Transfer to secondary school in September 2025

Achieving for Children School Admissions Team

National coordinated admissions and Pan London

- Admission into secondary school is coordinated nationally across England, with a common deadline and national offer day.
- All 33 London boroughs, and 5 surrounding local authorities co-ordinate the processing of admissions with the aim of making a single offer per child wherever possible.

Timeline for on-time applications for 2025 entry

- Applications opened on **Sunday 1 September 2024**
- Richmond Secondary schools hold open events in September and October. Information for all schools is available on the Achieving for Children website and in the secondary admissions brochure. Check the school website in case you have to book a place.
- Secondary applications close on **Thursday 31 October 2024**
- Secondary national offer day is **Monday 3 March 2025**

Making an application

- Research the schools and how places were allocated in previous years.
- Apply online at eadmissions.org.uk if you are a Richmond resident. If you have any difficulties, contact the School Admissions team for support
- Name up to six schools in preference order, including in borough and out borough schools.
- Submit your application and any supplementary forms before **Thursday 31 October 2024.**

Benefits of applying online using eAdmissions

- 99% of applicants applied online last year.
- You can apply using a PC, laptop, tablet or smartphone.
- The application process is secure, with clear prompts at each stage to guide applicants.
- You can scan and attach supporting documentation - no postage required.
- You will receive confirmation that your application has been successfully submitted, and you can view it at any time.
- You will receive an email with the outcome during the evening of **Monday 3 March 2025.**
- You will be able to accept or decline your offer online.

Preferences

- Parental right to name a preference for a school does not mean that a you have a right to choose a school, but we will meet parental preference as far as possible if spaces are available.

- Please don't assume that you are entitled to a place at a preferred school, a single sex school, a faith school, the school nearest to the home address, or at a school in the borough where you live.

- All preferences are processed in accordance with the equal preference scheme.

Places are allocated under the equal preference scheme

- Each school has a published admission number - the number of children who will be admitted into the year group.
- All applications are ranked in oversubscription order for each school on the application.
- If your child has a provisional place at more than one school, the offer will be made at the highest preferred school.
- Iterative process - as children are removed from lower preference lists the system re-allocates that place to the next eligible child until a steady state is reached.

Order of preference

- List the schools you wish to apply to in the order you prefer them.
- Each school will consider your application against their admissions criteria **only** and not the order you place them on your form.
- Individual preference information is not shared with schools.
- If you want a selective school option you need to consider the order of preference carefully.

Deciding on the order of preference - example of possible outcome

Preference	School	Qualify for a place?	Outcome
1st	Orleans Park School	NO	WAITING LIST
2nd	Twickenham School	YES	OFFERED
3rd	Waldegrave School	YES	WITHDRAWN
4th	Turing House School	YES	WITHDRAWN
5th	Richmond upon Thames School	YES	WITHDRAWN
6th	Hampton High	NO	WITHDRAWN

Oversubscription criteria

- All schools must publish the oversubscription criteria which will be used to prioritise children where there are more applications than places available.
- Applied to all applications when a school is oversubscribed.
- The School Admissions team and schools must allocate in this order only - they have no discretion to consider any other information e.g. childcare arrangements, place of work, SEN but no EHCP.
- Familiarise yourself with the oversubscription for your preferred schools and what priority your child will have for the school if it is oversubscribed.

Common oversubscription criteria

- Looked after and previously looked after children.
- Sibling link - brother or sister attending the preferred school at the time of admission.
- Child of a qualifying member of staff.
- Exceptional social or medical need why only one school is suitable. No priority is given for preference for a single sex school.
- Proximity to school.
- Faith-based priority requiring a supplementary information form.

Make sure you provide all the necessary supporting information if you intend to apply for priority under a higher criterion than proximity to school. Further information is available in the guide.

Supplementary forms

- Christ's and St Richard Reynolds require you to complete a supplementary information form in addition to the common application form if you wish to apply for priority under faith grounds. Return this form directly to the school.
- Check whether any of your preferred schools in other boroughs require a supplementary form.
- The closing date for all forms is **Thursday 31 October 2024.**

Children educated out of of year group

For example, summer born children who delayed entry into Reception until 2018.

If your child is currently being educated outside of their chronological year group, there is no automatic right to continue to educate out of year on transfer to secondary school. Parents must contact their preferred schools to request permission to apply for a Year 7 place in September 2025.

National Offer Day 3 March 2025 (on-time applications)

- Offer will be sent to you via email during the evening after 5pm. 93.1% of applicants were allocated a preferred school in 2024.
- Respond to your offer via eAdmissions by 17 March 2025.
- If the offer is not your preferred school, accept the offer until a higher offer can be made to ensure your child has a school place in September. Guidance will be provided on next steps.
- Some children may receive an offer for an alternative school, and others may not be offered a place at all initially.
- Remember - National Offer Day is only the start of the allocation process. There is a lot of movement from waiting

Reducing the risk of your child being unplaced on National Offer Day

Many of the children who are offered an alternative school or remain unplaced on National Offer Day is as a result of the preferences parents included on their form. It is unlawful for local authorities to reserve or prioritise places for their residents only, so to increase your child's chance of receiving a school place remember:

- You have six preferences - **make use of them all.**
- Name your nearest appropriate non-faith school as one of your preferences, whether that is inside or outside of the borough. Most places are allocated based on distance, so your child has the greatest chance of being offered a place at their closest school depending on the places available. **However, this is not guaranteed.**
- Look at how places were offered in previous years and **be realistic.**

Waiting lists

- Your child will automatically be added to the waiting list for any higher preferred schools.
- Waiting lists must be held in oversubscription criteria and re-ranked when a new application is received.
- Be prepared for waiting list positions to go down as well as up.
- Waiting lists will be maintained until the end of June 2026 when they will disbanded. You will need to complete an in-year transfer application from June 2026 for your child to join the list for the following academic year.



➢ Further offers

- ➢ We will start to make further offers from the waiting lists *from* Friday 28 March 2025 after all parental responses have been received and processed, and late applications have been added to the waiting lists.

- ➢ Further offers will continue until the middle of September as places become available.

Appeals

- You have a legal right of appeal against the refusal to be given a place at any of your preferred schools.
- Appeals are heard by an independent panel not connected to either the school or the local authority.
- The panel will balance your case for wanting your child to attend the school against the school's argument that they are full. You will need to present a strong case why your child has to attend that particular school.
- Schools must provide information about how to appeal on their website.

Gathering information

- Read the **Admission to Richmond's Secondary Schools** guide available to download on the Achieving for Children website. This provides information about each stage of the application process and your responsibilities as the applicant.
- Familiarise yourself with the oversubscription criteria for your preferred schools. These are summarised in the **Richmond's schools brochure** available on the Achieving for Children website, but it is your responsibility to read the full version on the school's website before making your application.
- Look at the pattern of admissions from previous years and be informed about the likelihood of being offered a place.
- Attend the open events and talk to your primary headteacher.

Other resources

- Achieving for Children website - kr.afcinfo.org.uk
- Compare schools - www.gov.uk/school-performance-tables
- Ofsted reports - www.gov.uk/government/organisations/ofsted
- School admissions team - richmond.admissions@achievingforchildren.org.uk

FINALLY… SOME DOs and DON'Ts

DO read the brochure and visit the schools.

DO apply on time and provide all the requested documentation to make sure the appropriate priority is applied to your application.

DO familiarise with the school's oversubscription criteria and how places were allocated in the past - be **realistic** about the chances of your child getting a place at the school.

DON'T hesitate to contact the School Admissions team if you need support making your application.

DON'T contact your MP or councillor if you do not get allocated a place at your preferred school. They have no authority to change the decision. Only the appeal panel can require a school to admit a child if they are full.



If you need help with your application, contact the School Admissions team at

richmond.admissions@achievingforchildren.org.uk