



Determined Admissions Arrangements

For the Academic Year 2025-26

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1. Introduction

Admissions Authority

Waldegrave School is an academy and therefore is its own admissions authority.

The school reserves the right to seek verification of any information given on the application form and to withdraw the offer of a place if false information has been given. The Governors may refuse to make an allocation of a place on an address which might be considered only a temporary address.

Published Admissions Number (PAN)

The PAN for **Year 7** is **216**

The PAN for **Year 12** is **20** [see note below]

Year 12 - A minimum of 20 places will be offered to external applicants. The School aims for a year group of approximately 180 to 200 in Year 12 which includes internal and external applicants. Please see section 5 'Sixth Form Admissions' of this document for more details on how to apply. Details of admissions data for the previous three years can be found on the school website [Admissions - Waldegrave School](#)

Specialist Resource Provision

In addition to the PAN figures above Waldegrave School has a Specialist Resource Provision, The Learning Space, which has spaces for a total of 10 students from Years 7-11. This area provides support for students with Social Communications Difficulty and/or Autism. The specialised learning environment has dedicated spaces for interventions and therapies. To be named to the SRP at Waldegrave by the Achieving for Children, students must have an EHCP with primary need of Social Communications Difficulty and or Autism.

Contact Us

If having read this document you still have further questions please contact the school's Admissions Officer via telephone or email.

phone: 020 8894 3244
email: admissions@waldegravesch.org

2. Admissions to Year 7 for September 2025

Applications for Year 7 2025 Admissions for Year 7 are managed by the London Borough of Richmond upon Thames, not by the school. Offers for September 2025 will be sent out by the Local Authority.

Applications from Richmond's residents will be made on Richmond's Common Application Form, which will be available in paper form and online.

Full details can be found at the [School Admissions Department](#) at Richmond Council.
Admissions tel: 020 8547 5569, email: richmond.admissions@achievingforchildren.org.uk

You will need to contact your home borough for guidance if you do not live in the London Borough of Richmond-upon-Thames.

Y7 Admission Numbers

The proposed admission numbers for 2024-25 for Waldegrave School are as follows:
Year 7 – 216.

How places are offered - Oversubscription criteria

Places will offered in the following order of priority:

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. [Catchment Area Maps](#)
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.

3. In Year Admissions - Y7 - 11

How In Year applications are managed

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

Applications from Richmond's residents will be made on Richmond's Common Application Form, which will be available in paper form and online. Following recording and verification, Richmond Local Authority will share the application with the school. If the Year Group applied for is oversubscribed the applicant will be placed on a waiting list following the Y7 -11 oversubscription detailed above.

Full details can be found at the [School Admissions Department](#) at Richmond Council.

Admissions Team phone: 020 8547 5569,

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. [Catchment Area Maps](#) 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:

5. 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.
6. 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.*
7. 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.
8. 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.

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. Telephone: 020 8891 7183.

4. Year 7 -11 Waiting lists

Waldegrave School will operate a waiting list for each year group 7 to 11. Any places that become available will be offered to the child at the top of the list. The waiting list is ordered according to the oversubscription criteria with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

Fair Access admissions and school closure arrangements will take priority over the waiting list.

The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

Waiting list positions are subject to change. You should be aware that if an application is received for a child who has higher priority under the school's admission criteria, it can affect your child's position on a waiting list. They can move down as well as up the list. The address to be used for waiting lists after the initial allocation of places will be the child's current address. Parents/carers have a responsibility to notify the school and their Local Authority of a change of address. Any offer is conditional upon the child living at the address notified to the school on the date of any offer made.

5. Admissions to Sixth Form Year 12 for September 2025

Introduction:

Applications for places in the Sixth Form at Waldegrave School are made directly through the school website. Students must submit their application in accordance with the timeline provided on the school's website. [6th Form Applications - Waldegrave School](#)

Waldegrave Sixth Form is a comprehensive, co-educational provider, offering A Level qualifications to approximately 400 students, aged from 16 to 19 years old. We are committed to conducting admissions arrangements according to the principles of transparency, fairness and equality.

We welcome applications from both students already attending the school and those seeking to join from elsewhere. All those who apply will be given a conditional offer, including both internal and external applicants.

However, it is important to note that places are not guaranteed until after the enrolment appointment has taken place, either on or soon after GCSE results day in August. All offers of a place are conditional on the following:

- Minimum entrance criteria being met
- Availability of space in the Sixth Form at the time of enrolment
- Availability of space on the courses the applicant wishes to study

Waldegrave Sixth Form reserves the right not to run classes if an insufficient number of students wish to study the subject in any given application cycle. Class sizes may also be capped for certain subjects to ensure an optimum learning environment.

Where the school is not able to confirm a place on a specific course at the point of enrolment, an alternative subject may be suggested. A waiting list for those students who have already successfully enrolled will be held in order of the Oversubscription Criteria for places on alternative courses should they become available in the first two weeks of term.

Application Submissions:

All external applicants must make an application directly to Waldegrave Sixth Form following the link on the school website by Monday 20 January 2025. Applications from external students made after the deadline will not be accepted.

Internal applicants and students with an EHCP must still make an online application, however, they are not subject to the deadline.

Entrance Criteria:

Waldegrave Sixth Form is non-selective, however, all of the A Level courses do have

minimum academic entry requirements. This is to ensure that students have the necessary prior knowledge and skills from their GCSE studies to be able to effectively access the A Level curriculum.

All applicants who meet the minimum entrance criteria will be treated the same, with no preference being given to those who exceed the minimum requirement. Please see the [school website](#) for the specific GCSE grades required for enrolment onto individual courses.

Students who have been educated abroad will need to supply a Statement of Compatibility at their own expense and bring this to their enrolment appointment in August. This is to ensure we are able to accurately benchmark international qualifications against GCSE grades and thus ensure applicants have met the minimum entrance criteria.

Student Numbers:

Waldegrave Sixth Form aims for approximately 180 to 200 per year group, which includes both internal and external applicants. A minimum of 20 places will be offered to external applicants, who will be admitted based on their proximity to the school.

Internal Applicants (already attending Waldegrave School):

All students already enrolled at Waldegrave School in Year 11 are guaranteed a place at Waldegrave Sixth Form, subject to meeting the entry requirements. Enrolment will still take place in order of distance for internal applicants. Places on individual courses cannot be guaranteed, although in the event that students' preferred courses are full, opportunity will be given to select alternative subjects from those that do have spaces at the time of enrolment.

External Applicants (applying from other schools):

A minimum of 20 places will be offered to external applicants. These places will be determined by the Oversubscription Criteria below. Information on the exact number of students enrolling in Waldegrave Sixth Form may be found on the school website using the following link: [Admission Numbers](#)

Special Education Needs:

Young people with an Education and Health Care Plan (EHCP) apply through the SEN team at Achieving for Children (AFC). The team will consult and name Waldegrave Sixth Form on the EHCP if the school can meet the needs of the young person. In addition, students with an EHCP are still asked to complete the standard application to Waldegrave Sixth Form in order to ensure a smooth process at enrolment, although they are not subject to the published deadline.

All students with EHCPs are expected to meet the entrance criteria for the courses they wish to study.

Looked After Children / Previously Looked After Children:

Young people who are Looked After Children (LAC) and Previously Looked After Children (PLAC) will be given priority if Waldegrave Sixth Form is oversubscribed. To qualify for this criteria, applicants must meet one of the following definitions:

- 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.

Applicants will need to provide supporting documents and upload them to their application in order to verify that they qualify for this criteria.

Children of Staff:

Children of staff directly employed by Waldegrave School will be allocated a priority appointment at enrolment. To qualify for this criteria, the member of staff must meet the conditions:

- Have been directly employed by Waldegrave School for two years or more before the submission of the application
- Continue to be directly employed by Waldegrave School at the point of admission

This criteria applies to full, step-, half- and adopted children living in the same household as the member of staff.

Sixth Form Oversubscription Criteria (order of enrolment for all applicants):

In the event that Waldegrave Sixth Form is oversubscribed, applicants will be offered an enrolment appointment in the following order:

1. EHCP applicants with Waldegrave Sixth Form as their named placement school
2. Looked After Children and Previously Looked After Children
3. Internal applicants who are the children of staff directly employed by Waldegrave School for two years or more before the submission of the application and still employed at the point of admission
4. Remaining internal applicants on the basis of distance from home to Waldegrave School, 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
5. External applicants who are the children of staff directly employed by Waldegrave School for two years or more before the submission of the application and still employed at the point of admission
6. Any other young people aged 16-19 on the basis of distance from home to Waldegrave School, 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

Siblings:

There is no sibling priority link for Waldegrave Sixth Form.

Distance Measurement:

An offer of a place will be conditional on verification of the **applicant's**, not the parents' / carers', address on Wednesday 28 May 2025. Any address other than the applicant's permanent home will not be used for processing the application. If applicants move after 28 May, the school must be informed within two weeks of the move.

The address supplied on the application will be used to calculate the distance from home to school and inform the allocated meeting time at enrolment. The measurement of distance will be calculated according to the shortest route by road and / or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group.

Confirmation of Place:

All applicants to Waldegrave Sixth Form will be given a **conditional offer**. However, places are not guaranteed and are only confirmed at the end of the enrolment meeting that takes place on or soon after GCSE results day in August 2025. Places are conditional on:

- the entrance criteria being met;
- space being available in Waldegrave Sixth Form;
- places being available on the courses the student wishes to study at the point of enrolment.

Late Applications (made after the deadline):

Waldegrave Sixth Form will not accept applications from external students made after the published deadline.

Applicants Outside Chronological Age Group:

In exceptional circumstances, applications from students outside of the chronological age will be considered. This will be at the discretion of the Headteacher.

Further Information:

The school reserves the right to seek verification of any information given on the application form and to withdraw the offer of a place if false information has been given.

Richmond's Secondary Admissions brochure is available on the following web page or in

print form by contacting their admissions department: [Richmond's Secondary Admissions brochure](#)