

# Transfer to Secondary School in September 2020

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**achieving  
for children**

# Pan London Co-ordinated Admissions System

- All 33 London boroughs and 5 surrounding local authorities co-ordinate admissions with the aim of enabling a single offer per child (wherever possible)
- One Common Application for all Richmond residents (Home LA)
- Single offer of a school place is made by the child's Home LA

# Applying for a place at a secondary school for September 2020

- Apply online: easy, quick, secure, reliable – 99% of parents applied on line last year

OR

Complete the paper Common Application Form

- List up to 6 preferences for maintained schools or academies in or out of the borough
- Submit by the closing date of 31 October 2019

## Benefits of Applying Online

- It is easy and secure, with clear prompts at each stage
- You will receive confirmation when your application has been submitted
- You can scan and send any supporting documents – no postage required
- You will receive an email with the outcome during the evening of 2 March 2020
- You will be able to accept or decline online

## Key dates

- 26 September 2019 – start of Richmond secondary schools' open evenings
- 31 October 2019 – closing date for applications
- 25 October 2019 – ideally submit before half term
- 2 March 2020 – National Offer Date. Online applicants receive outcome by email and your LA sends you a letter giving outcome of your application

# Collect information about schools

- Likelihood of being offered a place – check the admissions criteria and pattern of admissions from previous years – any changes that may affect your application?
- Open evenings/Open days
- LA brochures and individual school prospectuses
- Talk to your primary school Headteacher
- Richmond Council's website – [www.richmond.gov.uk](http://www.richmond.gov.uk)
- Performance tables/Ofsted reports

# Order of preference

- List the schools you wish to apply to in the order that **you** prefer them
- Each school will consider your application against their admissions criteria **only** and not the order you place them on your form
- If your child qualifies for more than one school you will be offered the *highest* preference you qualify for

# Deciding on the order of preference

## Example 1

Preference	School	Qualify for place?	Outcome
1 <sup>st</sup>	The Tiffin Girls	No	Waiting list
2 <sup>nd</sup>	The Richmond upon Thames School	Yes	Offered
3 <sup>rd</sup>	Twickenham School	Yes	Withdrawn
4 <sup>th</sup>	Waldegrave School	Yes	Withdrawn
5 <sup>th</sup>	Grey Court School	Yes	Withdrawn
6 <sup>th</sup>	Orleans Park	No	Withdrawn



# Deciding on the order of preference

## Example 2

Preference	School	Qualify for place?	Outcome
1 <sup>st</sup>	Grey Court School	Yes	Offered
2 <sup>nd</sup>	Tiffin School	Yes	Withdrawn
3 <sup>rd</sup>	The Richmond upon Thames School	No	Withdrawn
4 <sup>th</sup>	Christ's School	Yes	Withdrawn
5 <sup>th</sup>	Richmond Park Academy	No	Withdrawn
6 <sup>th</sup>	Twickenham School	Yes	Withdrawn

# Order of preference

- If your child qualifies for only one school you will be offered that school
- If you want a selective school option you need to consider carefully your order of preference
- Waiting lists – automatically on for higher preference schools than the school which is offered.

# Supplementary Forms

- Christ's School requires you to complete a supplementary form *in addition to* the common application form if you are applying for a Foundation (Church) place
- St Richard Reynolds Catholic High School requires all applicants to complete a supplementary form *in addition to* the common application form
- Check which schools located in other boroughs that you apply for require a supplementary form (if any)
- Closing date for all forms is 31 October 2019

# Completing the Application

- *Admission to Richmond's Secondary Schools* online brochure
- Sibling (brother/sister) at time of admission
- 'Exceptional reasons' priority and why only one school is suitable
- Up to 6 preferences
- No priority for single sex
- 31 October 2019 – closing date for all forms

# Summary

- Visit schools to gather information and make an informed decision
- Apply online at [www.richmond.gov.uk](http://www.richmond.gov.uk) where there is a link via the school admissions page or direct via [www.eadmissions.org.uk](http://www.eadmissions.org.uk)
- Submit your application by 31 October 2019
- Submit supplementary forms direct to the schools
- Order of preference in which you place schools is very important

## Being offered a place

- Email will be sent on 2 March 2020 to all those who apply online
- Letter will be posted on 2 March 2020 if you are not offered a place at your first preference school
- You will have two weeks to reply: by 16 March 2020
- After 26 March, your Home LA will make further offers
- 89% of LBR applicants were made an offer of one of their preferences on 1 March 2019

# Queries and Further Information

- Richmond's Schools Admissions Team Tel: 020 8547 5569 between 9.00am and 2.00pm
- Email: [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk)