Admissions Arrangements 2028-2029

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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 trustees and staff will strive to ensure that all students 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 students to emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything they do.

Students 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 2028

2.1 Entry into Year 7 in September 2028

Full details of the application process are available in your local authority admissions booklet. The booklet 'Admissions to Richmond Secondary Schools 2028' is available from Richmond Council's website at 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 Inaccurate or false information on the form could result in the place being withdrawn.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 11:59 on Saturday 31 October.***

The published admission number is 162 places for entry into Year 7 in September 2028. 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' booklet.

2.2 Children with an Educational Health Care Plan (EHCP)

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

3 Oversubscription Criteria for entry into Year 7 in September 2028 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 EHCP:

1. Places will be offered firstly to Looked After Children i.e. children who are looked after[1] by a public authority and are in public care, and previously looked after children[2] who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. The authority may request further information and/or documentary evidence for applications under this criterion in order to be satisfied that priority should be given to the child's application.

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 Richmond Upon Thames School at the time of application.

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 the Richmond School Admissions computerised Geographical Information System. Any offer of a place on the grounds of distance must be based on the child's permanent address. Where the child lives equally with both parents at different addresses the authority will consider all available evidence in order to confirm which address the authority will use to process the application.

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.

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' booklet.

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[1] Looked after children - Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

[2] Previously looked after children - a) a child who was previously looked after but immediately after being in care became adopted from local authority care or subject to a child arrangement order under the terms of the Children Act 1989 or special guardianship order. A special guardianship order is defined in section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian or special guardians; b) a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

7 Waiting Lists for entry into Year 7 in September 2028 (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 **2028**. 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 2028 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 2028 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 to request a copy or complete the electronic form accessible on Richmond's website https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/in_year_admissions

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.

11 Admission to RTS-6-Form-PlusForm, September 2028

In the London Borough of Richmond, students may continue to study in the sixth form of their current school, providing they meet the entry requirements of their selected courses or apply to other post-16 providers. RTS has a partnership with Richmond upon Thames College, who are part of the Harrow, Richmond and Uxbridge Colleges Group, a sixth-form level offer is provided to students through this arrangement. As a result, RTS students may choose to complete their post-16 as part of RTS-6-Form-Plus or apply to join other school sixth forms and/or colleges. Applications for RTS-6-Form-Plus should be made by Year 11 RTS students to the school by the first Friday in February in the academic year preceding the year of entry. The school, RTS, does not accept direct applications to RTS-6-Form-Plus students who are not currently on roll at RTS.