LDBS Academies Trust

Excellence and Equity for All Children in a Christian Context

Admissions Policy 2027-2028

INSPIRING BELIEF
in God and one another

ST RICHARD'S SCHOOL

DATE APPROVED BY THE LAC	March 2026
REVIEW DATE	March 2027
Signed Headteacher	
Signed Chair of LAC	

Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full.

'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our own vision and values, which are Courage, Compassion, Perseverance, Forgiveness, Friendship and Respect, summarised in the school's own vision statement: Inspiring belief in God and one another.

Our school vision is to enable everyone in our school community to flourish through opportunity and belief in themselves. We aim to instil in our children a deep love of learning; the confidence to face challenges; and to have high aspirations for their future lives and each other, just as God has planned for them.

Our vision is based on the biblical text Jeremiah 29.v11.:

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future".

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

Admissions Policy 2027-28

The Trust

The LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as the 'Trust') have resolved to delegate the decisions regarding admissions to the Local Academy Committees. The Trust feels that the Local Academy Committees are best placed to reflect the needs of their community. However, all Trust schools are part of the Church of England family of schools and their admissions criteria should reflect the policy created by the London Diocesan Board for Schools.

The primary purpose of Church of England schools is to serve their community, and as such, most schools were not intended to be exclusively for the children of Anglican families.

The London Diocesan Board for Schools' Policy is that all Church of England schools should be moving towards a maximum allocation of 50% Foundation Places. The Trust fully supports the London Diocesan Board for Schools' Policy and encourages all of the Trust's schools to be as open as possible to the community in which they are placed.

The School

St Richard's is a Church of England London Diocesan Board for Schools Academy Trust 2 Primary School. This policy adheres to the DfE's School Admissions Code. The ethos and practice of the school encompasses Christian values and our aim is to serve the local community in partnership with St Richard's Church.

We encourage prospective parents to come and view our school. There are open days throughout the Autumn Term every year, however prospective parents are welcome to make an appointment to see the school at any time.

Nursery Class

We have twenty-six places in our nursery and children will be admitted to the Nursery Class in the term after their 3rd birthday. If there are more applicants than places available, the Local Academy Committee Governors will admit children according to the following over-subscription criteria and in the order of priority below.

Attendance at our nursery does not guarantee a Reception place. **ADMISSION TO THE PRIMARY SCHOOL FROM THE NURSERY IS THEREFORE NOT AUTOMATIC AND CANNOT BE GUARANTEED.** Parents will need to reapply for a place in the Reception class.

Reception Class

As a one-form entry school we will admit thirty new entrants each year. Children may apply to be admitted to the Reception Class, in the academic year after the child's 4th birthday, i.e. children reaching their 4th birthday between 1st September 2026 and 31st August 2027.

Oversubscription Criteria

All children who have a Statement of Special Educational Needs/Education, Health and Care Plan, where the school is named in the Plan ('EHCP'), will be admitted.

If there are more applicants than places available, and after the admission of pupils with an EHCP, the Governors will admit children according to the following over-subscription criteria and in the order of priority below.

1. Looked after children (note a). This includes children who were previously looked after, but cease to be so because they have been adopted or become subject to a child arrangement order or special guardianship order.

2. Children who have brothers and/or sisters already attending the school at the time of admission (note b).

3. Children who live within the Parish of St Richard's of Chichester, Hanworth. You can find out if you live in the parish by entering your postcode at www.achurchnearyou.com/parishmap.php.

4. All other applicants with priority being given to those who live nearest to the school (note c, d, e, f and g).

Tie Break

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the school will randomly order these.

Application Process

The Hounslow Common Application Form must be completed by Hounslow residents. Residents from other boroughs need to complete their home local authority admission forms.

The responsibility for decisions on admission of individual children rests with the Local Academy Committee. All applications will be considered equally against the criteria. Online applications may be completed at any time from 1st September 2026 up until the closing date. The final date for Hounslow residents to submit their online Primary Common Application Form is 15th January 2027.

A waiting list will be held for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

The waiting list will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until the **31st August 2027** Hounslow will contact parents/carers in August 2027 to advise that they will need to complete an in-year application to continue on the waiting list from 1st September 2027.

Additional Resource Provision for Children with ASC

St Richard's CE Primary School has an Additional Resource Provision (ARP) for children with an Education Health Care Plan for ASC. All admissions applications into the ARP are decided by Hounslow SEND department and not the school. Their contact details are Children and Adult Services, London Borough of Hounslow, Hounslow House, 7 Bath Road, Hounslow, TW3 3EB, 020 8583 2672, sen@hounslow.gov.uk.

Parents should be aware that admission in the mainstream school does not give their child access to the ARP.

In-year admissions

In-year applications should be made directly to the London Borough of Hounslow School Admissions Team. Places will be allocated according to the admission criteria. If there are no places available, your child's name will be added to the waiting list.

In-year waiting lists will be managed by the school in accordance with published admission criteria. In-year waiting lists will be held until the end of the academic year.

In-year appeals follow the appeals process (see note h).

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Hanworth
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Tel: 020 8898 0848
Email: office@strichards.hounslow.sch.uk
Website: www.strichardsprimaryschool.com

Notes

a) Looked after and previously looked after children

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

b) Sibling

Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the school in September 2027. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

c) Distance Definition

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road. The LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd www.theaccessgroup.com

Other measuring systems may give a different measurement, but the Local Authority cannot take a measurement from another measuring system

d) Home Address

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may choose not to use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week * see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas * see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or joint residency

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of

residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

e) Applications from abroad (or from Scotland, Wales, Northern Ireland, The Isle of Man or the Channel Islands)

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

f) Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

g) Exceptional Medical/Social Need Definition

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

h) Appeals

In the instances where a school within the LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as the "Trust") refuses to admit a child, the parents have the right to appeal against this decision. An appeal can be made by completing the Admissions Appeal form, which can be found on the school website. Copies can also be requested from the school office. The appeal must be submitted to the school no later than 20 days after the parents receive notice that the child will not be admitted.

- All appeals are heard by an independent appeals panel set up by the Trust in accordance with the School Admission Appeals Code (Department for Education, 2021). The independent appeals panel is formed of impartial lay members, persons with experience in education, and parents of pupils registered at a school. Additionally, all panels are formed following the eligibility and disqualification criteria outlined in the School Admissions (Appeal Arrangements) (England) Regulations 2022. All panel members and the clerk to the panel will have undergone the relevant training to ensure that they meet the requirements of the School Admissions Appeals Code.

The decision of the panel is final and there are no further rights to a second appeal for the same school in the same academic year.

The independent appeals panel follows the guidance in the School Admission Appeals Code, in that it will require an appeal submitted in writing, using the Admissions Appeal form. Once the written appeal is received, the clerk will arrange for the hearing according to the timescales set out in the timetable also on the Admissions page of the school website. The clerk will also ensure that the evidence pack is made available for distribution at least seven days before the hearing.

The independent appeals panel will consider and record its decision in two stages (except in cases concerning infant class size appeals). The first stage will require the panel to consider whether (1) the admissions arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998, and (2) whether the admissions arrangements were applied correctly and impartially to the appellant's case.

If the independent appeals panel finds that the admissions arrangements were in compliance with the mandatory requirements; applied correctly; and would not prejudice the provision of efficient education or the efficient use of resources, then it progresses to the second stage. The second stage requires the

independent appeals panel to consider any balancing arguments presented by the appellant. The appellant must clearly articulate their reasons for expressing a preference for the school, including what the school can offer that the allocated school or other schools cannot. The second stage is not applied in cases concerning infant class size appeals.

The independent appeals panel will provide the appellant with a written statement (1) summarising how places at the school were allocated and how the admissions arrangements apply to the appellant's case together with any relevant background information; and (2) summarising the reasons behind the decision reached by the independent appeals.

h) Special Educational Needs (SEN)

Children with an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a Plan that has named the school.

i) Starting Reception – Children below compulsory school age

Summer born – delayed admission

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to Reception rather than Year 1.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort.)

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and

The views of the Headteacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured for the year of application. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

Deferred Admission

Parents can choose to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows you the options available

Children with their fifth birthday between 1 September and 31 December (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until **January** – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 January and 31 March (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until **January or April** — the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 April and 31 August (summer born)	Compulsory school age from the following September (which is then **Year 1 not Reception**): A school place will be available from the September before this but can be deferred until **January or April** – – the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

Part-time admission

Parents can choose to send their child to school on a part-time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

Applications must be online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the part time admission.

j) Children educated outside of their chronological year group

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school.

You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider which may include:

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The views of the Headteacher will be an important part of this consideration. We may also gather information from any professionals involved with your child to consider whether any of the following apply:

- Whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable.
- Whether your child's physical maturity places them in a position of being developmentally different from their peer group.
- Whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

k) Twins, Triplet and other children of multiple births

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

l) Late applications

If there is a good reason why the applicant could not submit/apply on time such as moving into Hounslow after the closing date, bereavement, hospitalisation or serious illness and they believe the late application should be considered 'on time', they must submit evidence to support the reasons for lateness with the application form. Decisions will be made considering each case on its own merits.