



**Transferring from Barnes Primary  
School**

# Aim of the meeting



1. Share some helpful thinking based on experience
2. Outline the official process
3. Q&A



This is the start of the next stage in your child's education.  
It should be special and exciting. Enjoy – stay positive. We are here to help.

# Think about Barnes Primary School



- What makes Barnes **special**?
- What is at the **heart** of what we do?
- What makes the quality of provision **outstanding**?
- How do we **enrich** the curriculum?



Apply the same thought process to what you would like for a secondary school.

LEARNING

LOVE

LAUGHTER

# Website information: Website link



## Parents

[Assessment](#)[Complaints](#)[Data protection](#)[e-safety](#)[Education jargon](#)[Extended provision](#)[Health advice for starting school](#)[Healthy schools London](#)[Helpful guides for parents](#)[High attaining pupils](#)[Keeping children safe](#)[Medical, illness and accidents](#)[Our teaching philosophy](#)[Parent Consultations](#)[Pay360](#)[Policies](#)[PTFA](#)[Safeguarding](#)[School meals](#)[Secondary transfer](#)[Sex Education](#)[SIMS Parent](#)

## Secondary Transfer

The school will endeavour to support parents and carers as much as possible when choosing a secondary school for their child. The choice, however, resides with parents and they should take the necessary steps, in good time, to ensure that they make a sensible and informed choice. Transferring to secondary school can be a very stressful time, especially for parents living in a densely populated city like London, where there is a significant demand for places. If parents are looking at a popular school there are often not easy solutions and a lot of thought and time needs to be committed to this endeavour.



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[Deciding on which secondary school](#)

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[Some tips](#)

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[School Transition and Adjustment Research Study \(STARS\)](#)

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[Advice for Year 5 parents on secondary school](#)

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[The application process](#)

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[Dealing with transition](#)

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[Travel planning for secondary school](#)

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# **Transfer to secondary school in September 2026**

Achieving for Children School Admissions Team

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## National coordinated admissions and Pan London

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

## Timeline for on-time applications for 2025 entry

- Applications opened on **Monday 1 September 2025**
- Richmond Secondary schools hold open events in September and October. Information for all schools is available on the [Achieving for Children website](#) and in [the secondary admissions brochure](#). Check the school website in case you have to book a place.
- Secondary applications close on **Friday 31 October 2025**
- Secondary national offer day is **Monday 2 March 2026**



## Making an application

- Research the schools and how places were allocated in previous years.
- Apply online at [eadmissions.org.uk](https://eadmissions.org.uk) if you are a Richmond resident. If you have any difficulties, contact the School Admissions team for support
- Name up to **six** schools in preference order, including in borough and out borough schools.
- Submit your application and any supplementary forms before **Friday 31 October 2025.**

## Benefits of applying online using eAdmissions

- 99% of applicants applied online last year.
- You can apply using a PC, laptop, tablet or smartphone.
- The application process is secure, with clear prompts at each stage to guide applicants.
- You can scan and attach supporting documentation - no postage required.
- You will receive confirmation that your application has been successfully submitted, and you can view it at any time.
- You will receive an email with the outcome during the evening of **Monday 2 March 2026.**
- You will be able to accept or decline your offer online.



## Preferences

- Parental right to name a preference for a school does not mean that you have a right to choose a school, but we will meet parental preference as far as possible if spaces are available.
- Don't assume that you are entitled to a place at a preferred school, a single sex school, a faith school, the school nearest to the home address, or at a school in the borough where you live.
- All preferences are processed in accordance with the equal preference scheme.

## **Places are allocated under the equal preference scheme**

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



## Order of preference

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

## Deciding on the order of preference - example of possible outcome

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



## Oversubscription criteria

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

## Common oversubscription criteria

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

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



## Supplementary forms

- **Christ's** and **St Richard Reynolds** require you to complete a supplementary information form **in addition** to the common application form if you wish to apply for priority under faith grounds. **Return this form directly to the school.**
- Check whether any of your preferred schools in other boroughs require a supplementary form.
- The closing date for all forms is **Friday 31 October 2025.**

## Children educated out of of year group

For example, summer born children who delayed entry into Reception until 2019.

- If your child is currently being educated outside of their chronological year group, there is no automatic right to continue to educate out of year on transfer to secondary school.
- Parents must contact their preferred schools to request permission to apply for a Year 7 place in September 2026.
- A copy of the agreement should be sent to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk) and eAdmissions will be authorised to allow you to submit an application.
- Only schools who have agreed will be considered.



## National Offer Day 2 March 2026 (on-time applications)

- Offer will be sent to you via email during the evening after 5pm. 94% of applicants were allocated a preferred school in 2025.
- Respond to your offer via eAdmissions by **16 March 2026**.
- If the offer is not your preferred school, accept the offer until a higher offer can be made to ensure your child has a school place in September. Guidance will be provided on next steps.
- Some children may receive an offer for an alternative school, and others may not be offered a place at all initially.
- Remember - National Offer Day is only the start of the allocation process. There is a lot of movement from waiting lists before September.

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

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

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



## Waiting lists

- Your child will automatically be added to the waiting list for any higher preferred schools.
- Waiting lists **must** be held in oversubscription criteria and re-ranked when a new application is received.
- Be prepared for waiting list positions to go down as well as up.
- Waiting lists will be maintained until the end of June 2027 when they will be disbanded. You will need to complete an in-year transfer application from June 2027 for your child to join the list for the following academic year.

## ➤ Further offers

- We will start to make further offers from the waiting lists *from Monday 30 March 2026* after all parental responses have been received and processed, and late applications have been added to the waiting lists.
- Further offers will continue until the middle of September as places become available.



## Appeals

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

# Gathering information

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



## Other resources

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

## FINALLY... SOME DOs and DON'Ts

**DO** read the brochure and visit the schools.

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

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

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

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



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

**[richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk)**

# A rite of passage!



- This is an **inevitable change** – make it special not pressured.
- Be ready to **support them emotionally** with the change.
- Help them get **excited** about moving on - mental wellbeing and anxiety.
- Think about **what you say, how you say it and where you say it.**
- A **'project'** mentality is required.
- Doing your **research** is key to success. Putting in the **'legwork'** is part of this.
- Be **organised**: spreadsheets and diaries.
- **Talk to others** who have been through the process.
- Be very **positive** about your real option and don't make it feel like second best.
- **Stay calm.** Beware of scaremongering, gossip and occasional hysteria!



# Before you start this journey ...



Take a step back and think through what sort of education your child might benefit from. Perhaps write a wish list of secondary school characteristics which you can use as a checklist. Ask your son or daughter for their views too.

- Do you want an all **boys** or all **girls** school or would they be better off in a **co-educational** environment?
- Is strong **pastoral care** important due to issues they've experienced or are experiencing, or do they require support for special needs?
- What do they **enjoy** doing? What do they **dislike**?
- Are they very **academic, sporty, theatrical, musical**?
- Do they love trying new things? If so a school with lots of **clubs** and **activities** might appeal.
- Do they have a **favourite subject**? Languages, drama, dance, music, computing, art or sport. If so, look for strength in those areas.
- Think about whether a **smaller/larger** secondary with more facilities and clubs will suit them best?
- How long are you prepared for your child to **commute**? A school may be further away, but the journey may be shorter or simpler. Check out the route they would do (and ideally do it).

**You will never find the perfect school and it helps to remember that from the beginning.**

**In every school there will be moments of magic as well as elements which you dislike as a parent.**

# Think about your child and consider the following:



- Do they really need to see all schools? **Don't take them out of school** to see all schools – this will have an impact on their current schooling and they may become anxious about what they are missing.
- Understand that independent schools require **attendance records** for applicants and all half-days and days missed for school visits reduce your child's attendance percentage which will be considered by the school(s) you eventually apply for.
- **Keep it as simple** as possible for them - slim down the choice.
- Don't make a wasted, unrealistic choice or put them into lots of exams.
- **Think carefully** about tutoring.
- **Please think and act as a community. It is very important to us that all children in Year 6 feel confident and respected in their choice of schools whether they are state or independent.** In every single year group in the last 5 years we have had to speak to the year group about unkind comments and judgements on the choice of provision and then on exam results. Please help us in this by being firm with your children and if necessary with other parents on any negative talk or discussions.



# If your child needs to visit a school:



- **Keep it as simple** as possible - reduce the choice and the time out of school.
- **We track attendance very carefully.** Time out disrupts learning and is on reports.
- **If your child really needs to attend a secondary school event please complete the form on the secondary transfer page.** This will record the request for absence (open day, exam, interview or induction).
- **Please ensure your child returns back to school quickly and is only out for the time they need.** The same children can attend the same events and yet the return time can vary by 2 hours!

# School options:



- State
- Independent
- Grammar schools (academically selective, can be state or independent)
- Co-educational
- Single sex
- Day
- Boarding



# Further thoughts



## Which school?

- Know your child & what makes him / her **happy**.
- The competition at selective schools is extremely strong.
- Consider the **journey** to school – the location and the distance.
- Consider the **wider curriculum** opportunities.
- Extra curricular activities may require your child to stay late.
- Think about the **community** and where friends will be based.

**Check the application deadline and don't miss it!**

# Local state secondary schools



- Chiswick School
- Christ's School (C of E)
- Grey Court School
- Lady Margaret Girls' School (C of E)
- Orleans Park School
- Lift Richmond Park Academy
- Richard Reynolds Catholic High School, Twickenham
- The Fulham Boys School (C of E)
- The Richmond upon Thames School, Twickenham
- Tiffin School for Boys, Kingston (selective)
- Tiffin School for Girls, Kingston (selective)
- Waldegrave Girls' School, Strawberry Hill/Teddington
- West London Free School, Hammersmith

# Richmond Park Academy 2025 GCSE & A Level results



## RICHMOND PARK ACADEMY CELEBRATES IMPRESSIVE GCSE RESULTS FOR 2025

Students attaining 5+ including English and Maths: **66%** (62% in 2024)

Students attaining 7+ including English and Maths: **31%** (29% in 2024)

Some of their stand out results included:

Jack (ex BPS pupil) attained ten grade 9s

Lily attained nine grade 9s

Erin eight grade 9s and one grade 8

Beatrice six grade 9s and three grade 8s



# Which school? Destinations from 2021 to now

- |                              |                                |   |
|------------------------------|--------------------------------|---|
| • Abingdon School            | • Ibstock Place                | • St Catherine's Girls School               |
| • Ashcroft Tech Academy      | • Kew House                    | • St Cecilia's Catholic School              |
| • Blenheim High School       | • King's House Prep School     | • St James' Boys                            |
| • Christ's School            | • Kings College                | • St James' Girls                           |
| • Chiswick School            | • Kingswood House, Bath        | • St John's School, Leatherhead             |
| • Clarendon School           | • Kingston Grammar             | • St Paul's Boys                            |
| • Downe House                | • Lady Eleanor Holles          | • St Paul's Girls                           |
| • Emanuel School             | • Lady Margaret School         | • St Richard Reynold's Catholic High School |
| • Epsom College              | • Latymer Upper School         | • Surbiton High School                      |
| • Fulham Cross Academy       | • London Oratory School        | • The Green School                          |
| • Fulham Cross Girl's School | • LVS Ascot                    | • Tiffin School Boys                        |
| • Garrett Park School        | • More House                   | • Tiffin School Girls                       |
| • Godolphin & Latymer        | • Notting Hill and Ealing High | • Thomas's College                          |
| • Grey Court School          | • Orleans Park School          | • Twickenham School                         |
| • Guildford High School      | • Prior's Field School         | • Unsted School                             |
| • Hampton School             | • Putney High School           | • Ursuline Catholic High School             |
| • Harrodian School           | • Radnor House                 | • Waldegrave School                         |
| • Holland Park School        | • Ranelagh School              | • Wimbledon High School                     |
|                              | • Reed's School                |   |
|                              | • Richmond Park Academy        |   |
|                              | • Richmond upon Thames School  |   |

# Which school...



Year	Number of schools	State	Independent	Total
2024 - 2025	21	23 (45%)	24 (47%)	51 Children <small>(1 special, 3 abroad 8%)</small>
2023 - 2024	36	24 (41%)	34 (58%)	59 children <small>(1 leaving the country)</small>
2022 - 2023	32	29 (51%)	28 (49%)	57 children <small>(2 leaving the country, 1 repeating at BPS)</small>
2021 - 2022	27	29 (49%)	30 (51%)	59 Children
2020 - 2021	26	29 (58%)	21 (42%)	50 children <small>(1 leaving the country)</small>

# Top tips ...



- **Talk to parents** who actually have children at the school rather than someone who has heard something about it.
- **Trust** your instinct. **Take your child with you to visit your top three schools** to gauge their reaction to the **“feel of the school”**.
- On open days **talk to the pupils**, not just the staff. If a child shows you round talk to them about their experience, they are usually brutally honest when they are away from staff!
- Walk away from the main show areas. What does the school look like, what does the school **‘feel’** like – is it a place you feel comfortable in, what are the toilets like, they say a lot about a school!
- If you can manage it visit away from the main open evening, watch the school operating on a normal day.
- Think about your **child’s journey**. Secondary school is exhausting at first, a long journey can put stress into the situation. Think about the return journey after sports or music events in the evening and the pressures this may put on family life.
- **Fill in all the places on your application form** for the borough. Putting just one school first won’t make it more likely that you get it and could mean that if you don’t get it they can allocate you anywhere.
- **Put the open days and deadlines for applications in your diary so that you don’t miss them.**



# ADMISSIONS PROCESS

# Independent school applications



- **We will run the ISEB in late November.** This exam is used by many schools - you need to check.
- If your child will miss School Journey due to tutoring sessions or entrance exams – **and they will miss out on a rite of passage if they don't attend** – they need to be formally withdrawn from the trip **otherwise payment in full must be made** as the school incurs cost on all booked places.
- If you would like your child to sit this exam with us, you need to complete the form Gill will email to you in October.
- We will not send any reference paperwork without payments having been made.
- All deadlines outlined in communications are deadlines. Failure to respond to requests or make payments may result in deadlines with secondary schools being missed.
- All requests for independent school reports need to be made before the half term as this is when teachers will write these.
- Our charges for all aspects of secondary transfer are outlined on our secondary transfer page.
- If your child is applying for a scholarship additional paperwork is required. These usually require you to have all paperwork completed ahead of a 'normal' application. These require additional reports to be written – again timing is key.

# A year on ... a parents view



- My first tip is: listen to Sue when she says "don't talk about schools"
- How not to talk about it?
- What we learnt?
- If you do go the independent way, it's a lottery over which you have relatively little control.
- Like finding a flat or a house, it works out in the end.
- My friend was right - there are multiple fantastic schools in this area with amazing teachers who really care about our children's wellbeing. Hold your nerve!



# Summary



- Visit school websites and virtual tours 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)
- **24th October 2025** – ideally submit your application before half term.
- **31st October 2025** – closing date for applications.
- Submit any supplementary forms direct to the schools.
- The order of preference in which you place schools is very important.
- **2nd March 2026** – National Offer Day. Online applicants receive outcome by email and your LA will send a letter giving the outcome of your application.
- If you want or need help then let us know and we will try our best!

# Queries and further information



- <https://barnesprimaryschool.co.uk/parents/secondary-transfer/>
- [https://www.richmond.gov.uk/services/children and family care/schools and colleges/school admissions/secondary school admissions](https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/secondary_school_admissions)
- Email: richmond.admissions@achievingforchildren.org.uk

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