Admission criteria

If more than 180 applications are received, places will be offered according to the following criteria, used in this priority order:

- 1 places will be offered firstly to looked after children, ie children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
- 2 places will then be offered in cases of exceptional medical or social need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child
- 3 places will be offered next to children who have a brother or sister, including an adopted, foster, half or step brother or sister, living at the same address and attending the school (including the sixth form) at the time of admission
- 4 the remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian academy gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system

Students with an education, health and care plan or a statement of special educational needs will be offered a place at the school if it is named in their statement or plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

## Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of students who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2019. After this date parents will have to request in writing to have their child's name added to the waiting list.

### How places were offered on 1 March for September entry

2018 2017

	2018	2017
Total number of applications	332	359
Looked after and previously looked after children (criterion i)	1	0
Family, social, medical reasons (criterion ii)	1	3
Siblings (criterion iii)	32	46
Distance (criterion iv)	137	62
Students with a statement/EHCP	2	1

There is a waiting list

The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.



# Orleans Park School DfE NUMBER: 318 4010

Richmond Road,  
Twickenham TW1 3BB

**Phone:** 020 8891 0187

**Website:** [www.orleanspark.richmond.sch.uk](http://www.orleanspark.richmond.sch.uk)

**Standard intake:** 216 students

**Headteacher:**  
Ms Elaine Ball BSc (Hons) MA

**Chair of Governors:**  
Sir David Tanner CBE

**Open mornings 2018**  
9.15 to 11.00am  
Monday 24, Tuesday 25  
September, Tuesday 2, Thursday 4  
and Friday 5 October 2018.  
(booking necessary)

There will be a speech by the headteacher at 9.25am on all five days. Tours will follow the speech. Please see our website in September for further information and to book a place.

**Open door 2018**  
Tours on a normal working day can be arranged by telephoning the school

**Bus routes**  
R70, H22, 490, 290, 33, 267, 281, H37, R68, 110

**Railway services**  
Twickenham, St Margaret's



## Be the best you can be

Orleans Park is a popular and thriving community where children of all abilities and backgrounds succeed. We are very proud to have maintained our 'Outstanding' judgment by Ofsted in November 2017. We set high expectations and our students consistently meet or exceed them.

We are extremely successful, not just academically, but also because our encouraging caring atmosphere enables students' learning and personal development to thrive. Our students are confident, articulate and thoughtful young people who continually impress us with their talents and energy. Ofsted said "a sense of community, tolerance and respect runs through the heart of the school".

We closely monitor everyone's progress, and provide expert support and guidance to make sure everyone thrives and achieves their full potential.

The sixth form provision at Orleans Park is built on our outstanding teaching and pastoral care. We were the first secondary school in the Richmond borough to have our sixth form judged as 'Outstanding'. We aim to provide students with the qualifications and the skills to ensure that they are fully equipped to make the transition to higher education, apprenticeships or into work. Our sixth formers have become positive role models for the younger students.

Orleans Park is academic, creative, aspirational, active, forward thinking and inclusive and we continually strive for excellence.

'Orleans Park excels in all aspects of provision for its pupils.'  
Ofsted November 2017



## Admission criteria

Where more applications are received than there are places available, places will be offered in the following priority order:

1. looked after children ie children who are in the care of a local authority or being provided with accommodation by a local authority in their exercise of their social services functions as defined in Section 22(1), and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. children who have an exceptional family, medical or social need requiring attendance at Orleans Park rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential
3. children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) on roll on Monday 3 September 2018 or at the time of admission to the school and that this sibling has the same permanent place of residence
4. children (by which is meant full, step, half and adopted children living in the same household) of staff directly employed by Orleans Park for two years or more before the admission application
5. distance from permanent place of residence (this is the home address of the parent or carer and the student). Students living closest to the school, measured by the shortest walking route by road or maintained footpath, from within the property boundary of their home to the nearest pedestrian gate. All distances will be measured using Richmond Council's geographical information system

Students with an education, health and care plan or a statement of special educational needs will be offered a place at the school if it is named in their statement or plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

## Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of pupils who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2019. After this date parents will have to request in writing to have their child's name added to the waiting list.

## How places were offered on 1 March for September entry

	2018	2017
Total number of applications	1,416	1,341
Looked after and previously looked after children (criterion i)	1	2
Family, social, medical reasons (criterion ii)	1	0
Siblings (criterion iii)	75	77
Children of staff (criterion iv)	4	2
Distance (criterion iv)	111	131
Pupils with a statement/EHCP	4	4
Number of appeals heard	11	9
Number of successful appeals		1
Distance from home to school of last child offered a place	1.529km	1.611km

There is a waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year-to-year.



Park Avenue,  
London SW14 8RG

**Phone:** 020 8876 8891

**Fax:** 020 8392 9694

**Email:** [contactus@richmondparkacademy.org](mailto:contactus@richmondparkacademy.org)

**Website:**  
[www.richmondparkacademy.org](http://www.richmondparkacademy.org)

**Standard intake:** 180 students

**Principal:** Mr Paul Mundy-Castle

**Chair of Governors:**  
Dr John King

**Open evening 2018**  
Wednesday 10 October,  
6.00 to 8.15pm

**Open mornings 2018**  
Open mornings are every  
Tuesday and Thursday at 9.15am  
in September and October and  
every other Thursday throughout  
the rest of the school year

**Bus routes**  
33, 337, 209, 493

**Railway services**  
Mortlake or Barnes Bridge and  
Barnes stations



Richmond Park Academy is a well-rounded, inclusive community school which offers opportunities within the curriculum and during after-school activities to inspire its students (and parents) from entry right through to the sixth form. Much of what we do is designed to instill traits for independence, curiosity, confidence and determination. Incoming students will experience that approach from day one.

In 2018, Ofsted said of our students, "Pupils' behavior is good and exemplifies the school's values. Pupils are confident and articulate." They added, "The new principal has galvanized the school community with his high aspirations to improve outcomes for pupils. He is tenacious and inspires staff." It is a dynamic, forward-thinking school full of teaching and non-teaching staff striving to make a difference for its students on a daily basis.

The school community is an engaged one with numerous opportunities to be involved with the development of the school, from our PTA fundraisers like our community fireworks display, through to the opportunities for parental feedback including the Parent and Community Advisory Board (PCAB) and our parent planning events where parents can help to shape school strategy. If you are a parent who wants close contact with your child's education, you will find a happy home at RPA.

## Admission criteria

If more than 180 applications are received, places will be offered according to the following criteria, used in this priority order:

1. places will be offered firstly to looked after children, ie children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. places will then be offered in cases of exceptional medical or social need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child
3. places will be offered next to children who have a brother or sister, including an adopted, foster, half or step brother or sister, living at the same address and attending the same academy (including the sixth form) at the time of admission
4. the remaining places will be offered to children who live nearest to the academy, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian academy gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

Pupils with an education, health and care plan or a statement of special educational needs will be offered a place at the school if it is named in their statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

## Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

### How places were offered 1 March for September entry

	2018	2017
Total number of applications	585	536
Looked after and previously looked after children (criterion i)	0	0
Family, social, medical reasons (criterion ii)	0	2
Siblings (criterion iii)	61	53
Distance (criterion iv)	176	123
Pupils with a statement/EHCP	3	2
Number of appeals heard	0	0
Number of successful appeals	0	0
Distance from home to school of last child offered	2.981km	1.945km

The information above is given for guidance only.

# St Richard Reynolds Catholic High School DfE NUMBER: 318 4000

## SPECIALISM IN MUSIC

Clifden Road,  
Twickenham TW1 4LT

**Phone:** 020 8325 4630

**Email:** office@srrcc.org.uk

### Website:

www.strichardreynolds.org.uk

**Standard intake:** 150 students

### Principal:

Mr Richard Burke BSc MA

### Chair of Governors:

Mr Andrew Cole KSG

### Open evening 2018

Thursday 16 October  
6.30 to 8.30pm

### College tours 2018

Please see SRRCC website for  
details

### Bus routes

H22, 33, 267, 281, 290 and 490

### Railway services

Twickenham



VIDETE BONA DOMINI

St Richard Reynolds Catholic College is a place where our young people come first, are loved, listened to, challenged and inspired. It is part of the Catholic Church and at all times serves as a witness to our Catholic faith in Our Lord, Jesus Christ.

We aim to assist parents and carers to fulfil their obligation to educate their children in accordance with the principles and teachings of the Church. Catholic teaching and practice permeates every aspect of the college's activity and daily prayer and worship is integral to the curriculum.

Our core purpose is teaching and learning and this is conducted in an environment that encourages, supports and develops the spiritual, intellectual, moral and physical development of the child.

In February 2015, Ofsted judged us as 'outstanding' in every category in both our high school and our primary school. We also received an outstanding grading for both schools following a Diocese Section 48 inspection in April 2016.

We are committed to providing children with an inspiring academic experience and have an outstanding enrichment provision, including sports, arts, clubs and societies, leadership and challenge activities, that all add up to a high quality education of the whole person.

## Admission criteria

Where there are more applications than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to residence or special guardianship orders) immediately following being looked after.
2. Baptised Catholic children:
  - a. from Children with a Certificate of Catholic Practice who are resident in the parishes of Our Lady of Loreto and St Winefride, Kew Gardens; Our Lady Queen of Peace, East Sheen; St Edmund of Canterbury, Whitton; St Elizabeth of Portugal, Richmond; St Francis de Sales, Hampton Hill; St James, Twickenham; St Margaret of Scotland, St Margaret's on Thames; St Mary Magdalen, Mortlake; St Osmund, Barnes; St Theodore of Canterbury, Hampton on Thames; St Thomas Aquinas, Ham and The Sacred Heart, Teddington
  - b. other baptised Catholic children who are resident in the parishes listed in criterion 2a above
  - c. who are not resident in the parishes listed in criterion 2a above
3. Other looked after children and children who have been adopted within England and Wales (or made subject to residence or special guardianship orders) immediately following being looked after

4. Other children:
  - a. from eastern Christian (including Orthodox) churches and catechumens
  - b. from other Christian traditions and other faiths
  - c. of no faith or unknown faith

### Notes

1. Within each category, preference will given in the following order:
  - i) the governing body will give top priority within each category, after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school
  - ii) secondly, where a sibling is attending St Richard Reynolds Catholic High School at the time the application is considered
  - iii) thirdly, children of a member of staff who has been employed at the college (primary or secondary school) for two or more years at the time at which the application for admission to the school is made
2. Where the number of applicants under subcategories 2a or 2b exceeds the number of places available, places will be allocated in the ratio Diocese of Westminster: RC Diocese of Southwark = 6:4. Applicants within each diocese within each of the two subcategories separately, will be ranked by random allocation.
3. Where the offer of places in any of the categories or subcategories other than 2a or 2b would still lead to oversubscription, the applicants will be ordered by proximity to the school (see notes below). In the case of equidistance from the school, applicants will be ranked by random allocation.
4. Whenever applicants need to be ranked by random allocation, an independently supervised drawing of lots will take place. If twins or triplets etc, are competing for one or two remaining places, the school will admit both or all candidates and exceed the published admissions number.

### Application procedure

All applicants **must** complete an application through the e-admissions system operated by the local authority in which they are resident. Applicants wishing to be considered under category 2 and subcategories 4a and 4b should complete a St Richard Reynolds **Supplementary Information Form (SIF)**. The information on the SIF enables the governing body to assess an application fully against the school's criteria in the event of oversubscription. The SIF should be completed and returned to the school by 31 October 2018 (in person or by post) together with all other relevant paperwork required for your application. You can obtain a copy of the school's SIF from the school website at [www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) or directly from the school.

Applicants wishing to be considered under category 2 and subcategory 4a should also provide the school with a copy of the child's certificate of baptism (except catechumens who should provide evidence of membership). If the certificate is not available, applicants should indicate in writing the reasons for this being the case. For an application to be considered in subcategory 2a, the SIF should be supported by a Certificate of Catholic Practice signed by the applicant's parish priest or the priest at the church where the family usually worships. Certificates can be obtained on the Diocese of Westminster website at <http://rcdow.org.uk/education/parents>.

#### How places were offered on 1 March for September 2018 entry

	2018	2017
Total number of applications	995	881
Catholic looked after and previously looked after children (criterion i)	1	0
Baptised children (criterion ii)	145	145
Looked after and previously looked children (criterion iii)	0	0
Other children (criterion iv)	0	0
Pupils with a statement/EHCP	4	4
Number of appeals heard	13	2
Number of successful appeals	5	1
Distance: random allocation within criterion (ii)	n/a	n/a

There is a waiting list



# Teddington School

DfE NUMBER: 318 4013

Broom Road,  
Teddington TW11 9PJ

**Phone:** 020 8943 0033

**Email:** [info@teddingtonschool.org](mailto:info@teddingtonschool.org)

**Website:**

[www.teddingtonschool.org](http://www.teddingtonschool.org)

**Standard intake:** 240 students

**Acting Headteacher:**

Ms Kathy Pacey

**Chair of Governors:**

Ms Juliet Hartridge

**Open evening**

Tuesday 2 October 2018  
6.30 to 9.00pm

**Open mornings 2018**

Teddington School will be offering a number of opportunities to visit in the autumn term during the school day. Please refer to our website for details of dates and times and how to book a place.

**Bus routes**

681 (school bus on 281 bus route)  
285, R68

**Railway services**

Hampton Wick: 15 minute walk



Teddington School is a high achieving, local, community comprehensive school. We are proud of the friendly and calm atmosphere of the school in our state of the art new building. Our staff are committed and enthusiastic and we are highly ambitious for the success of our school community.

Our students look purposeful in our distinctive uniform. We have a strong tradition of academic excellence and extra-curricular opportunities which has secured our positive local reputation. We know that our students leave us at the end of their time with us as independent learners who are confident and ready to be successful in their chosen future careers.

We have an academically successful sixth form provision that enables students to continue to benefit from the care, attention and high standards of our main school. Please take the opportunity to come and see the school. You will be shown around the school by our students and get a real sense of what we can offer your child and your family.

## Admission criteria

If more than 240 applications are received, places will be offered according to the following criteria, used in this priority order:

1. places will be offered firstly to looked after children, ie children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. places will then be offered in cases of exceptional medical or social need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child
3. places will be offered next to children who have a brother or sister, including an adopted, foster, half or step brother or sister, living at the same address and attending the same school (including the sixth form) at the time of admission
4. children (by which is meant full, step, half and adopted children living in the same household) of staff directly employed by Teddington School for two years or more before the admission application
5. the remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

Pupils with an education, health and care plan or a statement of special educational needs will be offered a place at the school if it is named in their statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

## Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications.

Names of pupils who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2019. After this date parents will have to request in writing to have their child's name added to the waiting list.

<b>How places were offered on 1 March for September entry</b>	<b>2018</b>	<b>2017</b>
Total number of applications	1,152	1,117
Looked after and previously looked after children (criterion i)	0	2
Family, social, medical reasons (criterion ii)	2	1
Siblings	76	80
Staff children	0	0
Distance	158	155
Pupils with a statement/EHCP	4	2
Number of appeals heard	2	3
Number of successful appeals	0	0
Distance from home to school of last child offered a place	2.660km	3.429km

There is a waiting list. The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.

# The Richmond upon Thames School DfE NUMBER: 318 4002

EXCELLENCE THROUGH  
ENDEAVOUR

Egerton Road,  
Twickenham TW2 7SJ

Phone: 020 8891 2985

Email: [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk)

Website:  
[www.richmonduponthameschool.org.uk](http://www.richmonduponthameschool.org.uk)

**Standard intake**  
150 students

**Headteacher**  
Ms Kelly Dooley MA NPQH

**Chair of Governors:**  
Ms Shetal Bhatt

**Open evening 2018**  
Wednesday 3 October,  
5.30 to 8.00pm

**Open mornings**  
Visit the school website for  
arrangements

**New building tours:**  
Book via the school website

**Bus routes**  
H22, 33, 267, 281, 290 and 490

**Railway services**  
Twickenham



The Richmond upon Thames School (RTS) was established from a desire to do the ordinary differently and to serve its local community, two pillars which underpin our philosophy and vision.

At RTS, all aspects of school life recognise effort as the key contributor to success. Our academic and co-curricular programmes challenge all students irrespective of their starting points to accomplish academic, creative and sporting excellence.

The members of The Richmond upon Thames School Trust are Achieving for Children, Harlequins, Haymarket Media Group, Richmond College, Richmond Council and Waldegrave School. Our partners collaborate with our specialist teachers to innovate in areas of communication and digital technologies, enterprise and sport.

We are an inclusive school which focuses on educating the whole child and in doing so we celebrate and nurture their uniqueness. We expect our students to leave us as confident young adults empowered by our school motto, 'Excellence Through Endeavour'.



## Admission criteria

The published admission number is 150 places for entry into Year 7 in September 2019. Where more applications are received than there are places available, places will be offered in the following order of priority after taking into account any children for whom the school is named in an education, health and care plan.

1. Places will be offered firstly to looked after children ie, children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school the most suitable one for the individual child and why these needs cannot be met at any other school.
3. Places will be offered next to children who have a brother or sister, including an adopted, foster, half or step brother or sister, living at the same address and attending the same school at the time of admission.
4. Places will then be offered to children (including adopted, foster, half or step children) of staff at the school who have been in post for two years at the point of the child's application.
5. The remaining places will be offered to children who live nearest to the school, as measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate. All distances will be measured using the Council's computerised geographical information system.

## Multiple births

Where a child from a multiple birth is admitted to the school under this policy, then any further child of the same multiple birth who applied to the school at the same time and for the same year of entry and lives at the same home address, will be admitted, even though this may raise the number in the year group above the school's published admission number.

## Late applications

Any late applications will be considered in accordance with the agreed terms of Richmond's secondary coordinated admissions scheme, as published in the 'Admissions to Richmond Secondary Schools 2018' brochure.

## Waiting Lists for entry into Year 7 in September 2019

You can request for your child's name to be added to the waiting list for Year 7. This will be added in criteria order, until the end of the academic year in July 2020. Parents will have to request in writing to have their child's name added to the waiting list after this date.

How places were offered on 1 March 2018 for September entry	2018	2017
Total number of applications	576	560
Looked after and previously looked after children (criterion i)	2	0
Family, social, medical reasons (criterion ii)	0	0
Siblings (criterion iii)	6	0
Distance (criterion iv)	140	146
Pupils with a statement/EHCP	2	4
Number of appeals heard	0	0
Number of successful appeals	0	0
Distance from home to school of last child offered a place	3.590km	5.445km

# Turing House School DfE NUMBER: 318 4001

SCIENCE, ENGINEERING  
AND MUSIC

**Years 7 and 8, Hampton site:**  
Hanworth Rd, Hampton  
TW12 3DH

**Years 9 to 11, Teddington site:**  
Queen's Road  
Teddington TW11 0LR

**Email:**  
info@turinghouseschool.org.uk

**Website:**  
www.turinghouseschool.org.uk

**Standard intake 2019:**  
125\* students  
(\*The school is based in temporary  
accommodation until September 2020.  
This admission number is subject to  
agreement and funding from the  
Education, and Skills Funding Agency)

**Headteacher:**  
Mr Colin Mackinlay

**Chair of Governors:**  
Ms Janet Hilton

**Open evening 2018  
(at Hampton Site)**  
Thursday 4 October 2018  
6.30pm

**Open mornings 2018**  
Monday 8, Tuesday 9,  
Wednesday 10 and Thursday  
11 October.

**Bus routes:**  
22, R68, 281, 285, 481, 681, X26  
Hampton Site: 285, R70, 111

**Railway services:**  
Teddington



Turing House is the Russell Education Trust's fifth secondary school, and it opened in Richmond borough in September 2015. It is an inclusive community school for boys and girls aged 11 to 18 with a clear focus on

responsibility, personal achievement and academic success.

The school was judged 'Good' with 'Outstanding' leadership and management, and personal development and wellbeing in its first Ofsted inspection in May 2018. Inspectors said "leaders have turned their dream of creating a successful school in Richmond into a reality. Parents are highly positive about the school's work."

The school's curriculum is broad and balanced, with particular specialisms in science, engineering and music. Turing House is committed to the highest possible academic standards and values. It supports the achievements and aspirations of every student, irrespective of their ability.

We develop students' critical thinking skills and empower them as individuals, citizens and employees. There is a wide range of extra-curricular activities on offer, including a full sports programme with teams competing against other schools as well as music, drama, art, science, engineering and computing opportunities.

We encourage self-esteem and respect for others, independence and responsibility, creative and critical thinking, innovation, problem-solving and curiosity about the wider world.

Our 2019, Year 7 intake will be based at our Hampton site for one year before moving to the school's permanent home in Whitton.

Please visit our website and read our weekly newsletters to find out more.

## Admission criteria

Where more applications are received than there are places available, places will be offered in the following priority order:

1. looked after children or children who were previously looked after
2. children who have an exceptional medical or social need requiring attendance at Turing House rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential
3. children whose parents have been granted Founders' status of the school by the Secretary of State
4. children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school at the point of admission
5. children (by which is meant full, step, half and adopted children living in the same household) of staff directly employed by Turing House school for two years or more before the admission application
6. the remaining places will be allocated as follows (please see school location map in this brochure for grid reference locations, or the map on the school website)
  - i. 20% to those applicants whose home address is closest to the planned permanent site of the school, defined as OS Grid Reference TQ 13577 73596
  - ii. 80% of the places remaining will be allocated to those applicants whose home address is closest to the admissions point for the school, TQ 15356 71392.

## Notes

Students with an education, health and care plan (EHCP) will be offered a place at the school if it is named in their EHCP in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

## Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications. Names of students who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2020. After this date parents will have to request in writing to have their child's name added to the waiting list. The full admissions policy can be read on the school's website.

How places were offered on 1 March* for September entry	2018	2017
Total number of applications	704	724
Looked after and previously looked after children (criterion 1)	1	2
Family, social, medical reasons (criterion 2)	0	1
Founders' children (criterion 3)	0	0
Siblings (criterion 4)	25	15
Children of staff (criterion 5)	1	0
Distance from home to the planned permanent site of the school (criterion 6i)	19	16
Distance from home to admission point (criterion 6ii)	75	62
Pupils with a statement/EHCP	4	4
Number of appeals heard	1	2
Number of successful appeals	1	0
Distance from home to the planned permanent site of the school of last child offered a place under criterion 6i	1.308*	1.202*
Distance from home to admission point of last child offered a place under criteria 6ii	2.457km*	3.294km*

There is a waiting list. \*Distances usually increase between March and September due to waiting list movement. For maps of offers accepted by 1 September please see the admissions section of the school website.



# Twickenham School DfE NUMBER: 318 4004

Percy Road,  
Twickenham TW2 6JW

**Phone:** 020 8894 4503

**Fax:** 020 8894 0690

**Email:**  
info@twickenhamschool.org.uk

**Website:**  
www.twickenhamschool.org.uk

**Standard intake:** 180 students

**Headteacher:**  
Ms Assal Ruse

**Chair of Governors:**  
Mrs Claire Little

**Open evening 2018**  
Tuesday 9 October, 6.00 to  
8.30pm. The headteacher will  
speak at 6.15pm and 7.30pm

**Open mornings 2018**  
Thursday 11 and Friday 11,  
Monday 15 and Tuesday 16  
October, 9.00 to 10.15am

**Open door 2018**  
Visits can be arranged by phoning  
the school on 020 8894 4503

**Bus routes**  
110, H22, 281

**Railway services**  
Whitton: 10 minute walk



## Aspire, Achieve, Enjoy

At Twickenham School our mission is for all our students and staff to feel valued and realise their aspirations through high standards of teaching, learning and leadership.

We aspire for excellence in everything we do. Our students are confident, enthusiastic and enjoy learning because we celebrate their successes and recognise their individual talents.

Our aim is for:

- our students to be confident, successful and lifelong learners with a motivation to achieve
- all our students to develop creativity, resourcefulness and resilience
- our school community to be filled with individuals who have respect for themselves and others, and in turn, contribute positively to the wider community
- our school to be driven and united towards continuous self and school improvement and innovation through support, reflection and action
- ours to be a school that attracts, nurtures and retains high quality staff
- our students, staff and parents are proud to belong to our school community

## Admission criteria

If more than 180 applications are received, places will be offered according to the following criteria, used in this priority order:

1. places will be offered firstly to looked after children, ie children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker)
2. places will then be offered in cases of exceptional medical or social need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child
3. places will be offered next to children who have a brother or sister, including an adopted, foster, half or step brother or sister, living at the same address and attending the same school at the time of admission
4. places will be offered next to children of staff (by which is meant full, step, half, and adopted siblings living in the same household) directly employed by the school for two years or more before the admission application and at the point of admission and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. the remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian academy gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

Pupils with an education, health and care plan or a statement of special educational needs will be offered a place at the school if it is named in their statement or plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Late applications will be considered only after all applications received by the closing date have been considered.

## Waiting list

The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order and will include any late applications. Names of pupils who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held until July 2020. After this date parents will have to request in writing to have their child's name added to the waiting list.

How places were offered on 1 March for September entry	2018	2017
Total number of applications	338	238
Looked after and previously looked after children (criterion i)	0	0
Family, social, medical reasons (criterion ii)	7	0
Siblings (criterion iii)	29	28
Distance (criterion iv)	40	55
Pupils with a statement/EHCP	4	2
Number of appeals heard	0	0
Number of successful appeals	0	0

There is no waiting list

The information above is given for guidance only. The number of applications received and the overall situation changes from year to year.



# Waldegrave School

DfE NUMBER: 318 4021

A SPECIALIST SCIENCE COLLEGE

Fifth Cross Road,  
Twickenham TW2 5LH

**Phone:** 020 8894 3244

**Email:** [info@waldegrave.org.uk](mailto:info@waldegrave.org.uk)

**Website:** [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk)

**Standard intake:** 216 girls  
(sixth form is co-educational)

**Headteacher:**

Ms Elizabeth Tongue (from  
January 2019)

**Co-Chairs of Governors:**

Ms F Perrow and Mr A Tanner

**Open morning 2018**

In autumn 2018, we will be inviting parents and prospective students to one of our open mornings which will be an opportunity to tour the school during a normal working day and also hear a talk from the headteacher

Open mornings will be held on Thursday 4, Friday 5, Monday 8 and Tuesday 9 October

Places are limited for each open morning and must be booked in advance. Please follow the link on our website to book your place

We look forward to seeing you at Waldegrave

**Bus routes**

110, 290, 490, H22, 267, R70, 33, 281

**Railway services**

Fulwell: 10 minute walk



Waldegrave School is pleased to welcome students of all abilities, cultures and backgrounds.

Our school aim is that everyone will enjoy learning, feel valued and experience success. Innovative teaching from subject specialists ensures that learning is exciting and takes place in a calm, purposeful and disciplined environment.

Students are encouraged to take responsibility for their own learning, and our student leaders contribute to the continued success of the school. We are not focused on results alone.

We encourage all students to take full advantage of the many extra-curricular opportunities available. Waldegrave students are empowered to become confident, thoughtful and resilient young citizens.

Waldegrave admits boys into the sixth form.

**Admission criteria**

After the allocation of places to girls with an education and health care plan that specifies Waldegrave as the placement school, if the school is oversubscribed, places will be offered in accordance with the following criteria in order of priority.

1. Girls who are looked after children (LAC) qualify for this criteria, ie currently looked after and previously looked after children. Please see page 11 for definitions.
2. Girls who have an exceptional medical or social need requiring attendance at Waldegrave rather than any other school. Such needs must be supported by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.

3. Girls who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school in Years 7 to 11 at the point of admission.
4. Daughters (by which is meant full, step, half and adopted daughters living in the same household) of staff directly employed by Waldegrave School for two years or more before the admission application and employed at the point of admission.
5. Girls living within the halves (priority area A and priority area B) of a rectangular catchment area. Under this criterion 85% of the places will be given to priority area A and 15% to priority area B. The places will be given to those girls living within each area on the basis of distance from home to Waldegrave, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. All distances will be measured using the Council's geographical information system.
6. Any other girls on the basis of distance from home to Waldegrave, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. All distances will be measured using the Council's geographical information system.

## Notes

1. Child's home address: please see page 14
2. The shape of the priority areas for Waldegrave was originally determined by the link primary school furthest away in each direction in 1998 (ie, North: John Betts, Hammersmith, South: St John's School, Kingston, East: St Faith's School, Wandsworth and West: Forge Lane (now St Richard's), Hounslow. These points were used as a basis for the boundary of the priority areas. Waldegrave is therefore not the central point of the priority areas. For details of the priority areas, see the school and Richmond council website.
3. Girls with an education and health care plan that specifies Waldegrave as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice
4. Applications made under criterion 1 must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker). Evidence will be verified by the local authority before applications are passed to schools.
5. Any places subsequently refused will be re-offered, using the same method, to the priority area in which they were originally offered.
6. The authority's Fair Access Panel may make placements, over the admission number if the school is full.
7. Use of a final tie-breaker: The distance from home to school, criterion, is used as a tie-breaker if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.  
If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide which child should have the place. The names of the remaining sisters will be added to the waiting list in accordance with the sibling criterion.

### How places were offered on 1 March for September entry

	2018	2017
Total number of applications	981	893
Looked after and previously looked after children (criterion 1)	0	1
Family, social, medical reasons (criterion 2)	1	0
Siblings (criterion 3)	49	44
Children of staff (criterion 4)	1	2
Distance (criterion 5) Area A: 144 Area B: 25	162	169
Pupils with a statement/EHCP	3	1
Number of appeals heard	19	16
Number of successful appeals	0	1
Distance from home to school of last place offered	Area A: 1.533km Area B: 5.028km	Area A: 1.911km Area B: 5.304km

There is a waiting list

## Section 4

### Applying for a school place during the school year September 2018 to July 2019 (known as in-year admissions)

#### In-year admissions

If you move into the Richmond area and want to apply for a child who is already of secondary school age, you will need to complete a Richmond in-year form. Please phone the School Admissions office on 020 8547 5569 to ask for a copy or you can download it from our website at [www.richmond.gov.uk](http://www.richmond.gov.uk)

You may list up to four state funded schools in this borough in the order that you prefer them. We will pass on your child's details to the schools you have named and they will let you know if your child has qualified for a place. If none of the schools that you apply for is able to offer your child a place, we will advise you of the nearest suitable school with a vacancy and you will be able to name another school on your application.

Please refer to Section 2 (Applying for a school place) on pages 8 to 18, for details on admission criteria, child's home address and waiting lists.

Please note that your child will be expected to start in the correct year group for their age.

Your child will not be offered a place until they live in the local area except in the following circumstance.

If you are an HM Forces family with a confirmed posting to this area or a UK Crown Servant returning from overseas to this area, you can apply for a school place up to four months in advance of your return. This is provided your application is accompanied by official documentary evidence from your employer that confirms a relocation date and your address in the Richmond borough.

To apply for a school outside Richmond borough, please contact the council where the school is located for more information. Contact details for neighbouring councils can be found on page 49.

#### Transfers between secondary schools

If your child already attends a secondary school and you wish to move them to another secondary school, you should discuss the matter with the headteacher of their current school. You need to consider that a change of secondary school can seriously disrupt a young person's education, especially if it happens in Years 10 or 11 when they have started GCSE courses.

A place at an alternative school in Richmond can be offered if there is a vacancy in the right year group. You and the school will first need to take into account how well the subjects and courses it offers match those your child is taking at their present school.

Whilst any transfer request is being considered, you should ensure that your child continues to attend their present school. Seeking to change a child's school does not relieve you of your legal duty to make sure your child is attending school regularly.

## Fair access protocol

The Council and all secondary schools including academies and free schools in Richmond upon Thames have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

The aims of the fair access protocol are to ensure that:

- a school place is found quickly for children with no school place, who meet the criteria for consideration under the fair access protocol
- no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems
- the child is admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number

Children who are admitted to schools under this protocol take priority over any children on waiting lists.

The Fair Access Panel, which considers applications under this protocol, consists of representative headteachers and senior Council staff.

The panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil's successful integration into school.

## Section 5

### Appeals

#### General

You have the legal right to appeal against a decision not to offer your child a place at any or all of the schools you have applied for. You are entitled to appeal for a place at your preferred school even though your child may have a place somewhere else.

The admissions authority for the school to which you are applying is required to explain to you why your child has not been offered a place at that school. They must also explain how you can appeal against this decision.

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

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

When considering whether you wish to appeal, you need to think about whether your reasons for wanting your child to attend the school are exceptional. If not, the likelihood of an appeal being successful may not be very high. To help you, the number of appeals heard and the number that were successful last year are given on each individual school's page in Section 3 of this brochure.

Appeal panels follow a two stage process in reaching decisions.

- The panel must first decide whether the admissions authority for the school has satisfactorily made its case that efficient education and the efficient use of resources will be harmed (the legal term is prejudiced) if further children are admitted to the school in the year group concerned.
- Secondly, if the panel agrees that harm would be caused in these ways, it must balance that harm against your particular reasons for seeking a place at that school.

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

### Appeals for a place at Richmond schools

For information on how to appeal for a place for your child at any Richmond secondary school, please contact the school directly.

### Appeals for a place at a school in another council area

For information about appealing for a school place in neighbouring council areas, please contact the school or the council directly. Contact details can be found in Section 10, on page 49.

## Section 6

### Special educational needs

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

- Children who are receiving extra support at school (this was known as School Action or School Action Plus and is now called SEN support).
- Children for whom the Council maintains an education, health and care plan or a statement of special educational needs.

If you are unsure which best describes your child, please ask the SEN coordinator at your child's primary school who will be able to tell you.

#### Children who are receiving SEN support at school

All Richmond secondary schools are able and have a duty, to provide for pupils with special educational needs or an education, health and care plan.

If your child receives SEN support at school, **you should complete the Richmond application in the normal way**. The Council does not give priority for a particular school to applicants who are receiving SEN support at school. All schools can give additional learning support if your child requires it.

#### Children for whom the Council maintains an education, health or care plan

The Special Educational Needs Team handles the arrangements for secondary transfer for children with an education, health and care plan or a statement of special educational needs.

If your child has an education, health and care plan or a statement of special educational needs, you will have already discussed secondary transfer at the annual review in Year 5. If your child has a statement of special educational needs this will be transferred to an education, health and care plan following this annual review, if appropriate. You will also receive a letter from the SEN Team with a proposed amended education, health and care plan and a form for you to give your preferences for secondary schools, in order of priority.

It is important you give at least three preferences for schools as there is no guarantee a place can be given at your preferred school. If you do not give more than one preference the Council will consult with your nearest suitable secondary school. Please return the form to the SEN Team as soon as you have decided on your preferred secondary schools. **You will not need to complete any application forms.**

The school your child will be transferring to will be named in their education, health and care plan by 15 February 2018.

## Further information

For further information, please telephone the SEN Team on 020 8547 5872. You can also contact KIDS ([www.kids.org.uk](http://www.kids.org.uk)) on 020 8547 6203. This service offers impartial advice and support about educational matters to parents and carers of children with special educational needs. It is part of the Disabled Children's Information Service provided by Enhanceable.

## Travel arrangements for children attending their nearest suitable schools with an education, health and care plan

Where children with SEN statements are attending their nearest suitable mainstream or special schools or nearest suitable specialist resourced provision, the Council may help with transport if the assessment of the child's needs indicates that assistance is necessary.

This may take the form of reimbursement of a Transport for London travel card, independent travel training, parental mileage costs, or a place on a pre-arranged vehicle.

The Council will not normally assist with home to school transport where the parents' preferred school is further from home than the nearest suitable school. This does not limit parents' preference for any individual schools, but should be a factor to consider when choosing a suitable school.

If your child already accesses home to school transport assistance and then changes school, or moves from a specialist class to take up a mainstream place at the same school, we will re-assess their transport needs against the local authority SEND Transport policy. This may mean that transport which has been available is no longer provided. Please consider your child's travel needs and journey before you decide which schools to apply for. This also needs to be considered when applying for siblings' school places in primary or secondary schools; if transport arrangements change for the child with SEND, and transport which has been available to them is no longer provided, this may impact on other children in the same family.

Appeals against decisions not to assist with transport will be heard by a panel of elected members. For more information about SEN home to school transport, please see the website at [www.afclocaloffer.org.uk](http://www.afclocaloffer.org.uk) or contact the transport officer on 020 8547 6147.

# Section 7

## Financial assistance

### Free school meals

In order to receive free school meals, applicants must be receiving one of the following:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they 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).

Please see the Council's website at [www.richmond.gov.uk](http://www.richmond.gov.uk) for further information and where you can apply online.

## Section 8

### Schools that admit pupils at the beginning of Year 10

#### University Technology College or Studio schools

Most children aged 14 years will continue with their education at the secondary school they are already attending. For the great majority of children, this will remain the most appropriate place for them to continue their education. The Government requires councils to inform parents about which schools admit pupils in Year 10. These are called University Technical Colleges (UTCs) or Studio schools.

#### UTCs

UTCs are set up by universities and business and specialise in one or two technical subjects. In Years 10 and 11, they offer a similar GCSE curriculum to a typical secondary school, including English and maths, as well as their specialist subject. More information is available at [www.utcolleges.org/utcs](http://www.utcolleges.org/utcs)

#### Studio schools

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience. They have a similar curriculum to a typical secondary school. More information is available [www.studioschoolstrust.org](http://www.studioschoolstrust.org)

There are no UTCs or Studio schools in the Richmond borough, however, a list of all schools in the London area which admit pupils into Year 10, together with contact details, can be viewed on Richmond Council's website: [www.richmond.gov.uk/utcs\\_and\\_studio\\_schools\\_london.pdf](http://www.richmond.gov.uk/utcs_and_studio_schools_london.pdf)

## Section 9

### Sixth Form and post-16 education

#### Meeting the duty to participate

Every young person has to meet the duty to participate. However, this does not necessarily mean staying at school: young people should choose a post-16 route that meets their needs and aspirations. This could mean going to a further education or a sixth form college, or taking up an apprenticeship or a job with training. Young people can also consider volunteering or setting up their own business. Schools will have a statutory duty to offer impartial information, advice and guidance to help young people make these important choices.

More information about post-16 learning programmes in Richmond, can be found at [www.ucas.com/ucas/after-gcses](http://www.ucas.com/ucas/after-gcses)

These pages also provide general information on 14 to 19 courses throughout London and links to Richmond's 16 to 19 learning providers. For apprenticeships information and vacancies visit the National Apprenticeship Service's vacancy matching site at [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

All Richmond post-16 institutions offer a range of courses and study pathways leading to different levels of qualifications. The availability of places for specific courses will differ depending on the uptake for each subject. Every effort will be made when considering course applications, to take into account the prior attainment and future aspirations of each student to ensure students enrol on the most appropriate course for them. However, admission in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

## School sixth forms

All the Richmond secondary schools in Section 3, except Twickenham Academy and Turing House School, offer post-16 courses in the sixth form (Years 12 and 13). St Richard Reynolds Catholic College will open its sixth form in September 2018. Please go to [www.richmond.gov.uk](http://www.richmond.gov.uk).

Year 11 pupils currently studying at a Richmond secondary school and pupils of the appropriate age studying elsewhere may apply to join the sixth form at Richmond's secondary schools. The same entry criteria apply to external and internal applicants, but applications from internal candidates will be considered first. Availability of places to external candidates will depend on the uptake of places by internal applicants.

Please visit the individual school's website to view their sixth form prospectus and admission arrangements and to find out the minimum number of available places for external applicants. Admissions in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

You can also contact individual schools or colleges direct to ask for course information, entry requirements and when applications should be submitted (as some colleges require applications in Year 10). Applications will need to be made directly to the school concerned or through the UCAS Progress central portal. Details of the application method for each school will be available on the individual school's websites.

Applicants should be aware that some schools work in partnership for their sixth form including Teddington, Waldegrave and Hampton High to the south of the borough and Grey Court and Hollyfield [Kingston] to the north of the borough. These schools offer a shared sixth form curriculum. If certain subjects do not appear within a school's prospectus, it is worth checking with the individual school whether those subjects can be accessed through another school within the partnership. Where schools work in partnership you will need to apply to each school separately.

All applications to post-16 learning in Richmond upon Thames are completed online through UCAS Progress: [www.ucasprogress.com](http://www.ucasprogress.com)

## Other post-16 learning options

### Richmond upon Thames College

Richmond upon Thames College offers a wide range of courses for young people from entry level up to Level 3. For further information contact the college direct.

Richmond upon Thames College, Egerton Road, Twickenham TW2 7SJ

T: 020 8607 8000

E: [admissions@rutc.ac.uk](mailto:admissions@rutc.ac.uk)

W: [www.rutc.ac.uk](http://www.rutc.ac.uk)

There is also a wide range of further education colleges and private learning providers offering post-16 programmes in and around Richmond. For more details about these programmes visit [www.ucasprogress.com/search](http://www.ucasprogress.com/search)

### Apprenticeships

Apprenticeships offer the opportunity for young people to gain full time employment and receive structured on and off job training and are available at three levels: Intermediate (Level 2), Advanced (Level 3) and Higher (Level 4). See more information on apprenticeships visit [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) or call the national apprenticeship helpdesk on 0800 015 0400, email: [nationalhelpdesk@findapprenticeship.service.gov.uk](mailto:nationalhelpdesk@findapprenticeship.service.gov.uk)

### Traineeships

Traineeships are aimed at young people who are qualified below Level 3 and have little work experience but would like to go into employment. They will consist of a high quality work placement, work preparation training and English and maths.

More information on local traineeship opportunities will be available on the Kingston website [www.kingston.gov.uk](http://www.kingston.gov.uk) (search for 14-19, education, employment and skills)

### **Way2Work – Apprenticeships and traineeships**

Way2Work is part of Achieving for Children and specialises in full-time apprenticeships and traineeships across Kingston and Richmond. These are intermediate, advanced and higher level apprenticeships in a range of sectors including business administration, customer service, childcare, ICT, team leading and management, caretaking, and teaching in both the public and private sectors. Way2Work apprenticeships last between 12 and 18 months and learners are paid at least the apprentice national minimum wage for their age.

Way2Work, The Venue, Heatham House, Whitton Road, Twickenham TW1 1BH

T: 020 8734 3380

E: [way2work@achievingforchildren.org.uk](mailto:way2work@achievingforchildren.org.uk)

W: [www.way2work.org.uk](http://www.way2work.org.uk)

### **Future Hub**

Achieving for Children's Future Hub hosts a wide variety of live local apprenticeship and traineeships vacancies provided by Kingston's and Richmond's network of local training providers. Young people can search the site to find the right job for them and schools use it to support and inform pupils in line with their impartial careers and IAG commitments. For more information on local apprenticeships and traineeships visit.

W: [www.afc-futurehub.org.uk](http://www.afc-futurehub.org.uk)

### **Learners with special educational needs or disabilities**

Learners with SEND can access a range of post-16 learning programmes to develop their skills and knowledge. Traineeships, apprenticeships and supported internships are also available to prepare young people for employment. Find out more about our local learning provision for SEND learners on our Local Offer website: [www.afclocaloffer.org.uk](http://www.afclocaloffer.org.uk).

### **Help and support**

Achieving for Children's 14-19 Team and Education Business Partnership can offer support with exploring post-16 options to those young people who are not in education, employment or training (NEET).

T: 020 8547 5408

E: [14-19@achievingforchildren.org.uk](mailto:14-19@achievingforchildren.org.uk)

Achieving for Children's Opportunities Pack also provides more information on learning programmes up to Level 2 and other sources of support. Download it from: [www.afclocaloffer.org.uk](http://www.afclocaloffer.org.uk) (search for Opportunities Pack).

## Section 10

### Schools in other council areas

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

If your child lives outside the Richmond borough, you should obtain and complete the secondary admission application form of the council where your child lives, although all councils within London and its surrounding areas are working together to process secondary admission applications in accordance with a common timetable. Admission policies vary from council to council and from school to school. You must therefore obtain full details of, and make sure that you find out the order in which places are offered at any schools that you prefer.

#### London Borough of Hounslow

**Children's and Adult's Services Department**  
Civic Centre, Lampton Road, Hounslow TW3 4DN  
T: 020 8583 2711  
E: [admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk)  
W: [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions)

#### Royal Borough of Kingston upon Thames

**School Admissions, Achieving for Children**  
Guildhall 2, Kingston KT1 1EU  
T: 020 8547 4610  
E: [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk)  
W: [www.kingston.gov.uk](http://www.kingston.gov.uk)

#### Hammersmith and Fulham

**School Admissions Section**  
Hammersmith and Fulham Council  
Kensington Town Hall  
Horton Street, London W8 7NX  
T: 020 8753 1085  
E: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)  
W: [www.lbhf.gov.uk/admissions](http://www.lbhf.gov.uk/admissions)

#### Surrey County Council

**Admissions and Transport Team**  
Quadrant Court, 35 Guildford Road,  
Woking GU22 7QQ  
T: 0300 200 1004  
E: [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk)  
W: [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

#### London Borough of Wandsworth

**Pupil Services Section, Education and Social Services Department**, Town Hall Extension,  
Wandsworth High Street, London SW18 2PU  
T: 020 8871 7316  
E: [admissions@wandsworth.gov.uk](mailto:admissions@wandsworth.gov.uk)  
W: [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions)

### Independent schools

Information about independent schools can be obtained from:

**Independent Schools Council** First Floor, 27 Queen Anne's Gate, London SW1H 9BU  
T: 020 7766 7070  
E: [www.isc.co.uk](http://www.isc.co.uk)

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

If you have any questions regarding school admissions, please contact:

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

T: 020 8547 5569

Telephone contact hours: Monday to Friday, 9.00am to 2.00pm

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

W: [www.richmond.gov.uk](http://www.richmond.gov.uk)

Please contact us if you need this brochure in Braille, in large print, on audio tape or in another language. Phone: 020 8547 5569