

In Year Admissions: Years 7 - 11

Date written / last reviewed:	September 2023
Full Governors approval required:	Yes
Date approved by sub-Committee	October 2023
Date adopted by Local Governing Body	November 2023
Date of next review:	Autumn 2024
Add to website:	Yes

How In Year applications are managed

Admissions for students in Years 7-11 are managed by the London Borough of Richmond upon Thames, not by the school.

In-year admissions applications are those that are made to join an existing year group within the school.

Applications for a place should be made on an in-year application form found on the Richmond School Admissions website [Richmond In Year Admissions](#)

Comprehensive guidance about in-year admissions can be found through the same link.

Email: richmond.admissions@achievingforchildren.org.uk

How In Year places are offered

Applicants will be offered a place if there is one available unless the school can demonstrate to an independent appeal panel that there would be prejudice to the education of others.

If all the places have been filled then parents will be offered the opportunity to place their child on the waiting list in order of the oversubscription criteria set out below:

1. Girls who are, Looked After Children (LAC), to qualify for this criteria, currently looked after and previously looked after children are defined as:
 - 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 in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;
 - Children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.
2. Girls who have an exceptional medical or social need requiring attendance at Waldegrave rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information 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 the preferred schools. All information submitted will be regarded as confidential.

3. Girls who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school in years 7 – 11 at the point of admission.
4. Daughters (by which is meant full, step-, half- and adopted daughters living in the same household) of staff directly employed by Waldegrave School for two years or more before the admission application and employed at the point of admission.
5. Girls living within the halves (priority area A and priority area B) of a rectangular catchment area. Under this criterion 85% of the places will be given to priority area A and 15% to priority area B. The places will be given to those girls living within each area on the basis of distance from home to Waldegrave, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. All distances will be measured using the Council's geographical information system.
6. Any other girls on the basis of distance from home to Waldegrave, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. All distances will be measured using the Council's geographical information system.

Notes:

1. 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 childminder's address, or any address other than the child's permanent home will not be accepted. Proof of address will be sought and may be the subject of further investigation. Temporary addresses will not be used for the purpose of administering applications.
2. The shape of the priority areas for Waldegrave was originally determined by the link primary school furthest away in each direction in 1998 (i.e. North – John Betts, Hammersmith; South – St John's School, Kingston; East – St Faith's School; Wandsworth and West – Forge Lane, Hounslow). These points were used as a basis for the boundary of the priority areas. *Waldegrave is therefore not the central point of the priority areas.*
3. Girls with an Education and Health Care Plan that specifies Waldegrave as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.
4. Applications made under criterion 1 (at the beginning of this document) must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker); Evidence will be verified by the LA before applications are passed to schools. If a school receives an application directly, please ensure the status of a LAC or Previously LAC is verified. The right to appeal

Right to Appeal

For information on how to appeal for a place for your child you will need to contact Richmond Democratic Services, education.appeals@richmond.gov.uk.