This guide is for admission into Reception in a primary school or Year 3 in a junior school at the start of September 2027

Admission to Richmond's primary schools
For 2027 entry



achieving for children

2027/28 Entry into Reception or transfer to Year 3 in a junior school: summary for parents

Even if you have been through the school admissions process before, ensure you have read this guide IN FULL. There are changes made to the process every year.

Key information

If you have difficulty reading this document due to a disability, or if English is not your first language, assistance is available. Please contact the admissions team via email or have someone message us on your behalf.

This guide contains information for pupils entering Reception into an infant or primary school, and those transferring to a junior school at the end of Year 2. This is for the school year beginning September 2027. It should be read in conjunction with 'Richmond's infant, junior, primary and secondary schools' brochure, which provides information about state-funded schools in Richmond.

For the purpose of this guide the term ‘parents’ should be taken to include all those with parental responsibility, including guardians and carers, except where a distinction is necessary.

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

- **Key dates:** applications for September 2027 entry open on 1 September 2026, with a deadline of 15 January 2027, for on-time applications. National Offer Day is 16 April 2027, and the deadline to respond to offers is 30 April 2027.
- **Education, health and care plans (EHCPs):** If your child has an EHCP, do not complete the standard common application form via eAdmissions. Your child's school placement is coordinated directly by the Special Educational Needs and Disabilities (SEND) Team.
- **Address checks:** all applications are subject to a robust address verification process to ensure places are allocated fairly.
- **Joint care arrangements:** all individuals with parental responsibility must agree to the application. Applying without the consent of all parties with parental responsibility may result in your application, and any school place offered, being withdrawn.

Application process (six steps)

Understanding the admissions process

By law, you must apply to the council to which you pay your council tax, regardless of where your preferred schools are located. If you reside outside Richmond but wish to apply for a Richmond primary school, you must submit your application via your own home council's admissions system.

Collecting information about schools

Research schools via their websites, attend open events, and review their admission arrangements.

Deciding which schools to include as preferences

Carefully consider oversubscription criteria and previous allocation information. Check whether your preferred school requires a supplementary information form to determine priority.

Completing your application

Apply on time through eAdmissions. Missing the deadline can reduce your chances of getting a preferred school. Only one application per child is accepted.

Submitting your application

Ensure all information is accurate and submitted by the deadline of 15 January 2027.

Receiving an outcome

Offers are made on National Offer Day (16 April 2027). You must respond to your offer by 30 April 2027 to secure your child's place. Make sure you understand how waiting lists work.

Key responsibilities for parents

- **Understanding preferences:** Parents should use all available preferences (up to six schools) and list them in order of preference (favourite to least preferred).
- **Accuracy of information:** Parents are responsible for ensuring the information provided in their application is accurate, especially regarding the child's home address. Any school place obtained by deception or misinformation will be withdrawn.
- **Travel to school:** Parents are legally responsible for ensuring their child gets to school. They should check that daily travel to and from a preferred school is possible within a reasonable time.
- **Responding to offers:** Parents must accept or decline their school place offer by 30 April 2027. Failure to respond may result in the offer being withdrawn.

Contacting the School Admissions Team

Achieving for Children (AfC) provides the school admissions service, in partnership with the London Borough of Richmond.

Parents should use the main contact email address richmond.admissions@achievingforchildren.org.uk, for any questions or concerns, and for notifying the Admissions Team of any changes to their applications (for example, home address). Include your child's name and date of birth in the body of the email. This is our main mode of contact, and using email will get you the fastest response to your query.

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

You can also submit a callback request by completing the School Admissions Contact Form.

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

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The information contained in this guide was correct in August 2026 and is subject to change during the application process.

SECTION 1: Key dates for the admissions process

This brochure is for parents of children who are eligible to enter Reception at an infant or primary school, or transfer to Year 3 at a junior school in September 2027. This applies to the normal admissions round, which closes on 31 August 2027.

The national co-ordinated admissions scheme runs from 1 September 2026 to 31 August 2027. Under this system, parents apply through their home local authority, regardless of where their preferred schools are situated, and will receive a single school place outcome through that same home authority.

Missing deadlines can affect your child's chances of securing a place at a preferred school. Please note these critical dates for the national coordinated admissions round.

Key dates for the admission process for September 2027 entry

PROCESS	DATE
Applications open via eAdmissions	**Tuesday 1 September 2026**
Deadline to submit on time applications Including supplementary forms and exceptional social/medical applications	**Friday 15 January 2027**
Extended deadline for exceptional circumstances and movers in For applications that could not be submitted on time due to exceptional circumstances (proof must be provided) and changes of addresses to be considered in the first round of allocations.	**Thursday 11 February 2027**
National Offer Day Applicants will be sent an email after 5pm informing them of the outcome.	**Friday 16 April 2027**
Deadline to respond to school place offers	**Friday 30 April 2027**
Further offers round starts Further offers will be made from the waiting list as places become available for all applicants.	**Wednesday 12 May 2027**
Deadline to submit appeals to be heard in the main round This date is for appeals managed by the Richmond Independent Appeals Service. Own admission authority schools' dates may vary.	**Friday 28 May 2027**
Main round of appeals are heard	**June and July 2027**
Start of the autumn term Exact date and times to be advised by schools	**September 2027**

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

Make sure you apply through your home council, regardless of whether you are including preferences for schools in other boroughs. Your home council is determined by where you live and pay your council tax. If your application includes schools in a different borough, your home council will manage sharing this data with the relevant local authorities and communicating the outcome to you.

Age range of schools

Infant schools

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

Junior schools

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

Primary schools

Primary schools provide education across the whole primary age range of 4 to 11 years. They cover Reception and Years 1 to 6, combining the infant and junior phases into one school. Children transfer to secondary school at the end of Year 6.

When children start school in Richmond

Children born between September 1, 2022, and August 31, 2023, are eligible to start school in September 2027. Most children begin school at four years old, entering in September of the school year in which they turn five. A child reaches statutory school age at the start of the term following their 5th birthday. This is the age at which parents are legally required to ensure their child receives an education either by attending school or otherwise.

Section 3 has more information about requesting a school place outside of your child's chronological age group, including summer born children.

Children with an education, health and care plan

If your child has an education, health and care plan, you do not need to complete the standard application form. Their school placement will be managed by the Special Educational Needs and Disabilities (SEND) Team.

If your child is currently undergoing an educational, health and care needs assessment (EHCNA), but it is not finalised, apply through the normal route for now. Your application will be updated if an EHCP is issued.

Step 1: Understanding the admission process

Children born between the following dates are eligible to enter Reception at an infant or primary school, or transfer to Year 3 at a junior school in September 2027 as part of the normal admissions round.

Reception: **1 September 2022 and 31 August 2023**

Year 3 Junior : **1 September 2019 and 31 August 2020**

Parents have the right to express a preference for a particular school for their child and provide reasons for this. Both the local authority and schools are committed to accommodating these preferences when places are available. However, there are a defined number of places available at a school and a place at a preferred school cannot be guaranteed.

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

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

Applications can be made online using eAdmissions. Visit your local library for free internet use. If you are unable to apply via eAdmissions (for example, if you are applying from abroad), email the School Admissions Team to request an alternative way to apply.

Application results and offer acceptance

You will be notified of your application's outcome via email on the evening of **16 April 2027**, starting from 5pm, if you applied online.

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

If you apply on paper, you will receive an email after 5pm on **16 April 2027**, informing you of the outcome of your application. The email will also contain a link to a web form where you can respond to your offer.

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

Equal preference allocation process

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 unless it is relevant to an appeal.

Each preferred school named on your application is considered under the equal preference scheme. This means that all applications are considered equally no matter which preference the school is ranked in your list. If you rank a school as your first preference you will not get priority over another applicant who has ranked it lower. A school listed as a sixth preference is considered the same as a school listed as a first preference. The ranking of your preferences will only be taken into account if your child receives potential offers from multiple schools.

Summary of the equal preference process

PROCESS	ACTION
Apply to the local authority to which you pay your council tax.	Make sure you apply to your home local authority by 15 January 2027 even if you are applying for schools outside of the borough.
Complete and submit your application online via the eAdmissions website.	You should list up to six schools in the order you prefer them.
Admissions authorities are automatically notified of children who have expressed a preference for their school through the admissions system. **We do not consider your preference order at this time.**	All applications received before the closing dates are dealt with equally. Applications submitted by the closing date are not processed on a first-come, first-served basis.
Every child's application for a preferred school is prioritised according to the school's oversubscription criteria.	Each preference school you name will apply its oversubscription criteria to your child's application. Schools do not know at which preference you have placed their school.
The system uses the published admission number (PAN) for each school to set the status of children at the top of the list as a provisional offer until the PAN is reached.	Each school now has a list of potential applicants up to their PAN.
Because each school is assessed equally your child may be eligible for a place at more than one school on your list. **This is the point when order of preference is considered.**	A place will be allocated as the highest preference school possible, and any provisional offers at lower preference schools will be withdrawn.
This is an interactive process. The system will continue to reallocate discarded lower preferences to other children until all possible offers have been made.	If your child does not qualify for a place at one of your preferred schools, we will allocate a place at the nearest school with a vacancy where possible. We will provide information about the next steps available to you

Listing only one school preference does not guarantee admission to that school. If you do not meet the admissions criteria, or if the school is oversubscribed, we will offer you a place at the nearest suitable school with available spaces. This may not be your most local school. Similarly, if you name the same school more than once, it will only be considered as one preference. You are wasting a potential choice.

Order of preference

Consider your preference order carefully. If your child qualifies for more than one school, you will receive only one offer for the highest preference which can be met. Any offers for schools lower on your preference list will be automatically withdrawn.

This example highlights the significance of preference order.

Preference	School	Qualify for a place?	Outcome
1st	Faith primary school	No	Waiting list
2nd	Primary school	Yes	Offered
3rd	Infant school	Yes	Withdrawn
4th	Faith primary school	No	Withdrawn
5th	Infant school	Yes	Withdrawn
6th	Primary school	Yes	Withdrawn

Changing your order of preference

The preference order on your application cannot be changed after 15 January 2027. There are no exceptions to this deadline. You may request a change of preference after the initial offers are made on 16 April 2027, at which point a form will be provided for this purpose. These changes are made in the processing system and will not be reflected on your original application on eAdmissions.

When completing a change of preference form, it is your responsibility to include any preferences you wish to keep from your original application.

Following National Offer Day, late applications and change of preference requests will be added to the waiting lists in criteria order. Further offers will start from Wednesday 12 May 2027, which includes applicants on the waiting list following the initial allocation on National Offer Day. You will not get any additional priority for making a late application or change of preference, even if your child is currently unplaced.

Step 2: Collecting information about schools

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

- For details on state-funded schools in Richmond, refer to the 'Richmond's infant, junior, primary and secondary schools' brochure.
- You can search for the nearest schools to your address using the Get information about schools search tool on the Department for Education website.
- For detailed information on each school's admissions criteria, refer to their respective websites.
- Consult each school's website for information on how places have been allocated over the past three years. For community schools, this data is available on the Achieving for Children website.
- Parents should visit prospective schools before submitting applications. For details on open days and visiting hours, please contact the schools directly. The School Admissions Team does not organise these tours.
- For detailed information on schools, including inspection reports and performance tables, visit individual school websites. Additional resources are also available on the GOV.UK website.

Step 3: Deciding which schools to include as preferences

By law, you have the right to express a preference for a school, however this does not guarantee your child a place there. Do not assume that your child is entitled to a place at a preferred school, at the school nearest to your home address or at a school within the borough simply based on residence.

Be realistic when selecting your school preferences, as a place at any school is not guaranteed. Naming only schools that are far from your home address increases the risk of receiving no offer at all. Because offers are determined by criteria and distance, which change each year, a successful outcome in one year does not guarantee the same outcome in the next.

The oversubscription criteria

If there are fewer applicants than places available for a school, every applicant will be offered a place, if a higher preference has not been met. If there are more applications received than there are places available, the school will use its published oversubscription criteria to work out which children have the highest priority and can be offered a place. Any children with a final education, health, and care plan which names the school must be admitted before any other children and will be counted in the published admission number where possible.

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

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

Allocation information, or how places were offered in previous years

When applying to schools, pay close attention to the admission criteria and how places were allocated in previous years. If distance is a factor, your chances are better at schools closer to your home. To maximize your chances of securing a place at a preferred school, ensure you use all six available preferences and include your closest non-selective, non-faith school that uses distance as an allocation criterion.

Section 5 of this brochure and the individual school websites contain details on how places were offered at primary schools in Richmond for September 2026 entry. There is also information available about how places were allocated in the previous three years available on the Achieving for Children website.

Commonly used oversubscription criteria

Refer to the full admissions policy of each individual school to see whether the following descriptions form part of the oversubscription criteria, and for any variation to the following definitions.

Looked after children

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

Evidence requirements

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

Previously looked after children

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

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

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

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

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

Required evidence for children adopted from overseas

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

Linked infant school

Community infant schools and their paired community junior schools offer the same number of places. These schools are:

- Carlisle Infant School and Hampton Hill Junior School
- Hampton Infant and Nursery School and Hampton Junior School
- Hampton Wick Infant and Nursery School and St John the Baptist C of E Junior School
- Heathfield Nursery and Infant School and Heathfield Junior School
- Trafalgar Infant School and Trafalgar Junior School

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

Hampton Wick Infant and St John the Baptist CofE Junior School

St Andrew's and St Mark's CofE Junior School's governors manage pupil admissions for transfer from Hampton Wick Infant School at the end of Year 2. The school's website provides admission criteria and details on place offers for the past three years. Remember to check if a supplementary information form is required and submit it directly to the school by 15 January 2027.

Exceptional social or medical need

All primary schools in Richmond are experienced in accommodating children with a range of social and medical requirements. The threshold for acceptance under this criterion is exceptionally high, and priority is granted to only a very small number of applicants each year, if it is awarded at all. These difficulties must be uncommon, presenting a situation that is highly unusual within the wider population. Schools do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion.

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

To request priority under this criterion, you must review the school's admission policy to ensure you meet all specific requirements. You are responsible for providing supporting documentary evidence when submitting your application.

This documentation will be shared with the school and must clearly explain the circumstances, demonstrating why only that specific school is capable of meeting your child's needs.

Supporting evidence for this criterion must be provided by the closing date, **Friday 15 January 2027.** If you are applying online via eAdmissions you can attach this to your application once it has been submitted.

Providing supporting evidence does not guarantee priority admission to a specific school. Each case is assessed individually to establish whether the documentation proves that a child's placement at that particular school is necessary above all others. Any information you provide may be shared as part of an admission authority's submission for a panel to consider if your request is refused and you subsequently submit an appeal.

Applicants who submit a request to be considered under this criterion will not be informed whether this was successful in advance of receiving the outcome of their application on **16 April 2027**. An outcome will be sent to you by the admissions authority within ten days of the initial allocation. It is inappropriate for the School Admissions Team to become involved in disputes about any decisions made by other admission authorities.

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

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

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

Applications for community primary, infant or junior schools under the exceptional social or medical criterion

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

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

The family, social, or medical need can relate to the child or another family member. Each application is assessed individually and must include the following at the time of submission for the request to be considered.

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

Hospital appointment letters or prescriptions are not considered relevant evidence.

All information provided is treated in the strictest confidence. Applications missing the necessary supporting documents will be rejected. These incomplete applications will then be assessed under the next most suitable admission criteria.

Social or medical needs criterion exemptions

The following will not be considered under the exceptional social or medical criterion.

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

We will evaluate whether alternative support can help the child or family attend a different school. This assessment will consider the legal requirement for schools to make reasonable adjustments as outlined in The Equality Act 2010.

Schools are legally prohibited from discriminating against current or potential students based on protected characteristics.

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

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

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

Children of staff

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

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

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

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

Brother or sister attending the school (sibling link)

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

- they are a full, half, step, adopted, or foster brother or sister
- they reside at the same address as the child applying for admission
- they are currently enrolled at the preferred school (including linked infant or junior school where applicable)
- they will still be attending the school in Years Reception to 6 when the applicant is admitted

It is your responsibility to give the sibling's details on your application under sibling details. If you fail to indicate that a pupil has a sibling at the school when you are applying, your younger child will not be considered under sibling criterion.

Be aware that:

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

Distance from home to school

When the distance criterion is expected to apply to your application, realistically consider whether your child lives close enough to the school to secure a place. Section 5 of this brochure and individual school websites provide the September 2026 entry cut-off distance on the initial allocation date of 16 April 2026.

Historical cut-off distances change from year to year, meaning previous distance data must be used as a guide only. Living within a previous year's cut-off distance does not guarantee your child will be offered a place at that specific school for the coming September. The maximum distance met can be affected by multiple variables, such as the number of sibling applicants, any temporary increase to the school's published admission number, or new local housing developments.

Refer to the specific school's published admissions policy for information about how a tiebreaker is applied to applicants living the same distance from a school.

Measuring home to school distance

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

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

From the seed point, the route always connects to the digitised road or maintained path nearest to this point, even if your home address is on the corner of two roads or has more than one entrance or exit. The location of front doors, driveways, and back gates does not affect route measurement. For instance, a rear path closer to the seed point will be the starting point, even if the route then continues to a path to the front of your house. The distance from the seed point to the digitised road network is included in the calculation for the overall home to school measurement.

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

There may be routes and rights of ways used by pedestrians that are not used for home to school distances. This non-exhaustive list includes paths through car parks, cemeteries, golf courses, parks and other enclosed spaces, 'short-cuts' across patches of open land without paths, or footpaths across private land which are not defined as public routes. There may be footpaths that are part of a housing development, or maintained footpaths and roads within and outside of Richmond Council's administrative area that are not recognised for route determination by the GIS that we use.

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

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

Only distances generated by the council's geographical information system will be used to determine the allocation of places. We will only use the seed point for the residential address provided by the OS and the routes recognised by the geographical information system and only measure the school gate(s) or nodal points designated by the school. This is an objective measurement tool, and we will not amend distances because your child would not typically use the route identified by the system.

The School Admissions Team does not provide home to school distance measurements ahead of a formal application and offer. However, publicly available websites can estimate distances, which may assist in choosing school preferences during the application process.

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

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

Step 4: Completing your application

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

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

If you do not have internet access at home, it is free to apply online at your local library. Your child's current early years setting may also be willing to help you make an online application.

You will be able to save your application and come back to it at any time before the application deadline. You can easily and reliably access the online application system from any PC, laptop, mobile, or tablet device. The system will guide you step-by-step with clear prompts to ensure all required sections are completed. Your details remain safe and secure, and you can view and amend your application online at any time until the closing date of 15 January 2027.

On submission, you will receive an automated confirmation email displaying a unique application reference number (formatted similarly to 318-2027-09-E-123456). If you do not receive an email with this application number it means it has not been submitted and will not be processed.

If you wish to change an application before the deadline, edit the existing application and re-submit it rather than creating a new form, to avoid delays to the processing of your application where multiple applications are received.

If any of your chosen schools require a supplementary information form, this must be completed in addition to the main application and sent directly to the address specified on that form.

Only one application can be submitted for each child. If separated parents each make an application, neither of them will be processed until an agreement is reached on which application to use.

Application submission reminders

You will be prompted by the system to submit your application if you have not done so. If you fail to do this before the closing date, your application will be treated as a late application once you press 'submit.' Applications left in draft form will not be processed.

Completing a form outside of eAdmissions

You should apply online using the eAdmissions website if possible. In exceptional cases email the School Admissions Team for an alternative application method.

If you are making an application outside of eAdmissions, you will need to include the school's DfE number. For Richmond primary schools, these numbers are listed in the 'Richmond's infant, junior, primary and secondary schools' brochure. For primary schools in other areas, this information should also be available in the relevant council's admissions brochure.

Supplementary information form

Some schools require a supplementary information form (SIF) alongside your main application to assess specific criteria (eg, faith background).

You are responsible for checking whether any of the schools you are applying for require a supplementary information form to be completed.

If you do not complete and return the SIF to the address provided on the form, the school will only consider your application based on the information in the main application. This may reduce your chances of being offered a place at the school.

Late applications

If your application is late, it will affect your chance of getting a place at one of your preferred schools. No places are held in reserve for late applications or certain categories of students. It is in the best interest of your child to ensure you apply on time.

We will only treat a late application as 'on time' if you can prove exceptional circumstances prevented you from submitting it by the deadline. Late applications will only be accepted for the first round of allocations until **Thursday 11 February 2027**. Applications submitted after this date will be treated as late with no exceptions. They will be processed only after all applications received by the closing date have been considered.

This policy also applies to residents who move into the borough after the Thursday 11 February 2027 deadline. For details on how moving house affects your application see the information on page 22.

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. If all the places at your preferred schools have been allocated, your child's name will be automatically added to the waiting lists in oversubscription criteria order, and (if vacancies are available) we will offer an alternative school at the next nearest school with vacancies.

Child's home address

To maintain fairness in place allocation and prevent fraud, each school application undergoes a rigorous verification process. This procedure is detailed in the address verification protocol, which we use to evaluate whether the address used on the application is the correct address for admission purposes. This includes the procedure by which we will investigate potential addresses of convenience.

An address of convenience is considered to be an address named on a school admissions application which increases the priority that the child will receive for admission to their preferred school(s), and which the School Admissions Team determines is not the habitual residence address for school admissions purposes.

The address provided on your application must be verified as your child's permanent home **and** we must be entirely satisfied that both you and your child habitually reside at this property. Distance-based priority cannot be applied to any preferred schools unless both criteria are successfully met.

Your child must physically live at the address provided when you submit your application, and it is expected that you both remain there until your child starts attending their allocated school. If you plan to move before September 2027, read the information on page 22.

Simply living in a property does not guarantee that the address will be accepted as the permanent residence for the admissions process. Final acceptance depends on the application of our address verification protocol.

Only one address can be used per child. Supporting documents may be requested, particularly if you have recently moved, your child is subject to joint care arrangements, or if your address cannot be verified using information held on the Council Tax system. Separated parents must review the joint care arrangements information below before deciding which address to use.

If your child is living elsewhere under the legal care and control of another individual through a formal Social Services fostering arrangement, you must provide official letters from the involved professionals to confirm this situation at the time of your application.

Joint care arrangements and determining the principal parental address

Under UK law, all individuals holding parental responsibility have a legal right to participate in school admissions and their child's education[1]. If parents share joint custody, the name of both parents must be included on the application. Information about the child's application will be shared with the non-applicant parent upon request unless safeguarding concerns prevent this.

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

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

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

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

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

The principal parental address

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

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

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

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

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

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

The assessment of the home address for admissions purposes

To ensure fairness and offer places only to entitled pupils, the council adheres to strict address verification procedures. Allocating a place based on inaccurate or intentionally misleading information unfairly deprives another child of a school place. All addresses are assessed in line with Achieving for Children's address verification protocol.

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

If we cannot verify your address information using council tax, and if you have moved to the address given on the application within the last 18 months, we will request further information as set out on pages 22 to 24.

It is your responsibility to provide all the necessary evidence to support your application based on your circumstances. If your name is not explicitly included as a liable party on the council tax account, you will be asked to provide proof of your address, even if you've lived at the address for several years. Keep this in mind when deciding who will submit the application.

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

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

If you suspect a parent has provided a false address on their application to advantage their child for a place at a school, you can anonymously report a fraud via the Richmond Council website. All information shared will be treated confidentially.

The address to be used on the application

You must use the address where your child is currently living when you submit your application. There is an expectation that they will continue to physically live at this address until they start their allocated school. It is your responsibility to inform the School Admissions Team of any changes to your circumstances, including moving home.

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

To allow us to determine if a property can be reasonably regarded as the correct address for admission purposes, you must provide the School Admissions Team with information about all properties you are connected to. Submitting false address information or concealing connections to other properties to secure a school place is a fraudulent attempt to gain admission, and the application will be withdrawn.

Future residential addresses are not accepted, even if you own, rent, or are renovating the property before moving in. We need to confirm that you and your child habitually live at the address provided in your application and that any previous addresses you are connected to can be disregarded.

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

Temporary accommodations include but are not limited to AirBnBs, guest houses, hotels, serviced apartments, or staying with friends or family following a recent relocation to the borough, and are not considered a habitual residence. Temporary addresses will not have any distance priority applied to the preferences on the application.

Owning or renting more than one property

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

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

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

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

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

Moving into the borough or within the borough

If you plan to move, you must apply through your local authority using your current address before 15 January 2027 until the move is finalised. Email the School Admissions Team with details of your new address if it is already known.

All address changes made throughout the national coordination process (1 September 2026 to 31 August 2027) will require the evidence detailed on pages 23 to 24.

The address will only be verified if we are satisfied that you have met **all** of the the following three conditions:

- it is determined that the address you have used is the habitual residence for admissions purposes, and
- your previous property can reasonably be disregarded for admissions purposes as you no longer maintain a connection to it, and
- you have supplied clear evidence that both you and your child are living fulltime at the new address.

A change of address will only be considered in the first round of school place allocations if you provide sufficient proof and satisfy all of the three conditions above by **Thursday 11 February 2027** and the address is verified. All moves verified after Thursday 11 February 2027 will only be processed for the further offer round which follows National Offer Day. There are no exceptions to this rule.

Evidence required to prove your address

If we are unable to confirm your address through the Council Tax system, or you have moved within the last 18 months, you will need evidence from **each** of the following categories to demonstrate your child's specific circumstances.

Group A (evidence relating to the new property)

- **If renting**: a full copy of the tenancy agreement that is signed and dated by both you and the landlord.
- **If you have bought the property**: a solicitor's letter confirming the completion date of the house purchase.
- I**f you have moved back into a property you previously owned:** proof of this, such as the Land Registry document.
- **If you are a member of HM Armed Forces or a Crown Servant**: proof of posting and information about your intended address (if known).
- **If you have been provided with accommodation by social services, the UK Border Agency, the National Asylum Service, or a council's housing department**: a letter confirming placement at the address.

AND

Group B (evidence relating to the previous property)

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

AND

Group C (evidence relating to habitual residency)

A copy of a recent electricity bill showing current energy usage, **PLUS** two additional documents from the list below showing your new address and dated before the request for further information was sent:

- a copy of your driving licence (a copy of an application to amend the licence is not sufficient).
- a GP letter showing you have registered your child at a local surgery which includes the date of registration.
- confirmation of your home contents insurance or car insurance.
- official correspondence from HM Revenue & Customs or the Department for Work and Pensions regarding benefits (dated within the last three months).
- vehicle registration document (V5C) showing your name and address.

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

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

AND

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

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

If your child is arriving from overseas, applications can be processed prior to landing in the UK, but will initially be ranked as overseas under distance. The local address will only be accepted once the family is fully resident and proof of entry and address information has been formally verified.

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

The request for information may be sent via the Gov.UK's notify service. If you cannot provide the evidence above, contact the School Admissions Team for support. .

Reporting a change of circumstances

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

- your child no longer lives at the address provided on the application
- you and your child have relocated elsewhere in the United Kingdom or overseas for 13 or more weeks, even if you intend to return to the application address before September 2027
- a change to the joint care arrangements for your child

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

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

Reassessment of the home address

Your school place allocation is based on the information provided in your application, which includes the permanent home address verified by the School Admissions Team. Offers are made with the understanding that both you and your child will still be living at this address when the school term begins.

Should your child's home address change after school places have been allocated, the offer will be reviewed based on your individual circumstances. We may request further information concerning the new address to determine whether an error was made in the initial allocation (such as you and your child moved prior to National Offer Day) or if the admissions authority was intentionally misled about the permanency of your address on the application. Your offer may be withdrawn as a result of this review.

A home address reassessment will be initiated if the council's fraud team or the School Admissions Team receives an allegation regarding the use of false or intentionally misleading information on a school place application.

Moving out of the borough

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

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

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

If you want to include more preferences prior to the transfer of your application, you may edit your original application form up until 15 January 2027. Otherwise, you will need to complete a change of preference request form, which will be made available after National Offer Day.

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

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

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

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

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

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

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

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

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

If your application from overseas is successful and we can offer a place at one of your preferred schools, your child is expected to start at the beginning of September. Failure to do so may result in the withdrawal of the offer.

Children of UK service personnel and crown servants

Families with a confirmed posting to the area can apply for transfers prior to arrival. The posting start date must be before the academic year commences in September 2027. Applications must include official employer documentation confirming the relocation date and intended address, if known. An official unit or quartering address may be used as the child's home address upon

parental request. If an intended address cannot be provided, please contact the School Admissions team.

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

Step 5: Submitting your application

The closing date for receipt of your application and any supplementary information forms is **Friday 15 January 2027**.

Before you submit your application check that you:

- are familiar with the admission criteria for each school you are applying for
- are clear on the order you want to list the schools for which you are applying
- ensured that your closest non-faith school is included and that all six preferences are used, maximising the probability of securing a place for your child at a preferred school

Parent and carer declaration

When submitting your application, you formally declare that you have read and fully understood the contents of this guide, and that you accept all associated applicant responsibilities.

By submitting the application, you verify that you hold parental responsibility for your child and have obtained consent from all other parties with parental responsibility, or that you possess a court order permitting the application. The council will not intervene in private disagreements between parents or carers.

Parents should attempt to mutually resolve any school preference disputes and notify us of the agreement in writing, or provide a specific issue order from the Family Court. Failing to reach an agreement will delay the processing of your application, which may jeopardise your child's chances of securing a place at a preferred school or result in the withdrawal of an offer.

Step 6: Receiving an outcome

Your application outcome

Starting from 5pm on **Friday 16 April 2027**, application outcomes will be sent out via email. Those who submitted online applications via the eAdmissions website can also check their results on the site from 5pm that same day.

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

For Richmond Borough residents, if the School Admissions Team cannot allocate a place at any of your preferred schools, we will make every effort to offer an alternative placement. This will be at the nearest Richmond school to your home address with available places. In the event that no such place is available, your child will be deemed unplaced, and we will get in touch with you to discuss your options. This includes identifying schools located in neighbouring boroughs that are within a reasonable travelling distance to include in your application. Although a place at a preferred school

through the waiting list cannot be guaranteed, any child who remains unplaced on National Offer Day should be offered a place at an alternative school before the school year begins.

Responding to the offer

Ensure you respond to your offer by **Friday 30 April 2027**. Online applicants should use the eAdmissions system to accept or decline. If you applied using the Google form you must complete the web form linked in your outcome email.

Always accept your initial offer. Accepting a lower preference offer does not remove your child from higher preference waiting lists, nor does it affect your right to submit an appeal. Securing a place protects your child from remaining unplaced while you wait for higher preference options.

The statutory duty to provide a school place is met as soon as an offer is made, regardless of whether it is for an alternative or preferred school. Any subsequent offers will be allocated directly from the waiting lists.

If you decide to decline an offer, you are required to formally notify us of the alternative educational arrangements made for your child from September at the time the offer is declined. If you decline an offer without confirming alternative arrangements, your case will be referred to the Education Welfare Service for tracking as a child missing education.

If you decline an offer and your child remains without a school place in September, they will not be granted extra priority on waiting lists, and parents will retain full responsibility for their education until a place can be offered.

Further offers

Beginning on **Wednesday 12 May 2027**, any places at Richmond schools that become vacant after the initial allocation round will be re-offered to applicants on the waiting list. These waiting lists are strictly maintained according to the individual school's published admission criteria.

Be aware that any subsequent offers will not be visible on your eAdmissions account, as the online portal is only used for submitting applications and publishing initial National Offer Day outcomes. Instead, the School Admissions Team will communicate any further offers directly to you via email. For families living outside the borough, your home local authority will coordinate the offer and make it on our behalf. Under the regulations of the national co-ordinated scheme, schools are prohibited from making admission offers directly to parents.

Waiting lists

Richmond schools

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

From **Wednesday 12 May 2027,** waiting list positions can be obtained by emailing the School Admissions Team. For waiting list information regarding faith and selective schools, contact them directly as they are responsible for ranking their own applications.

Waiting list positions are not fixed and can change. Priority must not be given to children based on the date their application was received, or their name was added to the list. Each new application requires the waiting list to be re-ranked. Your child's position on a waiting list may be affected if a new application is received for a child with higher priority under the school's admission criteria. Your child's position can move both down and up the list.

Waiting lists will be maintained until 25 June 2028, at which point they will be disbanded. To be added to a waiting list for the subsequent academic year, you must submit an in-year transfer application from 1 June 2028. Make sure you read the relevant in-year transfer guide for full information.

Other council areas

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

SECTION 3: Out of year group requests, deferring entry and part-time attendance

General information

Children are typically educated in school years determined by their date of birth. However, there are no statutory barriers to admitting a child up to 19 years old outside their normal year group. While parents cannot insist on a specific year group, they can request it. Relevant legislation can be found in paragraphs 2.18 to 2.20 of the School Admissions Code[2].

Parents might seek a place for their child outside their normal age group if the child is gifted and talented or has experienced issues like ill health. Additionally, parents of a summer-born child (born between 1 April 2023 and 31 August 2023) may choose to delay their child's school entry until the September after their 5th birthday and request admission into Reception rather than Year 1 when their children do start school. Separate guidance for summer-born children is available below.

The school's admitting authority handles requests for admission outside a child's normal age group. For summer-born children applying for Reception during the normal admissions round only, this decision-making authority is delegated to the local authority on behalf of all schools.

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

If your child does not fall within the summer born date range, agreement must be sought from the school's admitting authority for any requests. You must contact the schools directly to discuss this. If your request is agreed, a written agreement from the school must be submitted to the School Admissions Team before submitting your application. When allocating places, consideration will only be given to schools that have granted explicit approval for the application to be considered.

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

Parents do not have the right to insist on admission into a particular year group. Parents cannot appeal if they are offered a place but not in their desired year group. However, they may lodge a complaint about an admission authority's decision not to admit their child outside their chronological age group.

[2] School Admissions Code - GOV.UK

Deferring entry into Reception class after a place has been accepted

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

If you have accepted a Reception place for September 2027, you have the following options available to you.

- **Deferring entry:** You can defer your child's entry until later in the academic year. However, this deferral cannot extend beyond the start of the term following your child's 5th birthday, nor beyond the final term of the academic year for which the offer was made (that is, they must start Reception no later than the beginning of the summer term).
- Part-time attendance: Your child can attend school on a part-time basis until the term following their 5th birthday. You arrange this directly with the Headteacher of your allocated school.
- **Early years setting:** If places are available, your child can continue to receive, or begin, a free place in an early years setting until the term following their 5th birthday, but not beyond the end of the academic year. Additional information regarding early years education is available from the Early Years team if needed.

This booklet contains information for applications for a school place for the 2027/28 academic year. A place accepted for this academic year is valid only for that period.

Your child must start school at the beginning of the term following their 5th birthday. If your child was born between April and August, they must start by the summer term of 2027 at the latest unless a summer born delay has been agreed. Failure to start school on this basis will result in the offer for the academic year 2027/28 being withdrawn.

Summer born children (born between 1 April and 31 August 2023)

As part of national coordination, own admission authority primary schools (including academies, voluntary aided, foundation, and free schools) have delegated the evaluation of summer-born requests to the local authority. They remain responsible for all other out-of-year-group requests.

Parents of summer-born children can request to delay their child's entry into school until the September after their fifth birthday. You should still submit an application for their chronological age year group by 15 January 2027 while your request is being considered.

In order to support this decision making process, parents should:

- **school discussions:** visit your preferred school(s) and discuss your request with them
- **submit a request form:** Complete the out of year group request for summer born children form by **Friday 15 January 2027**. On the form provide information about why it is in your child's best interest to enter Reception (rather than Year 1) in the term after their 5th birthday. Include the names of the schools you have approached
- **additional information (optional):** you may choose to provide relevant information from professionals involved with your child, although this is not a requirement

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

We will consider:

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

For requests submitted by 15 January 2027, decisions will be communicated in writing before the primary National Offer Day (16 April 2027). Requests received after this date may receive a decision after offers are made.

If your request is approved, your application for September 2027 entry will be withdrawn before offers are made on National Offer Day. You will then be invited to reapply for September 2028 entry when applications open between 1 September 2027, and 15 January 2028. The application submitted in the subsequent year will be processed as part of the main admission round, provided it is submitted on time, and must only include preferences for schools where the year delay has been agreed.

An agreement to delay entry does not guarantee your child a place at a specific school. The application will be assessed solely based on the determined admission arrangements, including the application of oversubscription criteria where applicable. Your application will not be given any higher or lower priority on the basis that the child is being admitted outside of their normal age group.

Refer to the Department for Education guidance for further information: Summer-born children: advice for parents - GOV.UK.

Starting school in Year 1 and not attending Reception

If you intend to delay your child's school entry until the term following their fifth birthday so they can first enter school in Year 1 (skipping the Reception year), you do not need to apply during the standard admissions round. Instead, you must submit an in-year application in June 2028, prior to the start of Year 1, to ensure your child is admitted with their chronological age group.

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

Junior school transfer for children currently educated outside of their chronological age group

Children educated outside their chronological age group do not have an automatic right to remain in that adopted year group when transferring between infant and junior school.
This includes summer-born children who originally delayed their entry into Reception. You must contact your preferred junior schools to request agreement for your child to continue to be educated out of their chronological cohort.

Written confirmation that your preferred schools have approved this arrangement must be submitted by **Friday 15 January 2027**. You should not list a school on your application unless it has formally agreed to your request.

SECTION 4: Appeals

General information

If your child is not offered a place at any of your chosen schools, you have a legal right to appeal the decision even if a place has been secured at an alternative school. The government has produced advice for parents about the appeal process.[3]

General information regarding the appeals process will be included in your outcome email. To submit an appeal or obtain further guidance, please contact the school directly.

Your appeal will be reviewed by an impartial panel, separate from the admissions authority that made the original decision and the local authority. Strict guidelines govern the selection of panel members to guarantee their total impartiality and autonomy. You have the right to attend the hearing personally to present and explain your case to the panel.

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

Before deciding to appeal, it is important to consider whether your reasons for wanting your child to attend the school are strong enough to have a likelihood of success. Have a backup plan for your child's schooling, as there is no guarantee that the appeal will be successful.

Appeals for Richmond community schools are managed by the Richmond Independent Appeal Service. More information can be found on the Richmond Council website. The deadline for appeals to be heard in the first round is **Friday 28 May 2027.**

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

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

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

[3] Advice for parents and guardians on school admission appeals - GOV.UK

Infant class size regulations

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

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

If at any time it becomes possible for an excepted pupil to be provided with education at the school in an infant class in which the limit is not exceeded (for example because a non-excepted child leaves the class, an additional infant class is created, or an additional teacher is appointed), that child ceases to be an excepted pupil.

How this affects the admissions appeal process

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

Due to the requirement to take relevant measures, infant class size regulations apply to appeals for a school place in classes capped at 30 pupils. These strict rules restrict the scope of the appeal panel, meaning they cannot take individual mitigating details into account. Consequently, the panel is only permitted to uphold an appeal based on the following specific criteria.

- It finds that the admission of additional children would not breach the infant class size limit; that the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied.
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.
- The decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case. For a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements, that it was beyond

the range of responses open to a reasonable decision maker, or was a decision that was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had thought about the question could have arrived at it.

If your appeal does not meet one of these grounds then your appeal will not be successful. You should keep this in mind when considering whether to appeal for a school which is covered by infant class size law. Refer to fact sheet produced by the Local Government and Social Care Ombudsman office for further information: Infant class size appeals - Local Government and Social Care Ombudsman.

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

When deliberating an appeal, the independent panel balances the parent's arguments against the decision to refuse with the admission authority's reasons for refusal. Appeal panels follow a two stage process in reaching decisions.

- Initially, the panel must determine if the school's admission authority has demonstrated that admitting more pupils to that specific year group would prejudice efficient education or the efficient use of resources (the prejudice argument).
- Secondly, if the panel establishes that prejudice would be caused, it will balance that harm against your individual reasons for seeking a place at the school.

SECTION 5: School information

Refer to the 'Richmond's infant, junior, primary and secondary schools' brochure for information about each of the state-funded schools in Richmond Borough, including the admission arrangements for 2027/28.

You can find and compare schools on GOV.UK. If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and on the Ofsted website.

List of schools with last place allocated on National Offer Day 2026

School name	Places available	Applications received	Last place allocated
Archdeacon Cambridge's CofE Primary	60	179	Contact the school for information
Barnes Primary	60	254	Proximity to school to a distance of 0.557km
Bishop Perrin CofE Primary	30	89	Contact the school for information
Buckingham Primary	30	74	All preferences met
Carlisle Infant	90	207	All preferences met
Chase Bridge Primary	90	231	Proximity to school to a distance of 1.671km
Collis Primary	90	257	Proximity to school to a distance of 1.408km
Darell Primary	30	67	All preferences met
Deer Park	60	343	Proximity to school to a distance of 0.447km
East Sheen Primary	90	273	Proximity to school to a distance of 9.896km
Hampton Hill Junior	90	102	All preferences met
Hampton Infant	120	257	All preferences met
Hampton Junior	120	148	Proximity to school to a distance of 1.878km
Hampton Wick Infant and Nursery[4]	60	136	All preferences met

[4] Like in many areas across the country, primary schools in Richmond are experiencing a significant and sustained reduction in pupil numbers. Hampton Wick Infant and Nursery School is currently under a consultation process regarding a proposal to amalgamate it with St John the Baptist Junior school to create a one form entry primary school at the end of the academic year 2026/27. Please see the link to the consultation page for more information. We will continue to accept applications as normal during the consultation process.

School name	Places available	Applications received	Last place allocated
Heathfield Nursery and Infant	60	117	All preferences met
Heathfield Junior	90	79	All preferences met
Holy Trinity CofE Primary	30	111	All preferences met
Kew Riverside Primary[5]	30	63	All preferences met
Lowther Primary	30	74	All preferences met
Marshgate Primary	30	207	Proximity to school to a distance of 1.600km
Meadlands Primary	30	47	All preferences met
Nelson Primary	30	100	All preferences met
Orleans Primary	60	279	Proximity to school to a distance of 1.817km
Sacred Heart Primary	30	74	All preferences met
Sheen Mount Primary	90	250	All preferences met
St Edmund's Catholic Primary	60	133	All preferences met
St Elizabeth's Catholic Primary	30	108	Contact the school for information
St James's Catholic Primary	90	248	Contact the school for information
St John the Baptist CofE Junior[6]	30	36	All preferences met
St Mary's CofE Primary	90	222	All preferences met
St Mary's Hampton CofE Primary	30	84	All preferences met
St Mary Magdalen's Catholic Primary	30	86	All preferences met
St Mary's and St Peter's CofE Primary	90	207	All preferences met
St Osmund's Catholic Primary	30	91	Contact the school for information

[5] Like in many areas across the country, primary schools in Richmond are experiencing a significant and sustained reduction in pupil numbers. Kew Riverside Primary school is currently under a consultation process regarding a proposal to close the school at the end of the academic year 2026/27. Please see the link to the consultation page for more information. We will continue to accept applications as normal during the consultation process.

[6] St John the Baptist is currently under a consultation process regarding a proposal to amalgamate it with Hampton Wick Infant and Nursery school to create a one form entry primary school at the end of the academic year 2026/27. Please see the link to the consultation page for more information. We will continue to accept applications as normal during the consultation process.

School name	Places available	Applications received	Last place allocated
St Richard Reynolds Catholic Primary	30	164	Contact the school for information
St Richard's CofE Primary	15	15	All preferences met
St Stephen's CofE Primary	60	160	All preferences met
Stanley Primary	30	189	Proximity to school to a distance of 2.779km
The Kings's CofE Primary	60	104	All preferences met
The Russell Primary	30	68	All preferences met
The Vineyard Primary	60	226	Proximity to school to a distance of 1.672km
Thomson House	60	218	All preferences met
Trafalgar Infant	30	157	Proximity to school to a distance of 2.745km
Trafalgar Junior	60	57	All preferences met
Twickenham Primary Academy	30	200	Proximity to school to a distance of 2.027km

SECTION 6: Financial assistance

Free school meals

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

Schools receive extra funding for pupils who meet specific criteria for benefits-based free school meals, so it is important to inform the school if you are eligible.

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

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

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

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

Households may also be entitled to a meal if they:

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

School uniform grant

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

SECTION 7: Schools in other council areas and independent schools

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

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

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

Independent schools

Information about independent schools can be obtained from:
Independent Schools Council First Floor, 27 Queen Anne's Gate, London SW1H 9BU
T: 020 7766 7070 E: Independent Schools Council

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