

This brochure includes a
summary of the admission
arrangements for
September 2026 entry

Richmond's infant, junior, primary and secondary schools

This brochure, produced by Achieving for Children in partnership with the London Borough of Richmond upon Thames, offers information on state-funded schools within the Richmond borough. It should be used in conjunction with the relevant admissions guide found on the Achieving for Children website.

Unless specified otherwise, 'primary' school refers to primary, infant, or junior schools.

This brochure summarises the admission arrangements for September 2026 entry. For in-year applications for the 2025/26 academic year, check the relevant school's website for the relevant policy in case there have been changes.

The governing bodies of academies, voluntary aided, or free schools are responsible for the information presented here about their respective schools, not Richmond Council or Achieving for Children.

For assistance with reading this document due to a disability or language barrier, contact the School Admissions team via email, or have someone email on your behalf.

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

[Email](#)

[Website](#)

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SECTION 1: General information

This brochure outlines the oversubscription criteria for each school in the borough for the 2026/27 academic year. For a full understanding of these criteria and their application to your child's admission, you must consult the complete admissions policy on each individual school's website before applying.

Places become available after all children with an education, health and care plan (EHCP) naming the school have been admitted. However, children with an EHCP who are applying to one of the two grammar schools must also pass the required selection tests to be considered for entry.

For in-year transfer applications during the 2025/26 academic year, refer to the school website for current arrangements, as these may differ.

Types of school in Richmond

Richmond borough has 56 state-funded schools: 35 primary, five infant, five junior, and 11 secondary schools. The type of school dictates who decides the admission arrangements.

Community schools

Community schools are owned and managed by the council. The council also establishes the admissions policy, including the criteria for allocating places when a school receives more applications than available spaces.

Voluntary aided (church) schools

Voluntary aided schools, which are typically Roman Catholic or Church of England, have their admission policies and criteria determined by their governing bodies. While the buildings are usually owned by a church, the local council maintains these schools by funding teachers' salaries and daily operational costs.

Academies

Academies operate independently of the local authority, managed by an academy trust and its governors. They receive direct funding from central government, and the governing body establishes their admissions policy.

Free schools

A free school is an all-ability school governed independently of the local authority and directly funded by central government. Established to address local community needs, the governing body is responsible for determining the school's admissions policy.

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](#).

Age range of schools

When children start school in Richmond

When children start school in Kingston

Children typically start school in September of the academic year they turn 5, meaning most begin at 4 years old. A child reaches statutory school age at the start of the term following their 5th birthday. From this point, parents are legally required to ensure their child attends school or receives suitable education elsewhere.

Infant schools

Infant schools educate children aged 4 to 7, covering Reception, Year 1, and Year 2. Reception is for children turning 5, Year 1 for those turning 6, and Year 2 for those turning 7. Some infant schools also have nursery classes for 3 to 4 year olds. Regulations limit infant class sizes to a maximum of 30 pupils per teacher.

Junior schools

Junior schools in Kingston offer education for children aged 7 to 11, spanning Years 3 through 6. At the conclusion of Year 6, students transition to secondary school.

Primary schools

Primary schools in Kingston offer education for children aged 4 to 11, spanning from Reception to Year 6. Many also have attached nursery classes for 3 and 4 year olds. At the end of Year 6, children move on to secondary school.

Secondary schools

Secondary schools in Kingston offer education for students aged 11 to 16, spanning Years 7 through 11. Compulsory schooling concludes on the final Friday of June for students who will turn 16 by September. Following this, young people are expected to continue in education, employment, or training until the age of 18.

SECTION 2: Infant, junior and primary schools

List of schools

(N) indicates school with maintained nursery PAN = published admission number

School details	Type of school	PAN
Archdeacon Cambridge's CE Primary DfE number: 318 3326 The Green, Twickenham TW2 5TU T: 020 8894 4777 E: info@archdeaconcambridges.richmond.sch.uk W: www.archdeaconcambridges.richmond.sch.uk Headteacher: Miss F Lambe	Voluntary aided	60
Barnes Primary (N) DfE number: 318 2028 Cross Street, London SW13 0QQ T: 020 8876 7358 E: info@barnes.richmond.sch.uk W: www.barnesprimaryschool.co.uk Headteacher: Ms S Jepson	Community	60
Bishop Perrin CofE Primary DfE number: 318 3322 Hospital Bridge Road, Twickenham TW2 6LF T: 020 8894 1447 E: info@bishopperrin.richmond.sch.uk W: www.bishopperrin.richmond.sch.uk Headteacher: Ms R MacKlearn	Voluntary aided	30
Buckingham Primary (N) DfE number: 318 2035 Buckingham Road, Hampton TW12 3LT T: 020 8941 2548 E: info@buckingham.richmond.sch.uk W: www.buckingham.richmond.sch.uk Headteacher: Ms C Boyle	Community	90
Carlisle Infant School DfE number: 318 2001 Broad Lane, Hampton TW12 3AJ T: 020 8979 2770 E: info@carlisle.richmond.sch.uk W: www.carlisleandhamptonhillfed.richmond.sch.uk Headteacher: Ms Z Brittain	Community	90

School details	Type of school	PAN
Chase Bridge Primary (N) DfE number: 318 2036 Kneller Road, Twickenham TW2 7DE T: 020 8892 1242 E: info@chasebridge.richmond.sch.uk W: www.chasebridge.richmond.sch.uk Executive Headteacher: Mr D Bishop Head of School: Mr B Ostro	Community	90
Collis Primary (N) DfE number: 318 2032 Fairfax Road, Teddington TW11 9BS T: 020 8977 1458 E: info@collis.richmond.sch.uk W: www.collis.richmond.sch.uk Headteacher: Mr K Hogston	Community	90
Darell Primary (N) DfE number: 318 2004 Niton Road, Richmond TW9 4LH T: 020 8876 6721 E: info@darell.richmond.sch.uk W: www.darell.richmond.sch.uk Headteacher: Mr J Porter	Community	30
Deer Park School DfE number: 318 2017 Richmond Road, Twickenham TW1 2EF T: 020 8353 4248 E: info@deerparkschool.org.uk W: www.deerparkschool.org.uk Headteacher: Mr A Lee	Free	60
East Sheen Primary DfE number: 318 2006 Upper Richmond Road West, London SW14 8ED T: 020 8876 7484 E: info@eastsheen.richmond.sch.uk W: www.eastsheen.richmond.sch.uk Headteacher: Mr H Page	Community	90
Hampton Hill Junior DfE number: 318 2007 St James's Avenue, Hampton Hill TW12 1HW T: 020 8979 3019 E: info@hamptonhill.richmond.sch.uk W: www.hamptonhill.richmond.sch.uk Headteacher: TBC	Community	90

School details	Type of school	PAN
Hampton Infant (N) DfE number: 318 2009 Ripley Road, Hampton TW12 2JH T: 020 8979 1815 E: office.hisn@hpp.school W: www.hpp.school Executive Headteacher: Ms H Lockey Head of School: Ms A Gale	Community	120
Hampton Junior DfE number: 318 2008 Percy Road, Hampton TW12 2LA T: 020 8979 2545 E: office.hjs@hpp.school W: www.hpp.school Executive Headteacher: Ms H Lockey Head of School: Mr J James	Community	120
Hampton Wick Infant and Nursery (N) DfE number: 318 2010 Normansfield Avenue, Teddington TW11 9RP T: 020 8977 3971 E: admissions@hamptonwick.richmond.sch.uk W: www.hamptonwick.richmond.sch.uk Headteacher: Mrs M Boyce	Community	60
Heathfield Nursery and Infant (N) DfE number: 318 2012 Cobbett Road, Twickenham TW2 6EN T: 020 8894 4074 E: info@heathfield-inf.richmond.sch.uk W: www.heathfieldschoolspartnership.org Co-Headteacher: Mrs H Child	Community	120
Heathfield Junior DfE number: 318 2011 Cobbett Road, Twickenham TW2 6EN T: 020 8894 3525 E: info@heathfield-jun.richmond.sch.uk We: www.heathfieldschoolspartnership.org Co-Headteacher: Mr D Colenso	Community	120

School details	Type of school	PAN
Holy Trinity CE Primary DfE number: 318 3304 Carrington Road, Richmond TW10 5AA T: 020 8940 2730 E: info@htprimary.com W: www.holytrinityschool.org.uk Interim Executive Headteacher: Mr A George	Voluntary aided	60
Kew Riverside Primary DfE number: 318 2039 Courtlands Avenue, Richmond TW9 4ES T: 020 8487 8437 E: info@kewriverside.richmond.sch.uk W: www.kewriverside.richmond.sch.uk Headteacher: Miss Ardeep Viridi	Community	30
Lowther Primary (N) DfE number: 318 2013 Stillingfleet Road, Barnes SW13 9AE T: 020 8748 3984 E: info@lowther.richmond.sch.uk W: www.lowther.richmond.sch.uk Headteacher: Mr M Tuffney	Community	60
Marshgate Primary DfE number: 318 2040 Queens Road, Richmond TW10 6HY T: 020 8332 6219 E: info@marshgate.richmond.sch.uk W: www.marshgate.richmond.sch.uk Headteacher: Ms L Brooks	Community	60
Meadlands Primary (N) DfE number: 318 2015 Broughton Avenue, Ham TW10 7TS T: 020 8940 9207 E: office@meadlands.richmond.sch.uk W: www.meadlands.richmond.sch.uk Headteacher: Mrs J Wreford	Community	30

School details	Type of school	PAN
Nelson Primary DfE number: 318 2029 Nelson Road, Whitton TW2 7BU T: 020 8894 9899 E: info@nelsonschool.org W: www.nelsonschool.org Executive Headteacher: Mrs A Steels Head of School: Ms S Ward	Academy	30
Orleans Primary DfE number: 318 2018 Hartington Road, Twickenham TW1 3EN T: 020 8892 1654 E: info@orleans.richmond.sch.uk W: www.orleans.richmond.sch.uk Executive Headteacher: Mr D Bishop Head of School - Ms V Coward	Community	60
Sacred Heart Primary DfE number: 318 3320 St Mark's Road, Teddington TW11 9DD T: 020 8977 6591 E: info@sacredheart.richmond.sch.uk W: www.sacredheart.richmond.sch.uk Headteacher: Mrs B Green	Voluntary aided	30
St Edmund's Catholic Primary DfE number: 318 3315 Nelson Road, Whitton TW2 7BB T: 020 8894 7898 E: office@st-edmunds.richmond.sch.uk W: www.st-edmunds.richmond.sch.uk Headteacher: Mrs C Moreland	Voluntary aided	60
St Elizabeth's Catholic Primary DfE number: 318 3310 Queens Road, Richmond TW10 6HN T: 020 8940 3015 E: admin@st-elizabeths.richmond.sch.uk W: www.st-elizabeths.richmond.sch.uk Headteacher: Mrs J Hines	Academy	30

School details	Type of school	PAN
St James's Catholic Primary DfE number: 318 3316 Stanley Road, Twickenham TW2 5NP T: 020 8744 8860 E: info@st-james.richmond.sch.uk W: www.st-james.richmond.sch.uk Headteacher: Mr C Beatty	Voluntary aided	90
St John the Baptist CE Junior DfE number: 318 3312 Lower Teddington Road, Hampton Wick KT1 4HQ T: 020 8977 4114 E: office@stjohnshamptonwick.school W: www.stjohnshamptonwick.school Interim Headteacher: Ms P Du-Parcq	Voluntary aided	60
St Mary's CE Primary DfE number: 318 3317 Amyand Park Road, Twickenham TW1 3HE Infant site: 020 8892 5840 Middle site: 020 8249 6836 Junior site: 020 8892 7849 E: info@st-marys.richmond.sch.uk W: www.st-marys.richmond.sch.uk Headteacher: Mrs A Abrahams	Voluntary aided	90
St Mary's Hampton CE Primary DfE number: 318 2003 Oldfield Road, Hampton TW12 2HP T: 020 8979 5102 E: admin@stmaryshamptonschool.org.uk W: www.stmaryshamptonschool.org.uk Co-Headteacher: Ms Wayland and Ms Woodier	Free	30
St Mary Magdalen's Catholic Primary DfE number: 318 3309 Worple Street, London SW14 8HE T: 020 8876 6679 E: admin@st-marymagdalens.richmond.sch.uk W: www.st-marymagdalens.richmond.sch.uk Headteacher: Ms S Derby	Voluntary aided	30

School details	Type of school	PAN
St Mary's and St Peter's CE Primary DfE number: 318 3321 Somerset Road, Teddington TW11 8RX T: 020 8943 0476 E: info@smsp.richmond.sch.uk W: www.smsponline.co.uk Headteacher: Mr A Corke	Voluntary aided	90
St Osmund's Catholic Primary DfE number: 318 3324 Church Road, London SW13 9HQ T: 020 8748 3582 E: info@st-osmunds.richmond.sch.uk W: www.st-osmunds.richmond.sch.uk Headteacher: Mrs M Lunney	Academy	30
St Richard Reynolds Catholic Primary DfE number: 318 2000 Clifden Road, Twickenham TW1 4LT T: 020 8325 4630 E: office@srcc.org.uk W: www.strichardreynolds.org.uk Headteacher: Mr R Burke	Academy	30
St Richard's CE Primary DfE Number: 318 3303 Ashburnham Road, Ham TW10 7NL T: 020 8940 7911 E: info@srsa.richmond.sch.uk W: www.srsa.richmond.sch.uk Headteacher: Mrs S Murphy	Voluntary aided	30
St Stephen's CE Primary DfE number: 318 3319 Winchester Road, Twickenham TW1 1LF T: 020 8892 3462 E: info@st-stephens.richmond.sch.uk W: www.st-stephens.richmond.sch.uk Headteacher: Mrs E Bachour	Voluntary aided	60

School details	Type of school	PAN
Sheen Mount Primary DfE number: 318 2020 West Temple Sheen, London SW14 7RT T: 020 8876 8394 E: info@sheenmount.richmond.sch.uk W: www.sheenmount.richmond.sch.uk Headteacher: Mr T Holmes	Community	90
Stanley Primary (N) DfE number: 318 2021 Strathmore Road, Teddington TW11 8UH T: 020 8977 4858 E: info@stanley.richmond.sch.uk W: www.stanley.richmond.sch.uk Headteacher: Mr S Hawley	Community	60
Thomson House School DfE number: 318 2005 27 Sheen Lane, London SW14 8HY T: 020 3608 2080 E: admin@thomsonhouseschool.org We: www.thomsonhouseschool.org Headteacher: Ms Jackie Sanders	Free	60
Trafalgar Infant DfE number: 318 2024 Reception: Meadway, Twickenham TW2 6PY Years 1 and 2: Gothic Road, Twickenham TW2 5EH T: 020 8894 5729 E: infantinfo@trafalgarfederation.org.uk W: www.trafalgar-inf.richmond.sch.uk Headteacher: Mrs S Keefe Deputy Headteacher: Mrs J Burton	Community	60
Trafalgar Junior DfE number: 318 2023 Elmsleigh Road, Twickenham TW2 5EG T: 020 8894 1606 E: juniorinfo@trafalgarfederation.org.uk W: www.trafalgar-jun.richmond.sch.uk Headteacher: Ms S Keefe Deputy Headteacher: Mr J Allen	Community	60

School details	Type of school	PAN
The King's CofE Primary School (formerly Queen's) DfE number: 318 3327 Cumberland Road, Kew TW9 3HJ T: 020 8940 3580 E: info@kings.richmond.sch.uk W: www.kings.richmond.sch.uk Headteacher: Ms K Verge	Voluntary-aided	60
The Russell Primary DfE number: 318 2019 Petersham Road, Richmond TW10 7AH T: 020 8940 1446 E: info@russell.richmond.sch.uk W: www.russell.richmond.sch.uk Headteacher: Ms L Brooks	Community	30
The Vineyard Primary DfE number: 318 2037 Friars Stile Road, Richmond TW10 6NE T: 020 8948 0195 E: info@vineyard.richmond.sch.uk W: www.vineyard.richmond.sch.uk Headteacher: Mrs F Bracegirdle	Community	90
Twickenham Primary Academy DfE number: 318 2025 57 Colne Road, Twickenham TW2 6QF T: 020 3019 6196 E: admissions@twickenhamprimaryacademy.org W: www.twickenhamprimary.org Principal: Miss E Moscardini Admissions contact: Miss H Hamilton	Academy	30

List of schools by planning area

Planning area	Schools
Hampton, Hampton North	Buckingham Primary Carlisle Infant Hampton Infant Hampton Junior Hampton Hill Junior St Mary's Hampton CE Primary
Teddington, Hampton Wick	Collis Primary Hampton Wick Infant & Nursery Sacred Heart Primary St John the Baptist CE Junior St Mary and St Peter's CE Primary
South Twickenham, West Twickenham, Fulwell, Hampton Hill	Archdeacon Cambridge's CE Primary St James's Catholic Primary Stanley Primary Trafalgar Infant Trafalgar Junior Twickenham Primary Academy
Heathfield, Whitton	Bishop Perrin CE Primary Chase Bridge Primary Heathfield Infant & Nursery Heathfield Junior Nelson Primary St Edmund's Catholic Primary
St Margarets and North Twickenham, Twickenham Riverside	Deer Park Primary Orleans Primary St Mary's CE Primary St Richard Reynolds Catholic Primary St Stephen's CE Primary
North Richmond, South Richmond	Holy Trinity CE Primary Marshgate Primary St Elizabeths Catholic Primary The Vineyard Primary
Kew	Darell Primary Kew Riverside Primary The King's CE Primary

Planning area	Schools
East Sheen	East Sheen Primary Sheen Mount Primary
Barnes, Mortlake and Barnes Common	Barnes Primary Lowther Primary St Mary Magdalen's Catholic Primary St Osmund's Catholic Primary Thomson House
Ham, Petersham and Richmond Riverside	Meadlands Primary St Richards CE Primary The Russell Primary

Admission arrangements for 2026

Community infant and primary schools

Barnes Primary	Hampton Infant	Orleans Primary
Buckingham Primary	Hampton Wick Infant	The Russell Primary
Carlisle Infant	Heathfield Infant	Sheen Mount Primary
Chase Bridge Primary	Kew Riverside Primary	Stanley Primary
Collis Primary	Lowther Primary	Trafalgar Infant
Darell Primary	Marshgate Primary	The Vineyard
East Sheen Primary	Meadlands Primary	

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [Achieving for Children website](#) or further information about each criteria and your responsibilities as the applicant before making your application. These criteria will be applied to every application naming a community infant or primary school. The same criteria are used to order applications remaining on a school's waiting list.

1. Places will be offered firstly to looked after children or previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child. Information about applying under this criterion is available in the 'Admission in Richmond's Primary Schools' guide available on the [Achieving for Children website](#).
3. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Places will be offered next to children who have a brother or sister (sibling), including an adopted, foster, half or step brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the time of admission.
5. The remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' computerised geographical information system (GIS).

Tie breaker

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the School Admissions' computerised geographical information system.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (4).

Community junior schools

Hampton Junior	Heathfield Junior
Hampton Hill Junior	Trafalgar Junior

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [Achieving for Children website](#) for further information about each criteria and your responsibilities as the applicant before making your application. These criteria will be applied to every application naming a community school. The same criteria are used to order applications remaining on a school's waiting list.

1. Places will be offered firstly to looked after children or previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).
2. Places will be offered to children attending the paired community infant school. This criterion (2) will only apply until 31 August 2026.
3. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child. Information about applying under this criterion is available in the 'Admission in Richmond's Primary Schools' brochure available on the [Achieving for Children website](#).
4. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Places will be offered next to children who have a brother or sister (sibling), including an adopted, foster, half or step brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired infant school) at the time of admission.
6. The remaining places will be offered to children who live nearest to the school, measured by the shortest route by road or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. All distances will be measured using the School Admissions' computerised geographical information system (GIS).

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the School Admissions' computerised geographical information system. Accessibility of private or public transport will not be considered.

The paired infant schools are Hampton Infant School with Hampton Junior School, Carlisle Infant School with Hampton Hill Junior School, Heathfield Infant School with Heathfield Junior School, and Trafalgar Infant School with Trafalgar Junior School.

Tie breaker

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the School Admissions' computerised geographical information system. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (5).

Academy, voluntary aided and free schools

Archdeacon Cambridge's CE Primary	St Elizabeth's Catholic Primary	St Osmund's Catholic Primary
Bishop Perrin CE Primary	St James's Catholic Primary	St Richard Reynolds Catholic Primary
Deer Park Primary	St John the Baptist CE Junior	St Richard's CE Primary
Holy Trinity CE Primary	St Mary's CE Primary	St Stephen's CE Primary
Nelson Primary	St Mary's Hampton CE Primary	The King's CE Primary
Sacred Heart Primary	St Mary Magdalen's Catholic Primary	Thomson House
St Edmund's Catholic Primary	St Mary's and St Peter's CE Primary	Twickenham Primary Academy

Archdeacon Cambridge's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked are children (including children adopted from state care outside of England).
2. Children who have a sibling at the school at the time of entry and live within 2.5km of Archdeacon Cambridge's School. (This includes full, step, half and adopted siblings living in the same household).

3. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application, and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Once places have been allocated according to criteria 1, 2 and 3, the remaining places will be divided as follows.
 - i. Foundation places (50%)

50% of the remaining places will be offered to children of whom one or both parents are regular worshippers at a Christian church which is a member of Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance (EA) and live within 2.5km of Archdeacon Cambridge's School. These are designated as foundation places and will be allocated in the following order.

 - a) Parent who are regular worshippers at Holy Trinity Church and live within 2.5km of the school.
 - b) Parents who are regular worshippers at a church or chapel which is a member of CTBI/EA and live within 2.5km of the school.
 - ii. Open places (50%)

Proximity to the school.

Percentages of places will be rounded to the nearest whole number with the advantage falling to the foundation places in the event of an even split of a place.

If there are fewer applicants for a foundation place than foundation places available, the unfilled places will become additional open places. Similarly if there are fewer applicants for an open place than open places available, the unfilled places will become additional foundation places.

Any child who qualifies to be considered for a foundation place, but is not successful, will automatically be considered for an open place on an equal basis with non-foundation applications.

Children who will have a sibling on roll at the time of entry but live more than 2.5km from the school will be considered for an open place.

Parents applying for foundation places will need to submit written evidence of commitment to their place of worship (in the form of a clergy reference – form supplied) at the time of application. Regular worship is defined as attendance at a Sunday or mid-week service at church at least twice a month, over a minimum period of 12 months, immediately prior to the deadline for applications. Families who regularly attend Holy Trinity Church in Twickenham following a move into the area within 12 months of the application deadline must provide evidence of regular worship from their previous Anglican vicar to be considered under point (a) of the Foundation place criteria.

In each category places are awarded in order of proximity of the child's home to the school. Any offer of a place on the grounds of proximity of home to the school is conditional on the child being resident at the address provided at the closing date for application. Proximity to the school is measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, out of the front entrance into and following the middle of the road and footpath to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered.

All distances will be measured by the council using the School Admissions' computerised geographical information system. In the event of a tie-break for the same place this place will be allocated by random allocation.

A supplementary information form for applying under denominational grounds is available on the [school's website](#).

Bishop Perrin CofE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England)
2. Foundation (church supported) places: A total of 14 foundation places will be offered to those children who, along with one or both parents, carers, who regularly attend, either of the following two churches:
 - seven places to be allocated to those attending St Augustine of Canterbury, Whitton
 - seven places to be allocated to those attending St Philip and James, Whitton

In the event that there are not enough foundation applicants applying for the seven places allocated to either church, those remaining places will be allocated to applicants of the other church up to, but not exceeding, 14.
3. Sibling: Those children who will have a sibling attending Reception to Year 6 at the same school at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent's or carer's partner where the child for whom the school place is sought is living in the same family unit at the same family address at the time of admission.
4. Distance: Any remaining places will be offered to those children who live nearest to the school. To be fair to all applicants, the council has a standard method of measuring home to school distance. This is done by using the School Admissions' geographical information system that measures the home to school distance using routes by road and/or maintained footpath.

For each criterion, if there are more applications than places, offers of a place will be made according to the proximity of the parent's or carer's normal place of residence to the school as defined in criterion 4 above. If there are fewer applications than places in any criterion, unfilled places will be allocated to the next criterion. In the event of a tie, allocation will be by random selection.

Supplementary information is required to apply for priority on a denominational basis.

Deer Park School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children (including children adopted from state care outside of England).
2. Children with a sibling at the school at the time of admission. Sibling is defined in these arrangements as: a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the local authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.
3. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made, and the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Proximity to school. All home to school distances will be measured by School Admission's system using a straight line to a centre point on the Christ Church School site defined and generated by the School Admissions' geographical information system. This single defined central point is used to ensure that no application or applicant is disadvantaged over other applicants by measurement to individual entrance gates.

Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2 to 4 if there are more applicants than available places under each criterion. Proximity to the school will be measured in a straight line measurement. For the purpose of calculating distance, the school measures home to school distance in a straight line using the School Admissions' geographical information system and data supplied by Ordnance Survey.

The starting point of the measurement is a grid reference point within the property, which is supplied by Ordnance Survey. The end point is measured to the main entrance of the school at its permanent location (389 Richmond Road, Richmond upon Thames TW1 2EF). Where applicants have identical distance measurements, priority amongst them will be determined at random.

In blocks of flats, where applicants have identical distance measurements, priority amongst them will be determined at random.

In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which children will be allocated the remaining place(s).

For families living on boats, distance will be measured from the authorised mooring point. If the family is itinerant, the nearest mooring point will be used on the closing date for the receipt of applications.

Holy Trinity CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England)
2. Children with an exceptional and professionally supported medical or social need for a place at this school.
3. Children who will have a brother or sister in the school at the time of admission.
4. Foundation (church supported) places - children with one or both parents regularly attending Holy Trinity Church or another Christian church – where the denomination is a full member of Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance. Regular attendance is defined as at least fortnightly for more than two years prior to application. Applications must be supported by a completed SIF.
5. Proximity to Holy Trinity School Distance from home to school is measured using a computerised geographical information system operated by Richmond council. Applicants from the same block of flats will be treated equally regardless of their floor. In the case of applicants living equidistant from school and there being insufficient places to offer everyone, lots will be drawn.

The supplementary information form to apply for priority on a denominational basis can be found on the [school website](#).

Nelson Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children (including children adopted from state care outside of England).
2. Places will then be offered to children who have a sibling living at the same address who is attending Nelson Primary School at the time of admission, 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.
3. Children (by which is meant full, step, half and adopted Children living in the same household) of staff directly employed by Nelson Primary School for two years or more before the admission application and employed at the point of admission.
4. The remaining places will be offered to children whose home is nearest to the school onwards, as measured by a straight line to the main school gate. All distances will be measured using the School Admissions' computerised Geographical Information System.

Tie break criteria

In the event of a tie in categories a, b or c, the tie breaker will be distance. Places will be offered, in order, to children whose home is nearest to the school, 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.

Sacred Heart Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. 'Looked after' Catholic children and previously 'looked after' Catholic children (including Catholic children adopted from state care outside of England).
2. Other Baptised Catholic children.
3. Other 'looked after' children and previously 'looked after' children (including children adopted from state care outside of England).
4. Catechumens (children over the age of 7), members of an Eastern Christian Church
5. A candidate not falling within categories 1 to 3 with a brother or sister in the school at the time of enrolment.
6. Any Christian children.
7. Any other faith children.
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- I. The governing body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
- II. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.
- III. The children of a member of staff who has been employed at the school for two or more years at the time at which the application to the school is made will be given priority after children in (i) or (ii) above.

Where the offer of places to all the applicants in any of the subcategories listed above would still lead to over subscription, the places up to the published admission number will be offered to those living closest to the school, measured by the shortest route by road and/or maintained footpath, accompanied as necessary, from the property to the nearest pedestrian school gate used by the relevant year-group. This distance is measured by the local authority, not the school. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' geographical information system.

‘Brother or sister’ includes: i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

The school’s supplementary information form available on the [school’s website](#).

St Edmund’s Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school’s website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Catholic ‘looked after’ children and previously ‘looked after’ children (including Catholic children adopted from state care outside of England).
2. Baptised Catholic children with a Certificate of Catholic Practice.
3. Other baptised Catholic children.
4. Other looked after children and previously looked after children (including children adopted from state care outside of England).
5. Catechumens and members of an Eastern Christian church.
6. Children of other Christian denominations and children of other faiths.
7. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order.

- I. The governing body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
- II. The attendance of a brother or sister at the school (the nursery is not part of the school) at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (I) above.
- III. To children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured from the applicant’s home address point to the school address point using a computerised mapping system. The measurement will be conducted by the local authority.

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

For a child to be treated as Christian or of other faith, evidence of baptism if applicable, or a letter from your religious leader confirming that the child is a member of the faith community will be required.

‘Brother’ or ‘sister’ includes: i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

Parish boundaries: for the purposes of this policy, parish boundaries are as shown on the map available in the admission arrangements on the [school’s website](#).

The supplementary information form to apply for priority on a denominational basis can be found on the [school website](#).

St Elizabeth’s Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school’s website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children, in possession of a certificate of Catholic practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided
4. Other looked after children and other previously looked after children (including children adopted from state care outside of England).
5. Children who are members of Eastern Orthodox churches. Evidence of Baptism will be required.
6. Children with a sibling in the school at the time of admission.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. A brother or sister on the school roll at the time of admission. A brother or sister includes step siblings, foster siblings and adopted siblings living at the same address as the child on roll. Evidence of the relationship may be required.

- II. Living in the parishes of St Elizabeth of Portugal (Richmond), St Thomas Aquinas (Ham), St Winefride's (Kew), and Our Lady Queen of Peace (East Sheen). Where this category is oversubscribed, places will be offered to pupils in each of the four parishes mentioned, in proportion to Mass attendance in each parish, as shown in the most recently published Southwark Catholic Directory (this Directory is available in all parishes and Catholic schools of the diocese).
- III. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (such as a qualified medical practitioner, education welfare officer, social worker or priest)
- IV. A child of a member of St Elizabeth's Catholic Primary School staff who has been employed at the school for two or more consecutive years at the time of application.
- V. Proximity to the school of the candidate's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school, the place will be decided by drawing lots.

Catholics include members of the Ordinariate and the Latin and Oriental Rite churches that are in union with the Bishop of Rome.

Where the allocation of places according to Mass attendance in each parish results in a decimal number for example, 3.6 places, the figure will be rounded to the next full number, in this example to four, indicating an allocation of four places. If the total for proportions of places to the four parishes take the number fractionally over the PAN the number of places will be reduced by one for the parish gaining the most places and if necessary by one for the parish with the second highest number of allocated places.

In addition to the application to the local authority, the supplementary information form (available from the [school website](#) or upon request from the school), should be completed by the parent and the Parish Priest who will return the form to the school no later than the closing date published by the local authority.

St James's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on [the school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

The published admission number for the Reception class at St James's is 90. These 90 places are made up of 87 Foundation places and 3 Open places. If the Open places are not filled, they revert back to Foundation places.

1. Catholic looked after children or Catholic previously looked after children (including Catholic children adopted from state care outside of England).
2. Catholic children with a sibling at St James's School, including the George Tancred Centre, at the time of admission.

3. Catholic children of a member of staff at the school who has been employed at the school for two or more consecutive years at the time of admission.
4. Catholic children resident in the parishes of St Margaret and St Theodore, in accordance with the following quota (these quotas include children offered places under oversubscription criteria (1), (2) and (3) above)
 - St Theodore - 15 places
 - St Margaret - 15 places
 This criterion is not applicable to in-year applications.
5. Catholic children resident in any of the four parishes of St James (Twickenham), St Francis de Sales (Hampton Hill), St Margaret (East Twickenham), and St Theodore (Hampton).
6. Catholic children outside the four parishes listed under criterion 5.
7. Non-Catholic looked after children and previously looked after children (including children adopted from state care outside of England). Children with a sibling at St James's school at the time of admission will be given priority.
8. Catechumens and members of an Eastern Christian Church.
9. Non-Catholic children with a sibling at St James's School, including the George Tancred Centre, at the time of admission.
10. Non-Catholic children of a member of staff at the school who has been employed at the school for two or more consecutive years at the time of admission.
11. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
12. Children of any other faith or no faith

Where a child is allocated a place under category (8) to (12), siblings of that child will not be offered a place under category (2) but will be offered a place under category (9).

Within each of the categories listed above, the following provisions will be applied where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made

Each year, three open places will be held from the 90 available, for the admission of siblings of the George Tancred Centre children who would not otherwise receive an offer of a place at the school under our normal oversubscription criteria. Any unused places will revert to the Foundation allocation. If more than three applications are received then offers will be made under the tie break provisions set out below.

In the case of in-year applications the PAN of 90 will not be exceeded by the offer of an open place. An open place can only be offered for an in-year application if a space becomes available and the three open places have not previously been allocated.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those resident nearest to the school.

This will be measured by home to school distance using routes by road or maintained footpath, with the starting point being the child's home address and the end point being the nearest pedestrian school gate. Distances will be measured using the School Admissions' computerised geographical information system.

Further information on measuring home to school distances can be found in the 'Admissions to Richmond Primary Schools' brochure. If two applicants live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker. This will be carried out by a local authority officer in the presence of an independent witness.

The child's home address will be verified according to procedures outlined in the 'Admission to Richmond Primary Schools' brochure.

'Sibling' means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

The supplementary form to apply for denominational priority is available [on the school website](#).

St John the Baptist CE Junior School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children (including children adopted from state care outside of England).
2. Children who are attending Year 2 in Hampton Wick Infant and Nursery School.
NOTE: This criterion will only apply until 31 August 2026.
3. Siblings of pupils already attending the school at the time of admission of the younger children. (Fostered, adopted, half and step siblings are included within the definition.)
4. Children of Anglican families regularly worshipping at the churches of St Mark's Teddington and St John's Hampton Wick.
5. Children of regularly worshipping Christian families whose church is a member of Churches Together in Britain and Ireland or the Evangelical Alliance.
6. Children of other world faith families who regularly worship.
7. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
8. Children of other families.

When deciding between applicants who seemingly have equal entitlement under the above criteria, the governors will take into account the proximity of the applicants' homes to the school. Priority will be given to those applicants who live nearest to the school, as measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered.

All distances will be measured using the School Admissions' geographical information system. Where two distances are the same a decision will be made using random allocation.

'Regularly' means attendance at worship for at least once a month for a year. A letter from a vicar, minister or religious leader will be sought to verify this.

The supplementary form to apply for denominational priority is available on the [school website](#).

St Mary's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. Children who have an assigned social worker due to exceptional social needs. Applications submitted under this criterion must include details of the child's assigned social worker. Evidence will be verified by the school.
3. Children: (a) for whom this school is the nearest school, and (b) who have exceptional medical needs which make this school, rather than any other, the most suitable. In this case, the application form must be accompanied by supporting medical evidence from an appropriate authority. A GP's report alone is not sufficient. Parents must supply at the time of application: (a) a letter stating clearly the circumstances of the application and the specific reasons why St Mary's, rather than any other school, is the most suitable for the child (b) all documentation that they would wish to rely on in the event of any later appeal. Applicants are encouraged to supply as many relevant documents as possible.
4. Children who will have a sibling at the school at the proposed time of admission. In the event of there being more sibling applicants than available spaces, places will be allocated according to proximity to the school.
5. Up to 24 foundation places for either: i) Baptised or dedicated children, one or both of whose parents worship regularly at the Church of St Mary the Virgin, Twickenham or, ii) Baptised or dedicated children living within the parish boundaries of either St Mary the Virgin, All Hallows or St Stephens in Twickenham, one or both of whose parents are members of, and worship regularly at another Christian church (a church belonging to the Anglican Communion, Churches Together in Britain and Ireland, or the Evangelical Alliance).

Regular attendance means attendance at a minimum of two services a month for a minimum of two years. Those who have been attending their present church for less than this period can still apply for a foundation place but will have to submit two supplementary information forms: one from their previous minister and one from their current minister.

If the foundation places are over-subscribed, places will be allocated first to families who worship at the church of St Mary the Virgin and any remaining places will be allocated according to geographical proximity as in criterion F, below.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

6. Children (by which is meant full, step, half, adopted and foster children living in the same household) of permanent staff directly employed by St Mary's school for two years or more prior to the admissions application closing date and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
7. Children who live nearest (proximity) to the front gate of the Amyand Park Road school site. For any place allocated by proximity we will use the local authority's methodology, which determines the shortest route by road or maintained footpath, accompanied as necessary. Distances are measured using the School Admissions' computerised geographical information system, which measures the distance from the middle (the seed-point) of the home property, into the middle of the road, then along the middle of roads and maintained footpaths, without cutting corners, to the front gate of the Amyand Park Road school site.

Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used. In the event of two equal distances and only one place available, the place will be awarded by random allocation.

In any other circumstances where there is one remaining space available and two or more applicants cannot be distinguished on the basis of the school's oversubscription criteria then the final place shall be awarded via the drawing of lots.

St Mary's Hampton CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children (including children adopted from state care outside of England).
2. Children with a sibling already on roll at St Mary's Hampton CE Primary School and who will be on roll when the child is admitted. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's or carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Children of staff at St Mary's Primary School, who have either been employed at the school for two years or more, or were recruited to fill a vacant post for which there was a demonstrable skill shortage.
4. Children whom the governing board accepts have an exceptional medical or social need for a place at the school.
5. All other children will be allocated by home-to-school distance measured by the shortest route and/or maintained footpath from the property to the pedestrian school gate.

All distances will be measured using the School Admissions' geographical information system. Where two or more children have the same distance places will be given using random allocation.

St Mary Magdalen's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children, in possession of a Certificate of Practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
7. Children who are members of other faiths, Churches and denominations. Evidence of Baptism, dedication or evidence of membership required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
2. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
3. Proximity to the school of the child's home address, the distance measured using the shortest route by road or maintained footpath in metres as measured using the School Admissions' computerised geographical information system (GIS) and data supplied by Ordnance Survey. Evidence of residence may be required.
4. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number.

Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

The supplementary form to apply for denominational priority is available on the [school website](#).

St Mary's and St Peter's CE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to a looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those 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.
A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989). Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence.
2. Children who have an exceptional medical or social need requiring attendance at St Mary's and St Peter's rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at this school. All information submitted will be regarded as confidential.
3. Children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at this school in Reception to Year 6 at the point of admission.
4. Staff members who have been employed at the school for two years or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. The remaining places will be allocated with 60% allocated to foundation places and 40% allocated to open places, with the following order of preference given in each category.

Foundation places (60%)

- I. Children whose parent(s) are regular worshipping members of one of the sponsoring Church of England parishes. They must also live within the boundaries of one of the sponsoring parishes.
- II. Children whose parent(s) are regular worshipping members of a church within Churches Together in Teddington (or whose church is a member of the Evangelical Alliance where the church is situated within the boundaries of one of the sponsoring parishes) and who live within the boundaries of one of the sponsoring parishes.
- III. Children whose parent(s) are regular worshipping members of a church within Churches Together in Britain and Ireland and the Evangelical Alliance and who live within the boundaries of one of the sponsoring parishes.
- IV. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Open places (40%)

Children living closest to the preferred school measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, to the nearest pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system (GIS).

Notes: The sponsoring parishes are St Mary with St Alban and St Peter and St Paul and for the purpose of admissions St Michael and St George.

The definition 'regular worshipping members' in the foundation place allocation (5.1, 5.2 and 5.3) requires the parents) or carers to demonstrate a regular commitment to the appropriate church. This involves regular attendance at worship, at least twice a month for two years immediately prior to the application deadline.

If parent(s) have transferred from another church, they must include a signed letter from the parish priest or minister of religion of that church, verifying that they have been attending the church at least twice a month from the period 15 January 2019 to the date when they moved churches. They must also complete the supplementary information form and have their regular attendance verified by the appropriate parish priest or minister of religion of the current place of worship.

In the event of oversubscription in the Foundation places criteria (5.1, 5.2 and 5.3), places will be allocated within that category using the distance criteria (5.4).

Children who have applied under the foundation places criteria but do not meet these criteria will automatically be considered under the open places criteria.

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the computerised geographical information system. The distance from home to school, criterion, is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

This will be carried out by an officer or governor in the presence of an independent witness. If the tie breaker is between twins or multiple births the school will accommodate the remaining brothers or sisters.

If either category of foundation and open places are undersubscribed, the remaining places will be allocated to the other category.

An indicative map of Parish boundaries and the churches in Churches Together in Teddington and the Evangelical Alliance can be found on the school website www.smsp.richmond.sch.uk.

Parish boundaries can be found at www.achurchnearyou.com this website will provide a google map. Member churches of Churches Together in Britain and Ireland membership can be found at www.ctbi.org.uk/24. Member Churches of the Evangelical Alliance can be found at www.eauk.org/connect/find-a-church.cfm.

The supplementary form to apply for denominational priority is available on the [school website](#).

St Osmund's Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Baptised Catholic looked after and previously looked after children (including Baptised Catholic children adopted from state care outside of England).
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Other Baptised Catholic children.
4. Other looked after and previously looked after children (including children adopted from state care outside of England).
5. All other children with a sibling in school at the time of admission.
6. Children who are members of an Eastern Christian church.
7. Children of other Christian denominations and children of other faiths whose membership is evidenced by a certificate of Baptism or by a minister of religion or other religious leader.
8. Any other applicant.

In the case of oversubscription within each of any of the categories 2 to 8 above, places will be awarded in the following order of priority.

- I. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- II. Priority will be given within each category to children living closest to the school determined by the shortest distance. Proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using School Admissions' geographical information system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be used witnessed by a person independent of the school.

For a child to be treated as Catholic, evidence of baptism or reception into the church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the church.

'Sibling' includes: (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

The supplementary form to apply for denominational priority is available on the [school website](#).

St Richard Reynolds Catholic Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

All applications are first considered for a foundation place and then all those not awarded a foundation place are considered for an open place. There are 20 foundation places and 10 open places.

20 Foundation places

1. Baptised Catholic looked after and previously looked after children (including Baptised children adopted from state care outside of England).
2. Baptised Catholic children with a Certificate of Catholic Practice.
3. Other Catholic children.
4. Other looked after and previously looked after children (including children adopted from state care outside of England).
5. Catechumens and members of an Eastern Christian church.
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a certificate of Baptism or by a minister of religion or other religious leader
7. Any other children.

10 Open places

1. Looked after and previously looked after children (including children adopted from state care outside of England).
2. Children living closest to the school as measured in accordance with the tie break below.

Within each of the categories listed above, the following provisions will be applied in the following order.

- I. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- II. The attendance of a brother or sister at St Richard Reynolds Catholic Primary School at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.
- III. A child(ren) of a member of St Richard Reynolds Catholic College staff who has been employed at the college (primary or high school) for two or more consecutive years at the time of application.

Priority will be given to children living closest to the school determined by the shortest distance. Proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' geographical information system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

‘Brother or sister’ includes (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

The supplementary form to apply for denominational priority is available on the [school website](#).

St Richard’s CofE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school’s website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. Children with an exceptional and professionally supported medical or social need.
3. Children who have siblings in the school at the time of application, defined as full, step, half and adopted or foster siblings living in the same household.
4. Children whose parent or carer regularly attends worship at St Richard's, St Andrew's or St Peter's churches. Regular should be taken to mean at least twice a month over a year. A written reference of regular attendance will be required from the relevant church leader.
5. Children whose parent or carer regularly attends worship at another place of Christian worship. A place of Christian worship is defined as a church which is a full member of Churches Together in England or the Evangelical Alliance. Distance is measured by the shortest route by road and maintained footpath from the Ordnance Survey grid reference point within the property to the nearest pedestrian school gate used by the relevant year group.

Accessibility of private or public transport will not be considered. All distances will be measured using School Admissions’ computerised geographical information system.

6. Children in order of nearness of the home to the school.

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the governing body will use distance, in the first instance, to decide between applicants. If applicants live equidistant from the school, the governing body will draw lots to decide between applicants.

The supplementary form to apply for denominational priority is available on the [school website](#).

St Stephen's CofE Primary School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

The published admissions number is 60 children per school year with six foundation places available for those families who worship locally.

1. Looked after children and previously looked after children (including children adopted from state care outside of England).
2. Children who have exceptional medical and/or social needs. The application form must be accompanied by recent and relevant medical evidence from suitable professionals such as GPs, consultants, or social workers.
If you do not supply this evidence when you apply it may affect whether or not your child is allocated a place. All information submitted will be regarded as confidential.
3. Children who have a sibling attending St Stephen's School who is on roll at the time of their admission. This includes full, step, half, adopted and foster children living in the same household.
4. Six foundation places: these will be allocated to children where one, or both of whose parents are active members who worship regularly at either St Stephen's Church or another local Christian church. Regular worship will be defined as church attendance at least twice per month in the past year and should be verified by a letter from a member of the clergy of the specified church.

If foundation places are oversubscribed, places will be allocated firstly to members of St Stephen's Church. In the event of an oversubscription from St Stephen's Church, geographical proximity will apply. The home to school distance will be measured by the shortest route by road and/or maintained footpath from the property to the Winchester Road gate.

Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' council's geographical information system. If less than six places are allocated to St Stephen's Church, the remaining Foundation places will be allocated according to proximity. Where two or more distances are the same a decision will be made using random allocation.

5. Children (by which is meant full, step, half, adopted and foster children living in the same household) of staff directly employed by St Stephen's school for two years or more before the admission application and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
6. Children who live nearest to the pedestrian entrance of the school, which is in Winchester Road. The home to school distance will be measured by the shortest route by road and/or maintained footpath from the property to the Winchester Road gate. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' geographical information system. Where two or more distances are the same a decision will be made using random allocation.

The King's CofE Primary

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. A child with an exceptional and professionally supported medical or social need.
3. A child who does not qualify under criteria 1 or 2 and who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where the child is eligible for the Pupil Premium Grant (PPG). There is the potential of three places each academic year to be offered under this criterion. In the event that there are more than three children who qualify under this criterion in an application cycle, these three places will be assigned to the qualifying children in order of proximity to the school by the shortest route, as calculated by the local authority.
4. A child of a member of staff where the member of staff has been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission, and the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. There is the potential of two places each academic year to be offered under this criterion. If criteria 4 is oversubscribed, places will be allocated in the following order of priority.
 - Children with a sibling already at the school
 - The greater the length of service of the relevant member of staff.
 - The greater proportion of a full-time week in which the relevant member of staff is employed to work.

In the event of a tie, places will be allocated by drawing lots by persons unaffiliated with the school.

5. A child whose sibling (full, step, half, foster and adopted living in the same household) will be at the school at the time of entry (other than siblings of children who were admitted under criteria 4, such siblings to be admitted under criteria 4 where the parent is a member of staff at the time of application).

If criteria 5 is oversubscribed, places will be allocated based on the age of the sibling already attending the school, meaning that applicants whose siblings are younger will have priority. For example, an applicant who has a sibling at the school in Year 2 will have priority over an applicant who has a sibling at the school in Year 5. In the event that a tiebreaker is needed, places will be assigned in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.

6. A child who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where one or both parents or carers are 'committed and regular worshippers' of one of the three Kew Church of England churches. In the event that a tiebreaker is needed, places will be assigned in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.

7. A child who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where one or both parents or carers are 'committed and regular worshippers' of a Christian church. In the event that a tiebreaker is needed, places will be assigned in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.
8. Any remaining places will be given in order of proximity to the school by the shortest route, as calculated by the local authority. In the event a tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the school.

'Shortest route' is the shortest route by road and/or maintained footpath (allowing for bridges over the railway line) from the property to the nearest pedestrian school gate. Accessibility by private or public transport will not be considered. All distances will be measured using the School Admissions' geographical information system. Applicants from the same building will be treated equally regardless of the floor on which they live.

The supplementary information form to apply for priority on a denominational basis can be found on the [school website](#).

Thomson House School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England).
2. Children who have an exceptional medical or social need requiring attendance at Thomson House School rather than any other school within a reasonable distance of the child's home address. Such needs must be supported, at the time of application, by reports or letters from appropriate professionals such as doctors or social workers. Circumstances cannot be taken into account unless information and supporting evidence is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at this school. All information submitted will be regarded as confidential.
3. Children whose parents have been given Founders' status as per Annex B to the Thomson House School Funding Agreement.
4. Children who have siblings (by which is meant full, step, half, fostered and adopted siblings) living permanently in the same household at the school at the date of admission.
5. Children of staff in either or both of the following circumstances: (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living closest to Thomson House School. The distance from home to school is measured as a straight line from a point in the property determined by address point data supplied by the Ordnance Survey, to the main pedestrian school gate used by the relevant year group.

Twickenham Primary Academy

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Children who are looked after by a local authority within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all previously looked after children (PLAC) including those who appear to this admissions authority to have been in state care outside England (IAPLAC) and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.
2. Priority will next be given to the children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
3. Places will then be offered to children who have a sibling living at the same address who is attending Twickenham Primary Academy at the time of admission, 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. The remaining places will be offered to children whose home is nearest to the school onwards, as measured by a straight line to the main school gate. All distances will be measured using the Richmond upon Thames School Admissions computerised Geographical Information System.

In the event of a tie in categories 1 and 2, the tie breaker will be distance. Places will be offered, in order, to children whose home is nearest to the school, as measured by a straight line to the main school gate. All distances will be measured using the School Admissions' computerised geographical information system. If criteria a, b or c produces an identical result for two or more applicants the Omnia Learning Trust will use random allocation by lottery to determine who will be offered a final place.

SECTION 3: Secondary schools

List of schools

School details	Type of school	PAN
Christ's School DfE number: 318 4603 Queens Road, Richmond TW10 6HW T: 020 8940 6982 E: info@christs.school W: www.christs.richmond.sch.uk Headteacher: Mrs Helen Dixon	Voluntary-aided	150
Grey Court School DfE number: 318 4006 Ham Street, Ham TW10 7HN T: 020 8948 1173 E: info@greycourt.richmond.sch.uk W: www.greycourt.richmond.sch.uk Headteacher: Mr Chris Rhodes	Academy	252
Hampton High DfE number: 318 4003 Hanworth Road, Hampton TW12 3HB T: 020 8979 3399 E: info@hamptonhigh.org.uk W: www.hamptonhigh.org.uk Headteacher: Ms Claire Regis	Academy	180
Orleans Park DfE number: 318 4010 Richmond Road, Twickenham TW1 3BB T: 020 8891 0187 W: www.orleanspark.school Headteacher: Ms Kathy Pacey	Academy	216
Richmond Park Academy DfE number: 318 6907 Park Avenue, London SW14 8RG T: 020 8876 8891 E: contactus@richmondparkacademy.org W: www.richmondparkacademy.org Standard intake: 180 students Principal: Mr James Whelan	Academy	180

School details	Type of school	PAN
St Richard Reynolds Catholic High School DfE number: 318 4000 Clifden Road, Twickenham TW1 4LT T: 020 8325 4630 E: office@srrcc.org.uk W: www.strichardreynolds.org.uk Headteacher: Mr Richard Burke	Academy	180
Teddington School DfE number: 318 4013 Broom Road, Teddington TW11 9PJ T: 020 8943 0033 E: info@teddingtonschool.org W: www.teddingtonschool.org Headteacher: Mr Paul Grills	Academy	240
The Richmond upon Thames School DfE number: 318 4002 Egerton Road, Twickenham TW2 7SL T: 020 8891 2985 E: info@rts.richmond.sch.uk W: www.richmonduponthameschool.org.uk Headteacher: Ms Kelly Dooley	Free	162
Turing House School DfE number: 318 4001 Hospital Bridge Road, Twickenham TW2 6LH E: info@turinghouseschool.org.uk W: www.turinghouseschool.org.uk Headteacher: Mr Martin O'Sullivan	Free	165
Twickenham School DfE number: 318 4004 Percy Road, Twickenham TW2 6JW T: 020 8894 4503 E: info@twickenhamschool.org.uk W: www.twickenhamschool.org.uk Headteacher: Mr Jonathon Lisseman	Academy	180
Waldegrave School DfE number: 318 4021 Fifth Cross Road, Twickenham TW2 5LH T: 020 8894 3244 E: info@waldegravesch.org W: www.waldegrave.richmond.sch.uk Headteacher: Ms Elizabeth Tongue	Academy Girls (Co-ed sixth form)	216

List of schools by planning area

Planning area	Schools
East	Christ's CofE School Grey Court School Richmond Park Academy
West	Hampton High School Orleans Park School St Richard Reynolds Catholic High School Teddington School The Richmond upon Thames School Turing House School Twickenham School Waldegrave School (Girls only)

Admission arrangements for 2026

Christ's School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or previously looked after children (including children adopted from state care outside of England).
2. Applicants whose child's medical or social circumstances require attendance at Christ's School rather than any other school.

The remaining places will be allocated as follows.

3. Category 1: Christian foundation places

A maximum of 60 Christian foundation places will be offered for Year 7. Christian foundation places are offered to children whose family (parents or legal guardians) can demonstrate their commitment to a church that is part of the Church of England or is a full member of one of the following bodies.

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

Priority is given as follows.

- 3.1 Children and/or parents or legal guardians who are regular worshippers in a Church of England Church and are resident in the Deanery of Richmond and Barnes, Deanery of Kingston, the Deanery of Hampton or the Deanery of Hounslow.
- 3.2 Children and/or parents or legal guardians who are regular worshippers in one of the above and are resident in one of the above named Deaneries.
- 3.3 Children and/or parents or legal guardians who are regular worshippers in a Church of England Church who live outside of the above named Deaneries.
- 3.4 Children and/or parents or legal guardians who are regular worshippers in one of the above named bodies who live outside of the above named Deaneries.

Places will be offered in accordance with the oversubscription criteria below.

4. Category 2: Open places

90 open places will be offered for Year 7 in accordance with the oversubscription criteria below.

For each of criterion 3 and 4, if there are more applications than places available, the governors will give priority in the following order.

1. Applicants with a sibling attending Christ's School at the time of admission, including the Sixth Form.

2. Applicants with a sibling who attended Christ's School at the time of application, including the Sixth Form.
3. Applicants with a parent employed by Christ's School at the time of application.
4. Children living closest to the school.

Deaneries of Richmond and Barnes, Kingston, Hampton and Hounslow - Applicants can check if they reside in one of these parishes by entering their address on the website 'A church near you': www.achurchnearyou.com.

The supplementary information form to apply for priority on a denominational basis can be found on the [school website](#).

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

Grey Court School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places are firstly offered to looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Places are offered to those able to provide written evidence from a suitably qualified person such as a doctor, social worker or educational welfare officer at the time of application of particular social or medical needs which can only be met most appropriately by attendance at Grey Court. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Places are offered to those with a brother or sister attending the school at the time of admission, including adopted, foster, step or half siblings living at the same address.
4. Children, by which is meant full, step, half and adopted siblings living in the same household, of staff directly employed by Grey Court School for two years or more before the admission application and at the point of admission.
5. Other children on the basis of distance from home to Grey Court, measured by the shortest route by road and maintained footpath, from the middle (the 'seed-point') of the home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year group.

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

Sixth Form admissions are managed directly by the school. Please refer to the [school's website](#).

Hampton High

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Children who have exceptional medical or social needs requiring attendance at Hampton High rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school at the point of admission.
4. Any other children on the basis of distance from home to Hampton High, measured by the shortest route by road and maintained footpath, from the middle (the seed-point) of their home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year group.

The distance from home to school, criterion, is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place.

The names of the remaining brothers or sisters will be added to the waiting list in accordance with the sibling criterion.

Orleans Park School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Students who have an exceptional family, medical or social need requiring attendance at this school, rather than any other school. Such needs must be supported by evidence from suitable professionals such as a GP, consultant or social worker.

All information submitted will be treated as confidential and considered by our governors' admission panel. Please refer to the 'Admission to Richmond's Secondary Schools' booklet.

3. Any sibling of a student on roll on Wednesday 1 September 2026 or at the time of admission to the school and that this sibling has the same permanent place of residence. Siblings: for the purposes of these arrangements, sibling is defined as a sibling, half-sibling (having one parent in common) step sibling, foster or legally adopted sibling (having at least one adoptive parent who is a parent of both children) living permanently at the same address.
4. Children of staff (by which is meant full, step, half and adopted children living in the same household) directly employed by Orleans Park for two years or more before the admission application.
5. Children living nearest to the school, measured by the shortest route by road and/or maintained footpath from the permanent place of residence to the main pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using the council's geographical information system.

Sixth Form admissions are managed directly by the school. Please refer to the [school's policy](#).

Richmond Park Academy

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England).
2. Children with exceptional medical or social needs.
3. Children with a sibling (brother or sister) who will still be on roll at the academy at the time of admission.
4. Children of staff at the academy where the member of staff has been employed for two years or more at the time of application, and/or recruited to fill a vacancy for which there is a demonstrable skill shortage.
5. Distance - children resident closest to the academy.

Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births) the final tie-breaker will be random allocation, which will be independently verified.

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the academy. In such circumstances the PAN would be exceeded.

Sixth Form admissions are managed directly by the school. Please refer to the [school's policy](#).

St Richard Reynolds Catholic High School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after and previously looked after children (including children adopted from state care outside of England).
2. Children who attend St Richard Reynolds Catholic Primary School, who were admitted to the primary school under the open category.
3. Baptised Catholic children in the following order.
 - a) With a Certificate of Catholic Practice whose home addresses are in the parishes of Our Lady of Loreto and St Winefride, Kew Gardens; Our Lady Queen of Peace, East Sheen; St Edmund of Canterbury, Whitton; St Elizabeth of Portugal, Richmond; St Francis de Sales, Hampton Hill; St James, Twickenham; St Margaret of Scotland, St Margaret's; St Mary Magdalen, Mortlake; St Osmund, Barnes; St Theodore of Canterbury, Hampton; St Thomas Aquinas, Ham; and The Sacred Heart, Teddington (see notes 3, 4, 12 and 13 and parish boundary maps).
 - b) Whose home addresses are in the parishes listed in category 3(a) above (see notes 3, 12 and 13 below and parish boundary maps on our website).
 - c) With a Certificate of Catholic Practice whose home addresses are not in the parishes listed in category 3a above.
 - d) Other Baptised Catholic children
4. Other children in the following order.
 - a) Catechumens and members of an Eastern Christian church.
 - b) Children of other Christian denominations and Children of other faiths whose membership is evidenced either by a certificate of Baptism or by a minister of religion or other religious leader.
 - c) Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

1. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category within which the application is made.
2. Where a child is attending St Richard Reynolds Catholic Primary School who was not admitted to the primary school under the Open place category.
3. The attendance or former attendance of a brother or sister at St Richard Reynolds Catholic High School (which includes the Sixth Form) at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above.
4. A child of a member of St Richard Reynolds Catholic College staff who has been employed at the college (primary or high school) for two or more consecutive years at the time of application.

Where the number of applicants under subcategories 3a or 3b exceeds the number of places available, places will be allocated in the ratio: Diocese of Westminster 6: Archdiocese of Southwark 4.

Applicants within each diocese within each of the two subcategories (3a and 3b) separately, will be ranked by random allocation supervised by a person independent of the school.

Where the offer of places in any of the categories or subcategories other than 3a or 3b would still lead to oversubscription, priority will be given to children living closest to the school determined by the shortest distance. Proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured by Richmond Council using their geographical information system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

The supplementary information form to apply for priority on a denominational basis can be found on [the school website](#).

Sixth Form admissions are managed directly by the school. Please refer to [the school's policy](#).

Teddington School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children and previously looked after children (including children adopted from state care outside of England). Applications under this criterion must be accompanied by professionally supported evidence.
2. Children who have exceptional social or medical circumstances where it is deemed that this is the only school which can meet their needs. Such needs must be supported by evidence from suitable professionals such as a GP, consultant or social worker. All information submitted will be treated as confidential and considered by our governors' admission panel. Please refer to the Richmond Secondary Schools Admissions booklet.
3. Any sibling of a student on roll on 1 September 2026 or at the time of admission to the school and that sibling has the same permanent place of residence. For the purposes of these arrangements a younger sibling is defined as a younger sibling, half sibling (having one parent in common) step sibling, foster or legally adopted sibling (having at least one adoptive parent who is a parent of both children) living permanently at the same address.
4. Children living nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using the council's geographical information system.

If there are more applicants within each criterion, distance from home to school will be used as a tiebreaker and will be measured using the School Admissions' computerised geographical information system. For applicants who live the same distance from the school, a random selection by drawing of lots is used, and this will be carried out independently of the school.

Sixth Form admissions are managed directly by the school. Please refer to the [school's policy](#).

The Richmond upon Thames School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

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

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.

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 Achieving for children on behalf of Richmond School Admissions.

Turing House School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after children or children who were previously looked after.
2. Children who have an exceptional medical or social need requiring attendance at this school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers.

Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.

3. Children who have siblings on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission. Siblings include full, step, half, fostered, and adopted siblings living in the same household. Cousins are not considered siblings.
4. Children of staff directly employed by the Russell Education Trust on a permanent full-time or fractional contract at Turing House School in either of the following circumstances.
 - a) The member of staff has been employed for two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (determined by the headteacher with the chair of governors and the CEO of RET).
5. The remaining places will be allocated by distance as follows.
 - a) 20% will be allocated to those applicants whose home address is closest to 'Sun Stairs' door of our school building. The point is defined as OS Grid Reference TQ 13480 73643.
 - b) 80% will be allocated to those applicants whose home address is closest to the Nodal Admissions Point for the school, which is TQ 15356 71392, located in Somerset Gardens in Teddington.

Proximity to Turing House or the Nodal Admissions Point is measured by the shortest route by road and/or maintained footpath from the property to the relevant point. Accessibility of private or public transport will not be considered. All distances will be measured using the School Admissions' geographical information system.

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break, except in the case of siblings from the same address when all will be offered places. Should a tie break be required it will be conducted independently. The random allocation will be via the drawing of lots by an independent party.

Sixth Form admissions are managed directly by the school. Please refer to the [school's policy](#).

Twickenham School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Places will be offered firstly to looked after children: 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 (including children adopted from state care outside of England). Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (such as from a social worker).
2. Children who have an exceptional medical or social need requiring attendance at a particular school, rather than any other school. Such needs must be supported, at the time of application with written reasons from the parent or guardian together with written reports or letters from suitable professionals such as GPs, consultants or social workers confirming the exceptional medical or social need and making the connection between your child's need and Twickenham School, clearly demonstrating why Twickenham School can meet your child's needs in a way that no other school can.

Circumstances cannot be taken into account unless information is provided at the time of application. Failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.

3. Children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school at the point of admission.
4. Children living closest to the preferred school, measured by the shortest route by road or maintained footpath from the Ordnance Survey grid reference point within the property, out of the front entrance into and following the middle of the road and footpath, to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system.

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

Waldegrave School

This is a summary of the oversubscription criteria. It is your responsibility to read the full policy on the [school's website](#) for further information about each criteria and your responsibilities as the applicant before making your application.

1. Looked after or previously looked after girls (including children adopted from state care outside of England).
2. Girls who have an exceptional medical or social need requiring attendance at Waldegrave School rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of

application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.

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

The shape of the priority areas for Waldegrave was originally determined by the link primary school furthest away in each direction in 1998 (North: John Betts, Hammersmith; South: St John's School, Kingston; East: St Faith's School, Wandsworth and West: Forge Lane, Hounslow). These points were used as a basis for the boundary of the priority areas. Waldegrave is therefore not the central point of the priority areas.

The distance from home to school, criterion 6, is used as a 'tie-breaker' if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide which child should have the place. The names of the remaining sisters will be added to the waiting list in accordance with the sibling criterion 3.

Sixth Form admissions are managed directly by the school. Please refer to the [school's policy](#).

SECTION 4: Commonly used oversubscription criteria and definitions

Always consult the complete admissions policy of your preferred schools. This will confirm which criteria are applicable and highlight any deviations from the standard definitions provided.

Looked after children or previously looked after children

Looked after children and previously looked after children, including those who were in state care outside of England and ceased to be in care due to adoption, will receive the highest priority.

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.

You must provide a written statement from the child's social worker confirming the following:

- 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.

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).

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.

Exceptional family, social or medical need

Kingston schools regularly support children with diverse social and medical needs. Prioritisation based on exceptionally high social or medical needs is rare, with very few, if any, applications approved under this criterion annually. The standard for acceptance is extremely high, requiring needs which are highly uncommon within the general population.

The admissions authority for the school you are applying to decides whether to use this criterion for admissions and will assess priority requests. Review their admission arrangements, and follow the appropriate application instructions.

It is important to understand that if your child has special educational needs or may require extra support but does not have an Education, Health and Care Plan, their application cannot be prioritised under this criterion. All schools can effectively support children's educational needs through appropriate induction, support, and tailored teaching.

Reasons such as your work location, childcare arrangements, or family links to the school are not considered sufficient grounds for prioritisation under this criterion.

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

Voluntary aided, free, foundation, and academy schools handle their own social and medical need assessments for in-year transfer applications. This includes all secondary schools and some infant, primary, and junior schools, depending on their type.

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.

To request priority admission under this criterion, it is your responsibility to review the school's admission policy for specific requirements. Your application, along with the necessary supporting documents explaining why the child can only attend this particular school and why no other school can meet their needs, must be sent directly to the school for consideration. This evidence must clearly detail the circumstances.

Submitting evidence does not guarantee school placement priority. Each case is assessed individually to determine if placement at a specific school is warranted over others. The school will directly inform you of their decision and notify the Admissions team if additional priority should be applied to your child's application. If you disagree with the school's decision, you must contact them directly. We cannot mandate schools to prioritise admissions under this criterion.

Applications for community primary, infant or junior schools under the exceptional family, social or medical criteria.

The School Admissions team evaluates exceptional family social and medical need applications only for community schools within Kingston. 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 pertain to the child or another family member. Each application is assessed individually and must include the following at the time of submission:

- a letter detailing the reasons for the application under this criterion, explaining why the preferred school is considerably more appropriate than any other school for the child, and the difficulties that would likely arise if the 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 generally not acceptable

Hospital appointment letters or prescriptions are not considered relevant evidence.

Please scan the supporting documents and send them to the [School Admissions team](#) including your child's name and date of birth in the body of the email. Alternatively, documents can be mailed to the address provided on page 2.

All information provided is treated in the strictest confidence.

Applications missing 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 considerations

- Community schools are equipped to support children with diverse educational needs. Consequently, applications seeking higher priority based on special educational needs without an education, health and care plan will not be granted. This policy addresses a range of neurodevelopmental conditions, including autism spectrum condition, dyslexia, dyscalculia, dyspraxia, attention-deficit or hyperactivity disorder (ADHD), attention deficit disorder (ADD), and speech and language difficulties. This list is not exhaustive.
- Borough schools are expected to manage medical needs. Applications with medical evidence may be approved for exceptional illnesses or disabilities where only one school is a reasonable option.

The following conditions and situations do not qualify as exceptional medical needs: asthma, eczema, food allergies, diabetes, and circumstances requiring medication administration training. This list is not exhaustive.

- Schools are expected to provide appropriate support for pupils' emotional and social needs, including anxiety and stress. Therefore, applications citing these needs will not be considered under this criterion.
- Schools must have a behaviour policy that addresses bullying prevention. Therefore, applications based on bullying concerns will not be considered under this criterion.
- Reasons such as recent arrival in the UK, childcare or joint custody 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 do not constitute valid grounds for extra priority unless substantiated by significant medical or social factors.
- Preference for the maintenance of friendship groups or the religious denomination of a school shall not be taken into account under this criterion.
- 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 assessed for strength 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 possess knowledge of the local authority's admissions procedures and the School Admissions Code.

Applications are reviewed impartially by officers. If an application is denied based on this criterion, the officers will jointly document the reasons for the refusal.

The local authority's decision on applications under this criterion is final, without an internal appeal. However, if the preferred school does not offer a place, there is a legal right to appeal to an independent school admissions appeal panel.

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 secondary school
- they will still be attending the school when the applicant is admitted

You **must** include the sibling's details on the application for sibling priority to be considered. 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

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. For community schools, this criterion is applicable to staff members directly employed by the school at the time of application, who meet one of the aforementioned criteria and remain employed when their child is admitted.

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.

Distance from home to school

Richmond Council uses a standardised measurement in metres, based on its geographical information system (GIS) and Ordnance Survey data, to fairly determine home-to-school distances for all applicants to schools within the borough. The system measures the shortest walking route between the child's home address and the school, with the exception of the schools listed below who use a straight line measurement to prioritise their applications.

School distance is measured from an Ordnance Survey-provided grid reference point within the property (the seed point) to the closest named school gate or nodal point as defined in the admission arrangements.

From the seed point the route always connects to the 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. Distance is measured from the closest point of your property to the designated seed point, regardless of typical access points. For instance, a rear path closer to the seed point will be the starting point, even if the route then goes to the front of your house.

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.

Therefore the council's geographical information system may calculate walking routes differently from the actual walking route used by your child. The home-to-school distance measurement is solely for school admissions. These measurements are not promoted or intended as actual walking routes. 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.

We will not provide home to school distances to applicants ahead of a formal application being received and an offer being made. Applicants can use publicly available websites to estimate the distance between their home and preferred schools to help them decide which schools to list on their application. 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.

Only distances generated by the council's geographical information system will be used to determine the allocation of places. Only the grid reference point for the residential address provided by the Ordnance Survey and the routes acknowledged by the geographical information system shall be utilised, measuring only to 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.

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 individual school. Please refer to the school's admission arrangements for further details.

Linked infant school

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

- Hampton Infant School and Hampton Junior School
- Carlisle Infant School and Hampton Hill Junior School
- Heathfield Nursery and Infant School and Heathfield Junior School
- Trafalgar Infant School and Trafalgar Junior School

Attending the infant school is the second-highest criterion for allocating places 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 School and St John the Baptist CofE Junior School

St John the Baptist CofE Junior School's admissions are managed by its governors. Their admission criteria, along with information on place offers over the past three years, are available on the school's website. Please confirm if a supplementary information form is required.

If you have any questions regarding school admissions, contact:
School Admissions, Achieving for Children, Guildhall 2, Kingston KT1 1EU

[Email](#)

[Website](#)

If you have difficulty reading this document because of a disability or because English is not your first language, we can help. email the School Admissions team or ask someone to email on your behalf.