

St Richard's C of E Primary School



Admissions Policy

2026-27

This policy was last reviewed:	Spring 2026
This policy will be reviewed again:	Spring 2027
This policy will be reviewed by:	Governing Body
Statutory policy?:	Yes
Source:	Governing Body



Admissions Policy for academic year 2026-27

St Richard's CE Primary School is a Voluntary Aided Primary school founded by the Church of England to provide education for the children of Ham. The school has links with the churches of St Richard's, St Peter's and St Andrew's in Ham and Petersham.

A distinctive Christian ethos is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to the community.

The Admissions Criteria

Where there are more than 30 applicants, places will be allocated in accordance with the following criteria in order of priority:

1. "Looked-after" children or previously looked-after children

Looked-after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked-after children are children who were looked-after immediately prior to being adopted, or who became subject to a residence order (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked-after or previously looked-after, and will be so at the time of making an application to the school.

The Governors will require written confirmation that a child qualifies under these criteria.

2. Children with an exceptional and professionally supported medical or social need

Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, eg from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

3. Children who have siblings in the school at the time of application

Siblings are defined as full, step-, half- and adopted or foster siblings living in the same household.

4. Children whose parent/carer regularly attends worship at St Richard's, St Andrew's or St Peter's Churches

Regular should be taken to mean at least twice a month over a year. A written reference of regular attendance will be required from the relevant Church leader.

5. Children whose parent/carer regularly attends worship at another place of Christian worship

A place of Christian worship is defined as a church which is a full member of Churches Together in England or the Evangelical Alliance.

6. Proximity to St Richard's CE Primary School

Distance is measured by the shortest route by road and maintained footpath from the Ordnance Survey grid reference point within the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system operated by Richmond Borough.

Applying for a place at our school

All applicants must complete an online **Common Application Form (CAF)** for the local authority in which they live and name St Richard's CE Primary School as a preference on that form. Parents or carers applying for a Foundation (church supported criteria 4-5) place must also complete our Supplementary Information Form which can be found on our website.

Anyone wanting a place in the Reception class in September 2026 must apply by the closing date. We admit up to 30 children in Reception whose fifth birthday falls in that academic year (1st September to 31st August).

The Common Application Form (CAF) - Applications should be made online via your local authority naming St Richard's CE Primary School as a preference. Residents of Richmond and Kingston Boroughs can [apply here](#). Residents of the London Borough of Richmond upon Thames should refer to the Admissions to Richmond's Primary Schools brochure on the [Achieving for Children](#) website which contains full details of the process, closing dates and timescales for offers and appeals. Richmond council administers admissions, including in-year applicants, on our behalf as part of a locally coordinated agreement.

For criteria 4-5 (Church supported place), the **school's Supplementary Information Form (SIF)** should be completed and returned. It is available from the school or found on the school website [here](#). This will be invalid if the CAF is not completed and returned on time.

Additional Information

Education out of normal (chronological) age group:

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Tie Breaker

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Waiting list /In-Year Admissions

St Richard's CE Primary School operates a waiting list, which is ordered according to the admissions oversubscription criteria. Each added child will require the list to be re-ranked. The waiting list is held by Richmond council until the end of the academic year in July and after this date, parents will be required to write to the local authority to re-join the list (as well as to join the waiting list for the first time). In-year admissions are handled by the local authority and a copy of the in-year application form is available on the [Achieving for Children](#) website.

Fair Access

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Special Educational Needs

Parents/carers of pupils who have a statement of special educational needs, or Education, Health and Care Plan (EHCP) are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement or EHC Plan is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement or EHC Plan names the school.

Late Applications

The Governors will consider late applications in accordance with the procedure in the local authority's admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chances of getting a place.

Appeals

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal Panel, c/o the school, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

Admission to Nursery Class - September 2026

Applications for places at St Richard's CE Primary School Nursery may be made at any time after your child's third birthday, by the closing date. Applications are made directly to the school. Forms can be found on our school website [here](#). Application does not guarantee a place. There is **no appeal** against refusal of a Nursery place. If there are insufficient Nursery places available the admissions criteria above will be used in order of priority.

NB: There is no automatic right of entry from the Nursery to Reception, parents/carers must make a separate application for a place in the Reception class.