ADMISSIONS POLICY 2026 - 2027

Contents

Admissions at Thomson House 2
Oversubscription Criteria 3
In-Year Applications 4
Fair Access Protocol 5
Notes 5
Appeals 8

Thomson House School's admission arrangements comply with the School Admissions Code and associated statutory guidance. As an academy within Wandle Learning Trust, the Local Academy Committee approves the arrangements and ensures they are published and reviewed in accordance with DfE guidance. The Local Authority coordinates applications and parents should consult Richmond upon Thames' admissions information for key dates and the coordinated admissions timetable.

Admissions at Thomson House

- Thomson House School (THS) is a state-funded, independent, non-selective, mixed, 4 to 11 primary school. Thomson House School is part of the Wandle Learning Trust.

- THS has a published admission number (PAN) of 60 in Reception. A decision to exceed the PAN can be made by the Head Teacher and Local Academy Committee (LAC). We keep classes at Key Stage One and the EYFS to 30 pupils or below.

- Parents are welcome to make an appointment to visit the school at any time after the child's third birthday. Prospective parents will be invited to attend one of the school's Open Mornings when they will meet the Head Teacher, be shown around the school and meet some of the children who attend THS. Parents will be able to register their interest in a place at the school via admissions@thomsonhouseschool.org

- In the September prior to a child's fourth birthday, all interested parents are welcome to attend an open morning at school. These open mornings will run monthly until January. Parents are advised to look at Richmond's (the Local Authority) Admission to Primary School brochure

- THS has its own admissions authority and therefore is able to set its own oversubscription criteria. These are set out below at point 9. However, the Local Authority is responsible for coordinating the administration of applications to THS, including waiting lists, in-year applications and appeals.

- The timeline and procedure for applying to THS can be obtained by contacting the Local Authority at:

School Admissions,
Achieving for Children,
Guildhall 2,
Kingston upon Thames KT1 1EU
T: 020 8547 5569
E: richmond.admissions@achievingforchildren.org.uk
W: www.richmond.gov.uk

- Parents and carers can also access information by clicking on this link

- THS will provide advice and guidance about admissions. These can be obtained by telephoning 0203 608 2080 or emailing schooloffice@thomsonhouseschool.org

- The school will admit pupils with an Education, Health & Care Plan who name THS as the school they wish to attend, even if it is oversubscribed. These are allocated through a separate procedure, in accordance with the Special Educational Needs Code of Practice (DfE, May 2015).

Oversubscription Criteria

- If THS receives fewer applications than places available, all applicants will be admitted. Where the number of applications for admission is greater than the published admission number (PAN), applications will be considered against the following criteria in the order set out below[1]:

[1] These criteria will apply to all applicants, regardless of the borough in which they live.

a. Children in Care, (previously known as Looked After Children), including those that have been previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order; and including 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. The definition of Children in Care and those who have previously been Children in Care has been expanded to include those who have been under state/community care outside of England.

b. Children who have an exceptional medical or social need requiring attendance at THS rather than any other school within a reasonable distance of the child's home address. Such needs must be supported, at the time of application, by reports or letters from appropriate professionals such as doctors or social workers. Circumstances cannot be taken into account unless information and supporting evidence is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at THS. All information submitted will be regarded as confidential.

c. Children who have siblings (by which is meant full, step-, half-, fostered and adopted siblings) living permanently in the same household at the school at the date of admission.

d. Children of staff in either or both of the following circumstances: (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e. Children living closest to THS. The distance from home to school is measured as a straight line from a point in the property determined by address point data supplied by the Ordnance Survey, to the main pedestrian school gate used by the relevant year group.

In-Year Applications

Parents must submit their In-Year application for Richmond schools via the local authority. The above admissions criteria still apply for places at THS. The In-Year form is available electronically from the Richmond Council website

Fair Access Protocol

The Council and all primary schools including academies and free schools in the Richmond borough have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place. The school participates in the Richmond borough Fair Access Protocol. Where a child meets the FAP criteria, the school will accept the placement in line with the protocol and will prioritise a swift transition for the child.

The aims of the fair access protocol are to ensure that:

- a school place is found quickly for children with no school place who meet the criteria for consideration under the fair access protocol;
- the child is admitted to the most suitable school, even if there is no place available and the school must go over their published admission number
- children who are admitted to schools under this protocol take priority over any children on waiting lists.

Notes

- Offers are conditional on verification of the address provided. Where the school has reason to doubt the validity of the address we will seek proof and may investigate. Places may be withdrawn where they were obtained on the basis of fraudulent or intentionally misleading

information; the school will follow the LA and trust guidance before any withdrawal and record decisions carefully.

- The measurement will be taken from a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if the home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. The end point is the nearest pedestrian school gate used by the relevant year group.

- If the case arises of two applicants with equal priority, the decision will be made by random allocation, with independent oversight by Achieving for Children. The random allocation will be carried out by placing the names of the two applicants with equal priority into an A4 envelope. The independent person will pull one name out of the envelope and this applicant will be awarded the place.

- Late applications will NOT be considered until after all on-time applications have been dealt with.

- The Local Authority and School reserves the right to seek verification of the information parents have given on the application form.

- Parents/carers can request that their child attends on a part-time basis until they reach statutory school age, or that the date that their child is admitted is deferred until later in the academic year, or until the term in which the child reaches compulsory school age. If your child's entry is deferred, the school will hold your child's place and not offer it to another child. The latest your child can start school is at the beginning of the summer term 2027. Once you have been offered a place at the school, if you wish to defer your child's entry, please contact the school to arrange a meeting with the Head Teacher.

Admission outside of the child's normal age group

If you would like to request for your child to be educated outside of their normal age group in Reception, you must still make an application for a school place by the closing date in January 2027. Please refer to Richmond's (the Local Authority) Admission to Primary School brochure, which will explain the process.

If you feel that you need to request a year's delay for your child's start in Reception (for summer born children only) a place will not be held following the application which is in line with their chronological age group. Parents will need to apply again through the AfC admissions process, in the year following, for a place in Reception. The assumption will be that the child will go into Reception (rather than Year 1) the following September unless exceptional evidence can be supplied which supports the move directly into Year 1, should a place become available.

- The school may withdraw an offer of a place where it has been offered in error, or where a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

- The school may withdraw a place once the child has started at the school where that place was fraudulently obtained, taking into account the length of time the child has been at the school.

- Achieving for Children will maintain a waiting list where required. Waiting lists will be ranked in strict accordance with the published oversubscription criteria and will operate until the end of the academic year; parents must reapply if they wish to remain on a list for the following year.

Appeals

You have the legal right to appeal against a decision not to offer your child a place at any or all of the schools you have applied for.

You are entitled to appeal for a place at your preferred school even though your child may have a place somewhere else. Thomson House School is required to explain to you why your child has not

been offered a place at that school. The school will also explain how you can appeal against this decision.

Your appeal will be heard by an appeal panel (remotely or in person) that is independent of the school's admissions authority whose decision you are appealing against. You have the right to

attend the hearing to explain your case to the independent appeal panel. To ensure their impartiality and independence, there are strict rules covering the appointment of the appeal panel members. The appeal panel's decision is binding on the admissions authority and the school, in other words the admissions authority and the school must accept the appeal panel's decision.

Further information can be attained from Richmond Admissions

Primary School and Junior School Admission Appeals Timetable 2027

September 2027 entry

Appeals resulting from transfer applications for admission to Reception or for transferring from an infant to a junior school for September 2027 will be heard according to the following timetable:

ACTION	**DEADLINE**
National Offer Day	16 April 2027
Date by which an appeal must be submitted	28 May 2027 (no later than 11.59pm)
Dates when appeals will be heard	All appeals received by the deadline will be heard between 1 and 16 July 2027
Dates when appellants will be notified of their appeal hearing	10 school days in advance of the hearing

Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority.	7 working days before the appeal hearing
Deadline for appellants to submit additional evidence	No later than 10 am 5 working days before the appeal hearing.
Decision letters sent to the Appellants.	Within 5 school days of the appeal hearing (whenever possible)

Appeals lodged after the deadline may be heard at a later date in September and after appeals received by the deadline. Further information about appealing and an appeal form can be found here: School admission appeals - London Borough of Richmond upon Thames

Agreed by Local Academy Committee: September 2026

Review Date: September 2027