



# Admissions Policy

*We monitor the impact of all policies on pupils, staff, parents and trustees with particular reference to the impact on the progress and wellbeing of pupils. As a community school we believe that our policy should reflect our ethos, which calls us to strive for 'excellence through endeavour'.*

Responsibility	Full Governing Body	
Ratification date	Spring 2018	
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## 1. School Vision

The Richmond upon Thames School is a co-educational, non-selective, non-faith secondary school for the local community and its families. The school provides places for young people aged 11 to 16 and has a fully inclusive ethos, which welcomes all who wish to come to the school and requires everyone to be valued for who they are and what they offer.

All governors and staff will strive to ensure that all pupils are valued as individuals, who are recognised for their talents, fully included within the school community and provided with every opportunity to achieve 'excellence'. We expect all pupils to emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything they do.

Pupils at RTS will:

- € Be confident and happy individuals who can build positive relationships with others and work purposefully towards achieving their very best at all times.
- € Possess the knowledge, communication and technical skills necessary for success as they move into further education and the workplace.
- € Have the motivation to work independently and conscientiously to achieve qualifications that reflect their full ability.
- € Become lifelong learners with an insatiable curiosity about the world around them and a shared responsibility for their peers, the environment and wider society.

## 2. Admissions Arrangements for entry in September 2019

### 2.1. Entry into Year 7 in September 2019

Full details of the application process are available in your local authority admissions booklet. The booklet 'Admissions to Richmond Secondary Schools 2019' is available from Richmond Council's website at [www.richmond.gov.uk](http://www.richmond.gov.uk). In completing the common application form, The Richmond upon Thames School must be listed as one of the preferences on your local authority form. Inaccurate or false information on the form could result in the place being withdrawn. ***Applications must be submitted to your Local Authority by no later than 31 October 2018.***

The published admission number is 150 places for entry into Year 7 in September 2019. The school will admit up to this number for entry into Year 7 each year and the admissions arrangements for the school are set out below.

**Applications will be considered in accordance with the agreed terms of Richmond's secondary coordinated admissions scheme, as published in the 'Admissions to Richmond Secondary Schools 2019' booklet.**

## **2.2. Children with an Educational Health Care Plan (EHCP) or Statement of Special Educational Need (SEN)**

Any child with an Educational Health Care Plan (EHCP) or Statement of Special Educational Need (SEN) where The Richmond upon Thames School is named on the Statement or EHCP, will be admitted to the school before all other applicants are considered.

## **3. OVERSUBSCRIPTION CRITERIA for entry into Year 7 in September 2019 and subsequent years of entry**

Where more applications are received than there are places available, places will be offered in the following order of priority and after taking into account any children for whom the school is named in a Statement of Special Educational Need:

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

#### **4. Multiple Births**

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

#### **5. Use of a final tie-breaker**

For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. This will be administered independently of the school by AfC for Richmond School Admissions.

\* The definition of looked after children and previously looked after children is as follows:

- Children who are in the care of the Local Authority (LA), or being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for school is made
- Previously looked after children who were looked after immediately prior to being adopted or who became subject to a child arrangement order under the Children and Families Act 2014, (previously known as a residence order) or a special guardianship order.

#### **6. Late applications**

Any late applications will be considered in accordance with the agreed terms of Richmond's secondary coordinated admissions scheme, as published in the 'Admissions to Richmond Secondary Schools 2019' booklet.

#### **7. Waiting Lists for entry into Year 7 in September 2019 (and subsequent years of entry)**

You can request for your child's name to be added to the waiting list for Year 7. This will be added in criteria order, until the end of the academic year in July 2019. After this date, parents will have to request in writing to have their child's name added to the waiting list.

## **8. Right of Appeal**

Any applicant who has been refused a place at the school has the right of appeal under Section 94 of the School Standards and Framework Act 1998. Appeals should be made, in writing, to the Clerk to the Board of Trustees at the school address in accordance with the appeals timetable for 2019 which will be published on the school's website.

## **9. In-year Applications**

In-Year admissions i.e. at any other time other than September 2019 entry, will be administered in accordance with Richmond's agreed In-Year Admissions scheme and the Pan London Protocols. In-year applications must be made using Richmond's In-Year Application Form available from Richmond School Admissions. Tel 020 8891 7514 or by email to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk) to request a copy, or download a copy from the Richmond website at [www.richmond.gov.uk](http://www.richmond.gov.uk)

## **10. Fair access protocol**

The Richmond upon Thames School, along with the Council and all other secondary schools/academies in Richmond upon Thames has agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.