

Information about admission into school for Ukraine Nationals arriving under the Government sponsorship schemes

For parents, carers and sponsors

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Introduction

The school admissions service is provided by Achieving for Children, in partnership with the London Borough of Richmond upon Thames.

The School Admissions team can support you with applying for a school place for children who are already of compulsory school age (ages 5 to 16), and children due to start school for the first time in September 2023.

The [Family Information Services](#) can offer impartial information, advice, and guidance service on admission into a Nursery or early-years setting.

The [14 to 25 team](#) can help provide impartial advice to support young people into employment, education or training.

If your child has special educational needs and/or a disability, please contact the [Special Educational Needs and Disabilities Information, Advice and Support Services \(SENDIASS\)](#).

Compulsory education in England

Compulsory school age means the age when a parent is legally required to make sure that their child attends school (or to ensure they are suitably educated other than at school). Children start school in the September of the school year in which they will become 5 years old, which means most children are 4 years old when they start school. Children reach compulsory school age at the beginning of the term following their fifth birthday.

Children can leave school on the last Friday in June of the school year in which they reach 16 years of age. They must however do one of the following until they are 18: stay in full-time education, e.g. at a college. start an apprenticeship or traineeship.

Applying for a school place for a child

Applications should be submitted by a person with parental responsibility for the child. If the application cannot be submitted by the parent or carer, written confirmation is required from the parent or carer confirming they give authorisation for another person to be added as a contact on the application.

On your application you have the right to name and give reasons for your child to apply to a particular school, and the local authority and schools are committed to meeting parental preference where places are available. However no places can be guaranteed at any school, and you should not make any assumptions about entitlement to a place at a preferred school or at the school closest to your home address. You can apply for schools in Richmond and schools in other boroughs.

If there are more applications received than there are places available, the school will use its published oversubscription criteria (rules) to work out which children have the priority and

can be offered a place. Any children with an education, health and care plan (EHCP) which names the school must be admitted before any other children.

The criteria for Richmond primary and junior schools are summarised in the [‘Richmond’s infant, junior, primary and secondary schools’ brochure](#) available on the Richmond Council website, and published in full on the individual schools’ websites. Admission criteria vary depending on the type of school you are applying for, and any questions you have about the admission arrangements should be addressed directly to the school.

There are three types of school place applications as set out below. The application should be submitted after reviewing the relevant admission guides which are available on the Richmond Council website. The child’s date of birth will determine which application needs to be submitted. In some cases, a child will need more than one application to be submitted e.g., if they are currently in year 6, they will need a school place at a primary school for the summer term and they will also need to apply for year 7 at a secondary school in September 2023.

In-Year Admission

Please read the [‘Admission into a Richmond School as an in-year transfer’](#) brochure for full information on the application process.

National curriculum year groups for the academic year 2022/23

National Curriculum Year Groups				
Reception	1/9/2017	-	31/8/2018	Primary
Year 1	1/9/2016	-	31/8/2017	
Year 2	1/9/2015	-	31/8/2016	
Year 3	1/9/2014	-	31/8/2015	
Year 4	1/9/2013	-	31/8/2014	
Year 5	1/9/2012	-	31/8/2013	
Year 6	1/9/2011	-	31/8/2012	
Year 7	1/9/2010	-	31/8/2011	Secondary
Year 8	1/9/2009	-	31/8/2010	
Year 9	1/9/2008	-	31/8/2009	
Year 10	1/9/2007	-	31/8/2008	
Year 11	1/9/2006	-	31/8/2007	

An In-Year application should be submitted for children who are already of school age. Children are taught according to their chronological age and follow the national curriculum for that age group. Please use the table above to check if your child is of compulsory school age and to determine which year group they will normally enter.

In-year applications are made to the local authority where the school is located, so if you are applying for schools outside of Richmond you will need to contact the relevant local authority about the application process.

You can apply before you arrive in the borough, but the local address will not be used to determine priority for a school place until your child is living in the property.

You can name up to four preferences on an in-year transfer application for Richmond schools. Please email the [School Admissions team](#) for information about schools with available spaces

Admission is not guaranteed at the preferred schools. If we are unable to offer a listed preference an alternative school place will be offered at the closest school with available space to your home address where possible.

The School Admissions team will try to allocate siblings at the same school, but this may not be possible if there are no places available in the relevant year groups. The team also cannot guarantee admission at the school that the sponsor's children attend, or where other family members' children attend.

For information on schools with available spaces please email the School Admissions team.

You will receive an outcome for your application within 15 school days of receipt of your application and the required supporting documentation.

Starting school (Reception) for the first time in September 2023

Please read the [‘Admission to Richmond’s primary schools for September 2023 entry’](#) brochure for full information on the application process.

Children born between 1 September 2018 and 31 August 2019 can join Reception for the first time from September 2023. The closing date for applications is 15 January 2023. The initial allocation for on-time application will take place on 17 April 2023 (National Offer Day). You will need to submit a late application via [the eAdmissions website](#). You can name up to six preferences on your application.

Transfer applications are coordinated by the local authority where you live even if your preferred school is located in another borough.

Transferring to secondary school in September 2023

Please read the [‘Admission to Richmond’s secondary schools for September 2023 entry’](#) brochure for full information on the application process.

Children born between 1 September 2011 and 31 August 2012 - or currently educated in Year 6 - will transfer to Year 7 in a secondary school in September 2023. The closing date for applications is 31 October 2022. The initial allocation for on-time applications will take place on 1 March 2023 (National Offer Day). You will need to submit a late application via [the eAdmissions website](#). You can name up to six preferences on your application.

Transfer applications are coordinated by the local authority where you live even if your preferred school is located in another borough.

Evidence required to apply for a school place.

In assist us with the processing of your application, please provide the following documents:

- Proof of your child’s name and date of birth (birth certificate or passport)
- Copy of travel confirmation
- Copy of entrance clearance
- Evidence of your local address - sponsor or family’s members details
- Latest school report to support your child’s transition into school (if available)

If you are not able to provide the required documents, please contact the School Admissions team at richmond.admissions@achievingforchildren.org.uk for further guidance.

Frequently asked questions

I am a sponsor and would like the guest child(ren) to attend the same school as my own children. Will that be considered?

Where possible we will allocate a place at a preferred school if it has available spaces. If a school is oversubscribed in the year group required an alternative school place will be offered. Some schools consider siblings in their oversubscription criteria. In most cases, sibling is defined as brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent or carer’s partner, and in every case, the child should be living in the same family unit at the same address. Therefore, host families’ children are not classed as siblings.

The school you have allocated is not my preferred school. Can my child still be considered for my preferred school?

Yes, your child will automatically be added to the waiting list for all preferred schools that have been unable to offer a place.

I want my child to attend a lower year group, will they automatically be considered for the year group I want?

No, children are usually taught in the appropriate national curriculum year group for their age. If there are exceptional circumstances where it is in the child's best interest to place them in a different year group a request can be made by the parent or carer to a school for a child to be offset into a lower year group. Each request must be considered on the circumstances of the child. Schools are very experienced at supporting children who have not previously been taught under the national curriculum and/or where English is an additional language. Please talk to the allocated school about any concerns you may have for your child.

The school you have allocated is too far from my address

Where possible we will allocate your child a place at a school within a reasonable distance of your home. The [Transport for London website](#) provides information about fare concessions for children under the age of 18.