

# Transfer to Secondary School in September 2021

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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 2021

- 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 2020

## 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 1 March 2021
- You will be able to accept or decline online

## Key dates

- 24 September 2020 – start of Richmond secondary schools' open evenings( check school websites for possible changes)
- 31 October 2020 – closing date for applications
- 23 October 2020 – ideally submit before half term
- 1 March 2021 – National Offer Date. Applicants receive outcome by email

# 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 –subject to change – check with schools
- 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 2020

## Schools may require a Priest's Reference

- Catholic Schools in Southwark require a Priest's reference with the SIF
  - NB some schools require you to seek this from your Parish Priest to return with the form, others will write to the Priest after you have sent in your SIF
- Catholic Schools in Westminster require a Priest's reference with the SIF in the form of the Catholic Certificate of Practice
- If you are applying for another Faith School, such as Christ's then be aware of the priority given to different denominations

## Schools may require a Priest's Reference

- The Priest's reference must be sought from the Parish where you regularly attend
- If you require a Priest's reference from Fr Adrian please remember to return the Parish Request form. This can be completed and returned digitally or in paper form
- Fr Adrian requires a minimum of 7-10 days to complete paper or digital references so 18 October is the last day to hand in forms to be returned on 25 October to give families time to return them to schools by 31 October

# Independent Schools

- We have been approached by a number of independent schools (Harrodian, Wimbledon High, Putney High) regarding administering ISEB tests on site
- We need to know by half term if you require this
- We will then assign a date/s prior to 7<sup>th</sup> December
- <https://www.iseb.co.uk/Parents/What-are-the-Common-Pre-Tests>

# 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 2020– closing date for all forms

# Completing the Application

- Due to the impact of the Covid-19 pandemic, if your child sits a selective(grammar) school test and if the test results are not available by 31 October, submit your application by the closing date
- You will be able to remove or add selective school preferences, and change your preference rank order to a maximum of six preferences by 10 December 2020.



# 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 2020
- 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 1 March 2021 to with outcome of your application
- If you are not offered a place at your first preference school, you will be provided with guidance notes on next steps
- You will have two weeks to reply: by 15 March 2021
- After 26 March, your Home LA will make further offers
- 90% of LBR applicants were made an offer of one of their preferences on 2 March 2020

# Queries and Further Information

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