



THOMSON HOUSE SCHOOL

Thomson House School Admissions Policy 2018-19

Agreed by FGB: February 2017

Review Date: February 2018

Thomson House School
Admissions Policy 2018-2019

1. Thomson House School (THS) is a state-funded, independent, non-selective, mixed, 4 to 11 primary school with a published admission number of 52 in Reception in September 2018 and onwards.
2. 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 be shown around the school by a member of the senior leadership team. Parents will be able to register their interest in a place at the school.
3. In the November prior to a child's fourth birthday, all parents who have registered an interest in THS will be sent the London Borough of Richmond
Upon Thames's (the Local Authority) Admission to Primary School brochure.
4. THS is 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.
5. The timeline and procedure for applying to THS can be obtained by contacting the Local Authority at:

The School Admissions Team
London Borough of Richmond upon Thames
Education, Children's and Cultural Services Directorate
Civic Centre 4, York Street, Twickenham TW1 3QB
Telephone: 020 8891 7514
For in-year admissions: 020 8891 7535
Email: education.admissions@richmond.gov.uk

6. Parents and carers can also access information by clicking following link:
http://www.richmond.gov.uk/home/education_and_learning/schools_and_colleges/school_admissions/primary_school_admissions.htm
7. THS will provide advice and guidance about admissions. These can be obtained by telephoning or emailing the school.

8. 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 (Jan 2015).

Oversubscription Criteria

9. 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, applications will be considered against the following criteria in the order set out below¹:
 - a. 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;
 - 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 whose parents have been given Founders' status as per Annex B to the Thomson House School Funding Agreement.
 - d. 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.
 - e. 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

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

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.

f. 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.

In-Year Applications from September 2018

With effect from September 2018, 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 and from School Admissions directly.

For in-year admissions, the Head Teacher, in consultation with the Chair of Governors and parent governors, may increase the Pupil Admission Number (PAN) at her discretion.

Where there is a likelihood of a place, the local authority will request a Pupil Information Form from the current or most recent school (within UK only). This information will be forwarded to THS to ensure a smooth transition for the child.

Notes

10. For proximity under f above, accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).
11. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
12. The measurement will be taken from a point in the property determined by address point data supplied by the Ordnance Survey. This will always be

measured 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.

13. Late applications will NOT be considered until after all on-time applications have been dealt with.
14. The Local Authority and School reserves the right to seek verification of the information parents have given on the application form.
15. Parents/carers can request that their child attends on a part-time basis until they reach compulsory 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. See THS Admissions Out of Chronological Age Group Policy
16. 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.
17. 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.
18. The Local Authority will maintain a waiting list; places on the waiting list will be offered if and when offers to applicants are not accepted. The order of those waiting list offers will follow the published oversubscription criteria outlined above and each added child will require the list to be ranked again. Parents can keep places on the waiting list for as long as they wish. The Local Authority will periodically write to parents asking them whether they wish to hold a place on the waiting list.

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