

In-year Admissions Process Guidance for Schools

Applicable to in-year applications for admission into Kingston and Richmond
state-funded schools



**achieving
for children**

For the purpose of this guide the term 'parent' is used to mean parent or carer unless otherwise differentiated.

The Royal Borough of Kingston upon Thames and the London Borough of Richmond upon Thames delivers its school admissions service in partnership with Achieving for Children (AfC), a community interest company. AfC acts as the admissions authority for community schools, and the coordinating authority for all state-funded schools, in both boroughs.

The information in this guide is subject to change as required by the school admissions regulations, guidance issued by the Department for Education, and determinations by the Office of the School's Adjudicator.

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1. Introduction

School admissions are strictly governed by the [School Admissions Code](#) (2021). School Admissions Appeals are strictly governed by the [School Standards and Framework Act](#) (1998) and the [School Admissions Appeals Code](#) (2022).

2. Admission Authorities of Schools

The Royal Borough of Kingston upon Thames and London Borough of Richmond upon Thames have 46 and 56 state funded schools for children aged 4-16 respectively, with different admission authorities. This means that the School Admissions Service is not responsible for admission decisions for all schools in the two boroughs. However, as the coordinating authority, we accept applications for all state funded schools.

Community schools are owned and maintained by the council, which sets the admissions policy, including the oversubscription criteria used for allocating places at schools that receive more applications than they have places. The local authority is responsible for the following schools:

Alexandra School	Heathfield Junior School
Barnes Primary School	Kew Riverside Primary School
Buckingham Primary School	King Athelstan Primary School
Burlington Infant School	King's Oak Primary School
Burlington Junior School	Lovelace Primary School
Carlisle Infant School	Lowther Primary School
Chase Bridge Primary School	Malden Manor Primary School
Collis Primary School	Maple Infant School
Coombe Hill Infant School	Marshgate Primary School
Coombe Hill Junior School	Meadlands Primary School
Darell Primary School	Orleans Primary School
East Sheen Primary School	The Russell Primary School
Ellingham Primary School	Sheen Mount Primary School
Grand Avenue Primary School	Stanley Primary School

Hampton Hill Junior School	Tolworth Infant School
Hampton Infant School	Tolworth Junior School
Hampton Junior School	Trafalgar Infant School
Hampton Wick Infant School	Trafalgar Junior School
Heathfield Infant School	The Vineyard Primary School

Foundation schools are also maintained by the council, but the governing bodies of foundation schools own the school buildings and sites. They are responsible for admissions and set their own policy and oversubscription criteria. The LA is not responsible for the following schools:

Lime Tree Primary School	St Luke's CofE Primary School
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Voluntary aided (church) schools are maintained by the council which pays the teachers' salaries and the day-to-day running costs of the schools. Generally the buildings are owned by a church. Schools are either Catholic or Church of England (CofE). The governing body of the school sets the admission policy and oversubscription criteria. The LA is not responsible for the following schools:

Archdeacon Cambridge's CofE Primary School	St John the Baptist CofE Junior School
Bishop Perrin CofE Primary School	St John's CofE Primary School
Christ Church CofE Primary School	St Joseph's Catholic Primary School
Christ Church New Malden CofE Primary School	The King's CofE Primary School
Christ's School	St Mary Magdalen's Catholic Primary School
Corpus Christi Catholic Primary School	St Mary's and St Peter's CofE Primary School
Holy Trinity CofE Primary School	St Mary's CofE Primary School
Malden Parochial CofE Primary School	St Mary's CofE (Aided) Primary School
Our Lady Immaculate Catholic Primary School	St Matthew's CofE Primary School
Sacred Heart Roman Catholic Primary School	St Paul's CofE Primary School
St Andrew's and St Mark's CofE Junior School	St Paul's CofE Primary School, Kingston Hill

St Edmund's Catholic Primary School	St Richard's CofE Primary School
St Elizabeth's Catholic Primary	St Stephen's CofE Primary
St James's Roman Catholic Primary	

An academy is a school that is run by an academy trust and its governors independently of the local authority, and is funded entirely by the central government. The governing body is responsible for setting the admissions policy. The LA is not responsible for the following schools:

Castle Hill Primary School	Robin Hood Primary and Nursery School
Chessington School	Southborough High School
Coombe Boys' School	St Agatha's Catholic Primary School
Coombe Girls' School	St Osmund's Catholic Primary School
Fern Hill Primary School	St Richard Reynolds Catholic High School
Green Lane Primary and Nursery School	St Richard Reynolds Catholic Primary
Grey Court School	Teddington School
Hampton High	The Hollyfield School and Sixth Form
Knollmead Primary School	The Holy Cross School
Latchmere School	The Tiffin Girls' School
Nelson Primary School	Tiffin School
Orleans Park School	Tolworth Girls' School and Sixth Form
Richard Challoner School	Twickenham School
Richmond Park Academy	Waldegrave School

A free school is an all-ability school which is run by the governing body independently of the local authority and is funded directly by central government. They are set up to meet the needs of the local community. The governors are responsible for setting the admissions policy. The LA is not responsible for the following schools:

Deer Park School	Thomson House School
St Mary's Hampton CofE Primary School	Turing House School

The Kingston Academy	Twickenham Primary Academy
The Richmond upon Thames School	

3. Submitting an in-year application

Applications are made to the local authority in which the school is situated i.e. if the school is located in the borough of Richmond, the parent would be required to submit an application to the London Borough of Richmond.

Each borough has application forms for the current academic years divided into two phases of education: primary (Reception - Year 6) and secondary (Year 7 - Year 11). The date of birth ranges can be found on the [Achieving for Children website](#).

4. Leavers and Offers spreadsheets

Designated email(s) for your school have been set up to either receive updates as and when changes are made to the Leavers and Offers spreadsheet for your school or as a daily digest to enable you to be notified at the end of the day when changes have been made. This is to assist schools' admissions officers in checking the Schools Admissions Module (SAM) when an offer has been made.

Each year group at the school has its own tab on the spreadsheet.

Leavers are recorded on the left (as shown below):

LEAVERS					
Date	Child's Surname	Child's First name	Child Ref	DOB	Reason

Offers are recorded on the right in the Admissions section (as shown below):

ADMISSIONS												
Date	Child's Surname	Child's First name	Child Ref	DOB	Status	Outcome email scheduled	Criteria / Reason	Distance	NOR	Date NOR confirmed	Start Date	Notes

Where a schools report leavers, the sheet will be updated with the NOR amended on the right hand side with the date this was confirmed.

Where a leaver is replaced with an offer or an offer is subsequently scheduled to be made, the child's details will correspond with the leaver on the left. For example:

LEAVERS						ADMISSIONS								
Date	Child's Surname	Child's First name	Child Ref	DOB	Reason	Date	Child's Surname	Child's First name	Child Ref	DOB	Status	Outcome email scheduled	Criteria / Reason	Distance
01/01/2026	Example	Leaver	12345	01/01/2011	Moved out of UK	01/01/2026	Example	Starter	54321	01/01/2011	Offered	01/01/2026	Distance	11

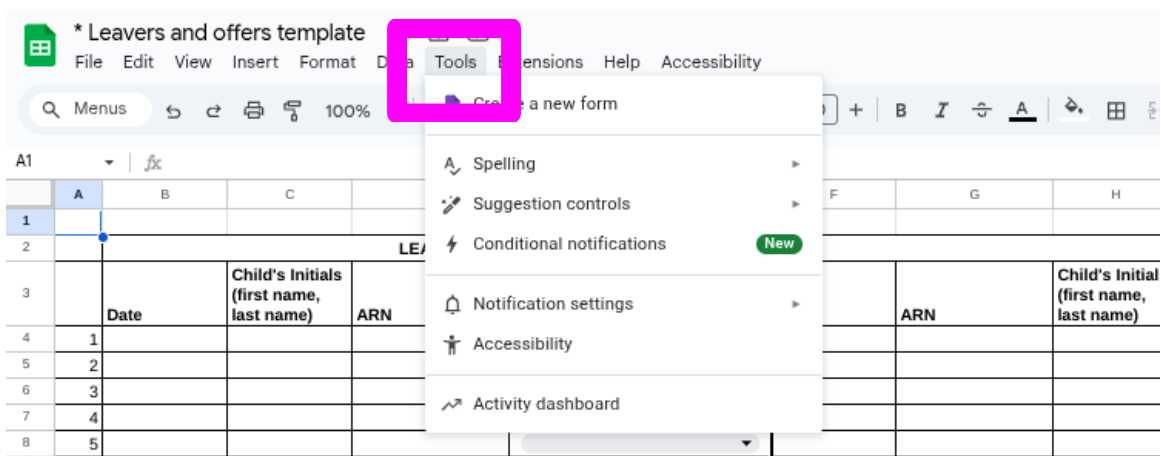
In this section, you will see the date the outcome email is scheduled to be sent, which should enable you to plan and prioritise your workload, along with the criteria the offer is being made under and what the new Number On Roll will be including the offer that is scheduled to be made. At this point, schools should check to make sure that the criteria is correct for any staff or siblings and that the NOR following the offer is accurate. This should limit the number of offers withdrawn as a result of errors.

Where a leaver is not replaced with an offer (as there are no children on the waiting list and no unplaced children), the NOR will reflect the vacancy on the Leavers and Offers spreadsheet. For example:

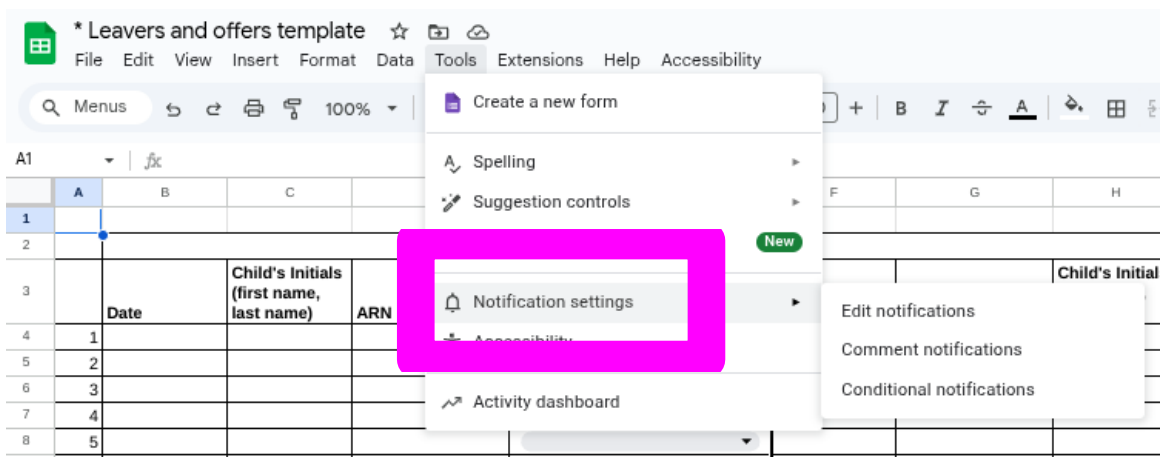
LEAVERS						ADMISSIONS						
Date	Child's Surname	Child's First name	Child Ref	DOB	Reason	Date	Child's Surname	Child's First name	Child Ref	DOB	Status	Outcome email scheduled
01/01/2026	Example	Leaver	12345	01/01/2011	Moved out of UK	01/01/2026	Example	Starter	54321	01/01/2011	Offered	01/01/2026
01/01/2026	Example	Leaver	12345	01/01/2011	Independent school							

Step 1: Ensure your school has access to the spreadsheet.

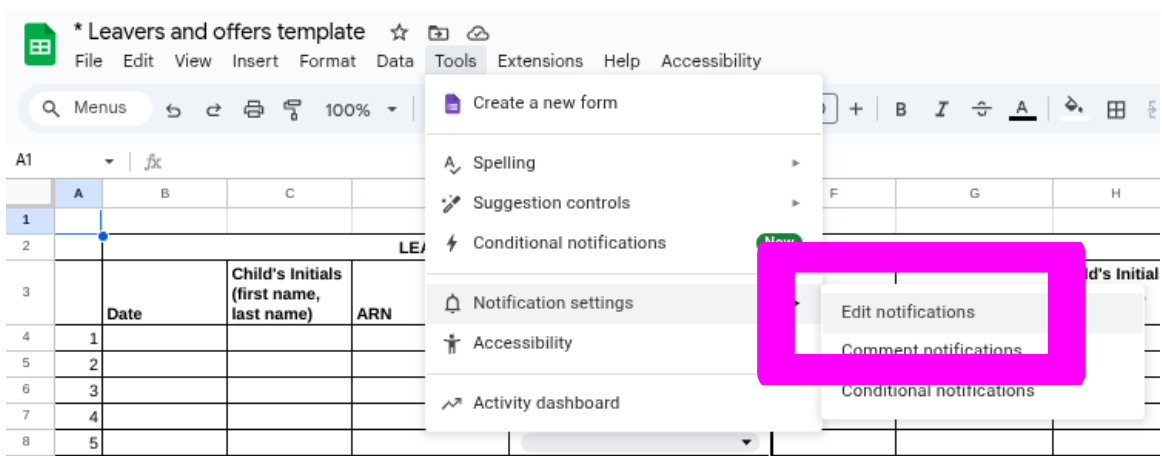
- If you require more than one person to be set up or you have a new admissions officer, please inform the School Admissions Service as soon as possible to enable us to make arrangements for them to access the spreadsheets.
 - It is advisable that you either use the school's generic email address or, if you have a designated officer, you make arrangements for contingency (access to their email address during period of absence or having additional email addresses with access to the spreadsheets).



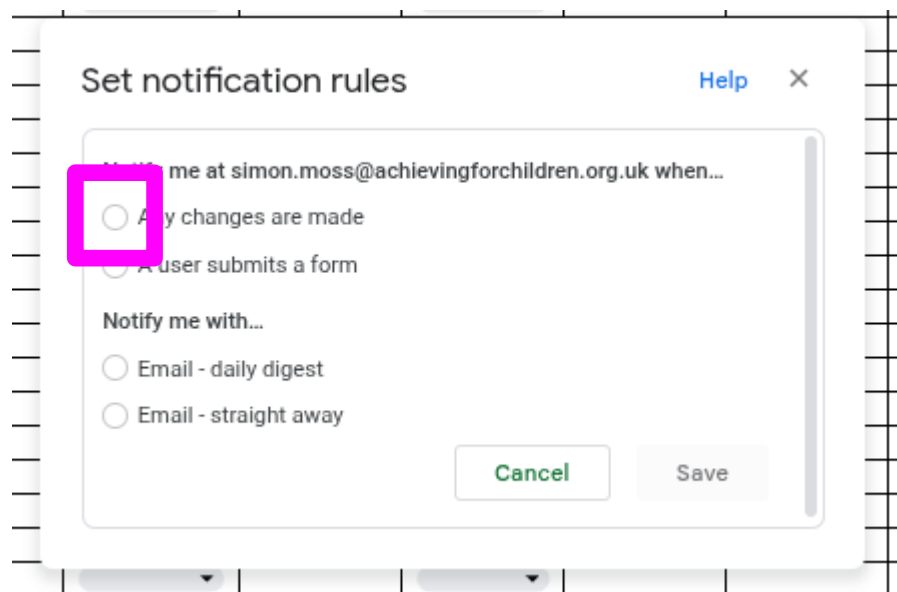
Step 2: Select 'Tools' from the menu at the top of the sheet.



Step 3: From the drop down menu, select 'Notification settings'.



Step 4: Select 'Edit notifications' from the drop down menu.



Step 5: Select the 'Any changes are made' tick box.

Set notification rules Help ×

Notify me at `simon.moss@achievingforchildren.org.uk` when...

☐ Any changes are made
☐ A user submits a form

Notify me with...

☒ Email - daily digest
☐ Email - straight away

Cancel Save

Step 6: Choose whether you want to be notified with an email daily digest or straight away by selecting the preferred tick box.

Set notification rules Help ×

Notify me at `simon.moss@achievingforchildren.org.uk` when...

☒ Any changes are made
☐ A user submits a form

Notify me with...

☒ Email - daily digest
☐ Email - straight away

Cancel Save

Step 7: Press 'Save' when you are happy with your options.

5. Five day buffer period

Upon receipt of your notification email, you have 5 school days to make any necessary enquiries as the offer email has been scheduled to go out 5 days after the changes have been made to your spreadsheet. During these 5 days, you can and cannot do the following:

What you can do	What you must not do
Contact the previous/current school for any reports about past behaviour, attendance, attitude or achievement (if there are reasons to believe that	Refuse to admit because information has not been received from their previous or current school.

behaviour is challenging).	
Invite the family in for a tour and discuss what provisions you have available.	Refuse to admit as they have followed a different curriculum at their previous or current school.
Discuss any concerns in respect of school hopping and the implications this may have on the child's education.	Refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. ¹
	Take into account any previous schools attended.
	Discriminate against or disadvantage disabled children, those with special educational needs, or those applying for admission outside their normal agree group where an admission authority has agreed to this.
	Refuse under the grounds of challenging behaviour on the basis that the child must first be assessed for an SEN.
	Refuse under the grounds of challenging behaviour for children who are looked after or previously looked after.
	Interview children or parents.
	Refuse under the grounds of challenging behaviour in the normal year group of entry (Reception, 3 or 7).

If you have conducted your enquiries ahead of the 5 day buffer period and you are happy for the offer to be made immediately, please inform the School Admissions Service so that we can arrange for the letter to be sent sooner.

If you have conducted your enquiries and you have any concerns, please raise them immediately so that the School Admissions Service can provide any advice and/or guidance where the scheduled outcomes may need to be cancelled.

¹ Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to the following children:

- A. children who were below compulsory school age at the time of the permanent exclusion;
- B. children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- C. children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- D. children with Education, Health and Care Plans naming the school.

If you need any additional time at any stage, you must contact the School Admissions Service who will advise if this is possible within the statutory time frame.

6. Providing an in-year application outcome

In line with the School Admissions Code, outcomes to in-year applications should be provided within 15 school days. If a child receives a lower preferred offer, an alternative offer or no offer, they must be extended the right of appeal.

The School Admissions Service will provide all outcomes with the exception of refusals under the grounds of challenging behaviour which must be written and sent by the admissions authority of the school.

In instances of challenging behaviour, the admissions authority must set out the reasons for refusal and make reference to the relevant legislation, regulations and guidance.

7. Withdrawing an offer

In line with the School Admissions Code;

*An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable time, or it is established that the offer was obtained through fraudulent or intentionally misleading application.*

A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

Following guidance from the DfE, in reference to deregistration regulations, it is currently unlawful to deregister a child based on a fraudulent application. Once a child has started at the school, there is little that can be done.

Where possible, errors should be avoided. However, human error is entirely understandable, particularly during pressure points and high workloads. Where an error has been made (e.g. vacancies advised where there are none), it should be investigated whether it is possible for the offer to stand. When considering this decision, this should be balanced with the likelihood of a successful parent appeal if the place were to be withdrawn to rectify the error. Experience shows that offers withdrawn where there was an administration error and the parent appeals, the appeal is usually unsuccessful for the admissions authority and the offer is reinstated. Where there is no breach to infant class size legislation by the offer remaining in place, a conversation should take place between the officer and school to establish if the place can be honoured.

If the decision stands that the place cannot be honoured, the parent should be contacted to inform them of the error. It would be recommended to have an informal conversation with the parent to advise them of what has happened and talk them through the alternatives. This should be followed by an email to formally withdraw the offer. The Leavers and Offers spreadsheet will also be updated to reflect this. Their name will be re-added to the waiting list and we will reinstate any lower preference that they had been withdrawn from the waiting list of as a result of the higher preference offer that had been made in error. If a lower preference cannot be made, we will make an alternative offer within a reasonable distance if the child is not on a school roll. If they are on a school roll, we will advise of other schools with available vacancies.

Should the parent fail to respond within 5 days of the offer being made, and they have not responded to reasonable efforts to ascertain whether the place is still required, the place should be withdrawn in writing. As per the School Admissions Code:

Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not.

The Leavers and Offers spreadsheet will also be updated to reflect this.

Following information received and prior to a child starting at the school, places can be withdrawn where they are believed to be obtained under fraudulent circumstances or intentionally misleading information. An assessment must be conducted where the final decision is made by the admission authority of the school with the outcome of the findings clearly laid out in the withdrawal or notification letter. Once a decision has been made, the Leavers and Offers spreadsheet will be updated to reflect this.

8. Numbers on roll

In accordance with Section 2.27 of the Code, numbers on roll are requested by the respective Senior Admissions Officer for each borough at the start of each term and is collected via a Google Form.

Your response must include any applicants who have been offered and/or accepted places recently but haven't started with you yet.

Please do not include any children who are in your SRP (if this is applicable to your school). Forms should be completed within 2 days of returning to school.

9. School Leavers

When a school has been notified of a child who is leaving the school and has ascertained an onward destination, the school must complete the [de-registration form](#) and notify the School Admissions Service.

Please note that, if a school does not have an onward destination or the child has not yet left and would like an offer to be made from their waiting list, the possibility that the child might not leave the school must be taken into consideration and the implications this may have on infant class size and future appeals.

If an onward destination has not been obtained, the school must consult with their Education Welfare Officer for next steps.

10. School starters

In accordance with Section 2.30 of the School Admissions Code, all schools should notify the LA of the outcome of each application. Both of the following procedures must be followed:

On the date the child is enrolled, schools need to:

a) select View Indicators/On Roll section, search for the child and enter the start date. Please note that dates in the future cannot be input against a child's record

b) open the Round Management section (the Offered/Accepted Not on Roll column should display 0 if offers made bring the school back to PAN) and update the Attendance Count column to reflect the number of children attending in the relevant year group.

Schools must notify School Admissions if an On Roll start date has been input incorrectly or if any children do not start as arranged.

Once the child has been enrolled, you will need to complete the [registration form](#) to notify Achieving for Children of their start.

11. Fair Access

Children can only be eligible for Fair Access if they have not received an offer and they have no current school. The Fair Access Protocol (FAP) for the respective borough is available on the [Achieving for Children website](#).

If you have a child who you believe meets the FAP criteria, discuss the case with your borough's Senior Admissions Officer and/or the Head of School Admissions.

12. Appeals

Applicants have a legal right to appeal the decision to refuse admission for any school that they have applied to. The admissions authority for the respective school is responsible for arranging and hearing the appeal, where the case is presented before an

independent appeal panel. Community schools are the only schools the School Admissions Team are responsible for arranging, arrangements can be found on the [Achieving for Children website](#). For all other schools, please advise the parent of your appeals procedure which should be arranged in accordance with the [School Admissions Appeals Code](#).

13. Complex Admissions

AfC recognises that not every admission is straight forward and aims to support schools, where possible in light of the legislation, regulations and guidance, in ensuring the best possible outcome for the applicant and the children already on roll.

Following the notification that an offer is about to be made, the school may conduct their investigations. If the school determines that a child has SEN, and from discussions with the family or previous school it is established that the support currently provided is no different or not equivalent to the current provision, the parent may wish to withdraw their application. The school should inform the School Admissions Service of the parent's decision and the school should ensure that the parents must provide this decision in writing for us to amend our records.

However, some schools may determine that the child's needs are so severe that they would be unable to accommodate them. In line with Section 3.13 of the Code:

*Admission authorities **must not** refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.*

Schools that discover the presence of SEN should raise their concerns with School Admissions for further advice and guidance to be provided. The pupil may qualify for the Complex Child Project, particularly if they are arriving from overseas without an EHCP and have historically accessed an assessment placement at a local Special School. In these instances, the school should discuss the application with your Senior Admissions Officer. In summary, if agreed, the school would place the child on roll and would access tuition from the Education Inclusion Support Service whilst the EHC Needs Assessment process is carried out.

Complex Child Project:

Process

- Parent contacts AFC Admissions.
- Admissions advise the parent to submit an application to a mainstream school.
- Admissions allocates a school place.
- Parent approaches school who then contact AFC to advise of complexity of need and unsuitability for mainstream school

- School [submit a referral to APPP](#) ('admissions' selected for the question on the form about AP being requested) for EISS home visit to assess/investigate and notifies Admissions that this has been done.
- Admissions provide any supporting documentation in addition to the school's referral.
- EISS undertakes a visit and presents findings at APPP
- APPP Panel agrees on the next steps.

1. If child is deemed to require an assessment place:

School role:

- Local school agrees to take child onto their roll and submit urgent EHCNA
- School will work with EISS to collate and submit paperwork
- School will convene a termly Education Review Meeting attended by parents and all professionals in the network.
- School will facilitate use of school site and or access to specific lessons if appropriate for the child.
- School will log attendance as advised by EISS
- School will be responsible for Annual Review

EISS role:

EISS will provide an education package whilst the EHCNA is progressing and ensure that the statutory duty around Annual Reviews are maintained by the school.

They will support the school to collate and submit paperwork

They will provide attendance data and reports

They will attend a regular Education Review Meeting to discuss provision chaired by school and attended by parents and all professionals in the network.

AFC

- SEN will request statutory EP and other assessments as deemed necessary within the legal timeframe

2. If a child is not deemed to require an assessment place

- Admissions to ask, challenge and direct (if necessary) the local or preferred school with vacancies to take the child onto roll

Following the notification that an offer is about to be made, the school may conduct their investigations. If a school determines that they would like to refuse admission to a pupil as they have good reason to believe that the pupil exhibits challenging behaviour, they are permitted to do so in line with Section 3.10 of the School Admission Code. The definition of challenging behaviour is below:

For the purposes of this Code, behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

Where a school refuses under these grounds, and the child is a resident of Kingston or Richmond, they must complete a FAP1 referral form ([form](#) for LBR schools or [form](#) for RBK schools) and send this to the Head of School Admissions. The exception to this rule is where the child lives out of borough. In these instances, the school must write to the parent with the outcome of their decision, copying in LA in which the child resides into the email, who will then ask the school to complete a referral form if necessary.

14. Example tick list for school based admissions officers

The School Admissions Service acknowledges that school based admissions officers and members of school staff have competing priorities and heavy workloads. To ensure that colleagues complete all admission related functions, we have assembled an example tick list of the basic processes that need to be followed:

Regular Functions	
Tick Box	Task
•	Complete Numbers On Roll Request Form (upon request).
•	Complete Deregistration Form (following deregistration).
•	Inform Admissions of Leavers (once deregistered).
•	Rank applications in accordance with Oversubscription Criteria (if OAA).
Notification of Offer Functions	
Tick Box	Task
•	Conduct enquiries.
•	Inform Admissions of outcome.
•	Conduct enrollment process (if offer made).
•	Complete View Indicators/On Roll section in SAM to allocate a child's start date
•	Complete the Round Management section in SAM with the correct NOR
•	Complete Registration Form (following school starter).