

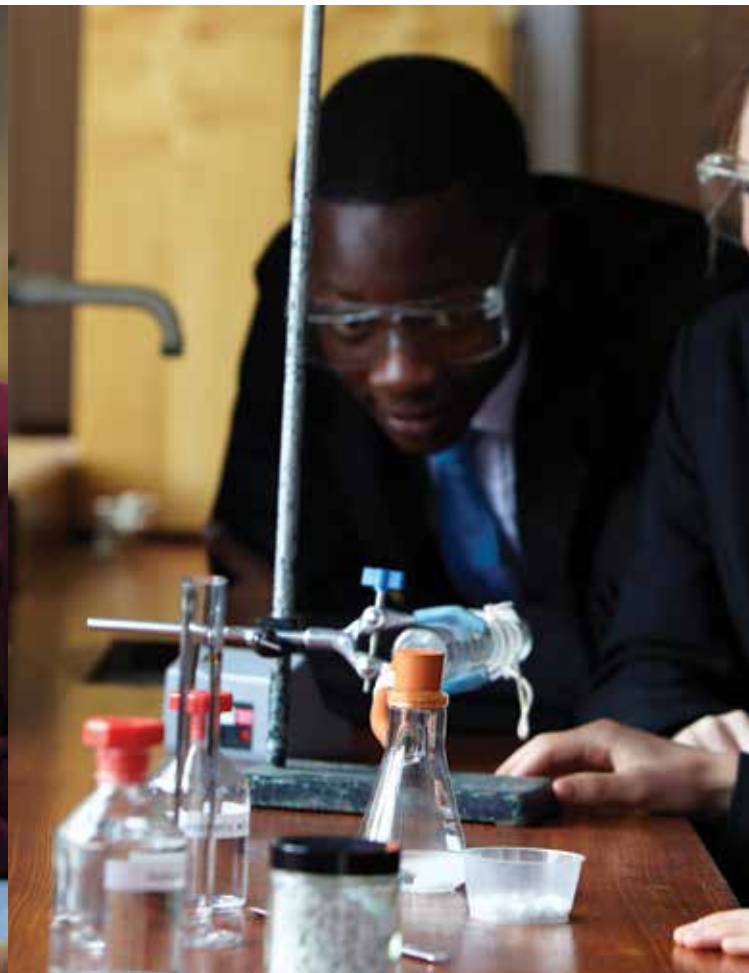


Admission to  
secondary school  
or academy for  
September 2013  
entry for children  
born between  
1 September 2001  
and 31 August 2002



Richmond upon Thames  
Children and Young People's Trust

Year 9  
Secondary



## Accessibility symbols



Ramp



Accessible toilet



Hearing system in school hall



Lift

The application form for admission to London Borough of Richmond upon Thames schools must only be completed by Richmond Borough residents and sent to:

Education, Children's and Cultural Services,  
Admissions Section, Civic Centre, 44 York Street,  
Twickenham, TW1 3BZ

Phone: 020 8891 7514 Fax: 020 8891 7714

Minicom: 020 8831 6001

Email: [education.admissions@richmond.gov.uk](mailto:education.admissions@richmond.gov.uk)

Website: [www.richmond.gov.uk](http://www.richmond.gov.uk)

Personal visits to the Admissions Section are welcome. However, private interviews cannot be guaranteed unless a prior arrangement has been made.

**Apply online via**  
**[www.eadmissions.org.uk](http://www.eadmissions.org.uk)**

Please keep this brochure until you have received and accepted an offer of a secondary school place for your child.

## Dear parent or carer

I am pleased to present detailed information on the range of secondary and special schools in Richmond upon Thames.

This brochure provides an introduction to the wide range of learning opportunities, specialist facilities, aspirations and achievements to ensure your child's future success.

The pace of change and marked improvements in our schools are underpinned by strong leadership, committed staff and large scale capital investment.

Selecting the right school for your child is both challenging and exciting. Individual school websites will give you a real insight into the life of the school. However, there is nothing like a personal visit to see the school in action, taking the opportunity to meet students and staff.

Please do take the many opportunities offered by all schools before you make your preferences. I am sure you will be made very welcome, most impressed and reassured that your child will thrive in a Richmond upon Thames school.

**Nick Whitfield**

Director of Education, Children's and Cultural Services



**If you apply online  
you will be able to see  
the outcome of your  
application on the  
evening of  
1 March 2013**

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## Introduction

This brochure has two main aims:

- to provide parents and carers of children living in Richmond upon Thames with information needed to apply for a secondary school or academy place in this, or any other council's area for September 2013; and
- to provide information regarding the five state schools and three academies within Richmond upon Thames.

Where this brochure mentions secondary schools, this means both local authority-maintained schools and academies.

## Applying for secondary school places

In London, all 33 London borough councils, together with five councils bordering the capital, are part of a co-ordinated scheme to ensure, as far as possible, that each child receives just one offer of a state school place. This means that parents cannot hold on to more than one school place at a time.

## Applying online

Parents of children living in the London Borough of Richmond upon Thames should apply online for a state-maintained school or academy place via the Council's website at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

This has several advantages both for you and for your home council: it speeds up the application process, gives you peace of mind that the form is not lost in the post, allows us to check the data more easily to minimise the likelihood of errors, and reduces paperwork, postage costs and the amount of council officer time spent on data entry.

You can register with the pan-London online admissions portal from 1 September 2012 via [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

You will be asked for a user name, usually your email address if you have an email account, and for a password. If you give your email address, you should receive an email to verify that the address is valid.

If you have any doubts about the information you should enter, please see Step 4 of the guide on page 5.

If you provided your email address you will receive confirmation that you submitted your application.

You will be able to log on to see the outcome of your application on 1 March 2013, only after you have received an email informing you that your outcome is available to be viewed. It is anticipated that this will be some time during the evening. Viewings of results have been staggered to assist demand and precise timings cannot be guaranteed.

# Key dates 2012/2013

## 2012

### September

If your child lives in the London Borough of Richmond upon Thames and attends a Richmond Borough primary school you will receive this brochure via your child's primary school. Parents of children who attend any other schools or who are educated at home can request the brochure from the Admissions Section. Prospectuses are available from secondary schools. Application forms are available on request from the Admissions Section, Civic Centre, 44 York Street, TW1 3BZ.

### September/October

State-maintained schools and academy open days and evenings. Prospectuses are available for collection from the schools and academies at these events.

### Wednesday 31 October

Closing date for applications.

**Applications can be made from  
1 September 2012 via [www.eadmissions.org.uk](http://www.eadmissions.org.uk)  
This facility closes 31 October 2012 at midnight.**

## 2013

### Friday 1 March – National Offer Day

We will post offer letters by first class post to tell you the result of your application. You should receive your letter on 2 March. You will be able to log on to see the outcome of your application on 1 March 2013, only after you have received an email informing you that your outcome is available to be viewed. It is anticipated that this will be some time during the evening. Viewings of results will be staggered to assist demand and precise timings cannot be guaranteed.

### Friday 15 March

Closing date by which you must send your acceptance of a school or academy place using the reply slip. Closing date for appeals for Richmond Council's secondary schools to be received by the Admissions Section. (See page 9)

### April to June

Admission appeals.

### Monday 1 July

All students transferring to Richmond upon Thames secondary schools and academies spend a day at their new school.



# Open evenings and mornings 2012

## Open evenings

<b>Waldegrave School for Girls</b>	<b>Monday 24 September 6.30-8.00pm</b>
<b>Grey Court School</b>	<b>Tuesday 25 September 6.30-9.00pm</b>
<b>Christ's School</b>	<b>Wednesday 26 September 6.30-9.00pm</b>
<b>Orleans Park School</b>	<b>Thursday 27 September 6.30-9.00pm</b>
<b>Twickenham Academy</b>	<b>Monday 1 October 6.30-8.30pm</b>
<b>Teddington School</b>	<b>Tuesday 2 October 6.30-8.30pm</b>
<b>Hampton Academy</b>	<b>Wednesday 3 October 7.00-9.00pm</b>
<b>Richmond Park Academy</b>	<b>Wednesday 3 October 6.15-8.30pm</b>

Please see individual school pages for more information on open evenings.

## Open mornings

### Christ's School

#### Open door

Prospective parents are welcome at any time during the working day. Visits can be arranged by phoning the school office.

### Grey Court School

#### Open mornings

Tuesdays and Thursdays at 9am and 11am from 27 September to 25 October.

#### Open door

Visits to the school can be arranged by telephoning Mrs Kathy Welton on 020 8439 8827 or ext. 306.

### Hampton Academy

#### Open mornings

Monday 8 and Tuesday 9 October 9.15-10.45am

#### Open door

Visits to the academy can be arranged by telephoning Mrs Mary Aston on 020 8783 4288 or 020 8979 3399 ext. 269.

### Orleans Park School

#### Open mornings

Monday 1 and Tuesday 2 October, 9.00am-10.30am.

#### Open door

Visits to the school during a normal working day can be arranged by phoning the school.

### Richmond Park Academy

#### Open mornings

Tuesdays and Thursdays 9.10-11.15am from 11 September to 25 October.

#### Open door

Visits to the academy can be arranged by phoning the school office on 020 8876 8891 or the PA to the Headteacher, Ms Debra Barlow, on 020 8487 1930; alternatively, email [dbarlow@richmondparkacademy.org](mailto:dbarlow@richmondparkacademy.org)

### Teddington School

#### Morning tours

Thursday 4 October and Friday 5 October, 9.00-10.30am.

### Twickenham Academy

#### Open mornings

Tuesday and Thursday mornings from 9 October to 25 October, 9.15-10.15am.

#### Open door

Visits to the academy can be arranged by phoning the school office.

### Waldegrave School for Girls

#### Open morning

Tuesday 25 September - Tours from 9.00am to finish by 10.00am. The headteacher will speak at 10.00am.

#### Open door

Visits to the school during a normal working day can be arranged by phoning the school.

# Step by step guide

## STEP 1: Understanding how the application process works

Before you complete the application form, it is very important that you understand how the process works:

- You use one form to apply for up to six state schools in any council area before **31 October 2012**.
- You complete the form of the council where your child lives (your home council). If your home council is the London Borough of Richmond upon Thames, the form should be completed online via [www.eadmissions.org.uk](http://www.eadmissions.org.uk)
- If your child lives elsewhere, you will need to contact your home council to obtain their brochure and, most importantly, their form.

**Please do not complete both an online and a paper form.**

- You are asked to list **up to** six state schools or academies on your application form, in the order that you prefer them, even if you think that your child will get a statement of special educational needs. You do not necessarily need to use all six preferences if you do not wish to.
- If any of the schools that you list are in other councils' areas, your home council will pass the relevant details to those councils.
- Likewise, if your child lives outside the London Borough of Richmond upon Thames and you list any Richmond Council school on your form, your home council will pass the details to us.
- Your child will be considered separately for each school that you have listed. Using the school's published admission criteria (the order in which places are allocated), the relevant council decides whether or not you can be offered a place. Your home council will not pass on the order in which you have listed your preferred schools, nor will they tell schools which (if any) other schools you have also listed.
- Before places are actually offered, your home council will check whether your child can be offered a place at more than one of the schools you have listed. If you have listed schools in other councils' areas, your home council will also check with those councils whether your child can be offered a place at any of those schools.
- If your child can be offered a place at more than one school, you will be offered a place at the highest of those schools listed on your form. Your application for your first preference school will not be given priority over anyone who stated it as a second or lower preference, unless they have lower priority against the oversubscription criteria.
- Your home council will write to you by first class post on 1 March 2013 with the result of your application. You will be able to log on to see the outcome of your application on 1 March 2013, only after you have

received an email informing you that your outcome is available to be viewed. It is anticipated that this will be some time during the evening. Viewings of results will be staggered to assist demand and precise timings cannot be guaranteed.

- If you are not offered a place at one of your listed schools, your child's name can be placed on a waiting list (your child's name goes onto a list of those waiting for a place to become available at a school) and you will have the right to appeal against the decision. (See page 9)

## STEP 2: Gathering information

You should collect as much information as possible about your preferred schools, especially their admission procedures. You can do this by:

- Reading this brochure (also available at [www.richmond.gov.uk](http://www.richmond.gov.uk) with links to school or academy websites)
- Obtaining the brochures of any other councils whose schools you are interested in. The telephone numbers of neighbouring councils are included on page 35 of this brochure
- Contacting schools to obtain their prospectuses
- Looking at schools' own websites
- Going to schools' open days or evenings (see page 3)
- Talking to your child's primary school headteacher
- Finding out which, if any, of your preferred schools require you to complete a supplementary form, for example, Christ's, Tiffin, Gumley House.

## STEP 3: What to do with the information

Most schools are oversubscribed: they receive more applications than they have places to offer. Before you make your list of preferred schools, it is important to get a realistic idea of whether or not your child is likely to be offered a place at each of those schools. You can do this by:

- Carefully reading the admission criteria for each school you are interested in. This is the order in which places are allocated.
- Checking how many applications were made last year and how the places were allocated using the admission criteria.

On pages 10 to 14 of this brochure you will find the criteria for each Richmond upon Thames school. You will find similar information for schools in other boroughs in the brochures issued by those councils. (See page 35 of this booklet for how to contact neighbouring boroughs.)

You could also read reports on the school by Ofsted inspectors (available from libraries or [www.ofsted.gov.uk](http://www.ofsted.gov.uk)).

## STEP 4: Filling in the form

**Use the correct form – if you live in the London Borough of Richmond upon Thames, you must fill in Richmond Council’s form. You must do this whether the schools you wish to apply for are in Richmond upon Thames or in other areas.**

If you do not live in the London Borough of Richmond upon Thames you must fill in the form issued by the council where your child lives and NOT the Richmond Council form. You will need to contact the council where your child lives for their booklet and form. (Details on page 35). On that form you should list any Richmond Council schools you wish to apply for. The following notes will help you to fill in the form correctly.

### Applying online

Applying online is easy, secure and fast. To apply online you need to register at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and create a password. This takes a few minutes and can be done anytime from 1 September 2012. Applying online has some advantages. It’s convenient and you can amend your school preferences until 31 October 2012 when online applications close.

**After you have submitted your application you will get a reference number that looks like this: 318-2013-09-E-001234. If a reference number is not emailed to you, your form has not been submitted.**

We recommend you print the reference number and a copy of your application too. If you forget your password or have technical difficulties please contact the London Grid for Learning, which administers the website, by

email at [support@eadmissions.org.uk](mailto:support@eadmissions.org.uk), or on 020 8255 5555, and select option 4 for admissions help.

If you are providing additional information to support your application, or if you are applying for a school that requires a supplementary information form, make sure you submit these by post before 31 October 2012.

### Applying on paper

If you do not want to apply online, you can apply using a paper application form. Only children who live in the Richmond Borough can apply on the Richmond upon Thames paper application form. If you do not live in Richmond upon Thames but wish to apply for a Richmond Borough school you should contact the admissions team in the local authority where you live to request an application form. Please complete the form in full and return it to your local admissions team by 31 October 2012. Please make sure you fill out all parts of the form, using **black ink** and **BLOCK CAPITALS**.

If you wish to submit independent evidence to support the preferences in your application, please include these with your application form.

### Assistance with completing the form

If you need someone to help you fill out the form, the following organisations may be able to assist you:

**Ethnic Minorities Advocacy Group**, 111A Kneller Road, Whitton, Middlesex. Phone: 020 8893 9555

**Richmond Advocacy for Mental Health**, 13 Rosslyn Road, Twickenham. Phone: 020 8744 9251



## STEP 4 continued

**You should read the following whether you complete the online or paper application form.**

### Part 1: Your child's details

#### **Name**

Please make sure that your child's name is spelt correctly and in the same way as their details are held by their primary school.

#### **Date of birth**

If your child was born between 1 September 2001 and 31 August 2002 they are the right age to transfer to secondary school in September 2013. Younger or older children may only transfer in exceptional circumstances that have been supported by the special educational needs (SEN) panel of this or any other council. Details must be included with the application form.

#### **Address**

You must state the address where your child lives most of the time and where they will be living on the closing date for applications. We will check Council records to see if you are registered at the address that you put as your child's address.

If we are unable to confirm that they live at that address, we will contact you to ask for further documentary evidence. You must not use a business address, childminder's address or any address other than your home. You should be aware that the Admissions Section, in conjunction with the Council's Audit Team, will investigate any instance where we strongly suspect that the child does not live at the home address you have stated. If a place is offered on the basis of false information, the place will be withdrawn.

If you are separated from your child's other parent and your child lives partly at your address and partly at their other parent's address, you should state and provide proof of residence of the address at which your child lives most of the time. If you have a genuine shared-care arrangement with your child's other parent, the address of the parent who is claiming child benefit for the child will be used for the purpose of the application. Please be aware that there are no exceptions to this rule.

**Moves into the London Borough of Richmond upon Thames from another local authority within England:**

#### **If you anticipate moving before 14 December 2012:**

You should apply for Richmond upon Thames schools from your existing address on the application form issued to you by your current home local authority. You must submit your application by the 31 October 2012. You are strongly advised to include as a lower preference a school that is expected to be able to offer you a place near to your existing address. This will ensure that if your move does not go ahead, you have secured a local school place for your child. Supporting documents – either proof of completion of purchase of, or a signed tenancy agreement for, the new property – must be received before 14 December 2012 for your address to be adjusted and for Richmond upon Thames to become responsible for your application in time for National Offer Day (1 March 2013).

#### **If you move into the London Borough of Richmond upon Thames after 14 December 2012:**

The advice given above must be followed. However, please be aware that your preferences (which cannot be changed) will remain the responsibility of your original home local authority until after National Offer Day (1 March 2013) when the Richmond upon Thames Admissions Team will take over the management of your application. Proven new addresses will be adjusted on the waiting list/s if the required satisfactory documentation is received.

**Moves within the London Borough of Richmond upon Thames:**

#### **Completed moves before 14 December 2012:**

A completed application from your original address must have been submitted by the closing date (31 October 2012). Satisfactory documents supporting your move (as detailed above) must be received before 14 December 2012 to enable your new address to be taken into account for National Offer Day.

#### **Moves after 14 December 2012 and before 15 March 2013:**

As above but your application address will not be adjusted until after National Offer Day (1 March 2013).

#### **Moves into Richmond upon Thames from overseas:**

If you are currently abroad on a temporary work contract but you intend to return to the local area before September 2013, you must complete the application form and submit evidence of your intention to return as soon as possible before 14 December 2012. That evidence must include: written confirmation



from you of the date that, and the address to which, you intend to return; a copy of your work contract or a letter from your employer to show the date that your employment abroad will cease; and proof that you currently maintain, or intend to buy or rent, the local property to which you will return. Unless you provide that evidence before 14 December, we will not be able to process your application using your intended address in Richmond Borough until after National Offer Day (1 March 2013).

### Owning more than one property

You should state the address which is your family's main residence and at which your child lives most of the time.

### Temporary addresses

If you move into a property for a temporary period purely for the purpose of school admission, we will use your normal, permanent residence for the purpose of the application.

### Moving out of the London Borough of Richmond upon Thames

If you anticipate moving at any point during the application process, please contact the Admissions Team for further advice.

## Part 2: Your list of preferences

### Preferences

Please list up to six state-maintained schools (which can include grammar, church or foundation schools and/or academies) in your preferred order. They can be in Richmond upon Thames or other council areas. Please write the name and address of your first preference school in the box marked 'Preference 1' and so on, up to six preferences. Please be aware that you cannot give equal preferences and that you cannot make more than six preferences. You do not have to use all six preferences.

Applying for only one school will **not** improve your chances of getting a place at that school.

### Siblings

If your child will have a brother or sister (a sibling) attending any of your preferred schools at the time of admission in September 2013, you should complete the sibling details box alongside the preference. Please be aware, however, that the definition of sibling can vary from council to council and from school to school and you are therefore strongly advised to check with the council(s) or school(s) concerned. (See page 10 for details of Richmond Council's sibling definition.)

### Exceptional reasons

If you feel that you have any exceptional medical and/or social need, or other reasons, why your child must



attend a particular school, you must complete the 'reasons for preference' box on the form and provide appropriate evidence from a relevant professional.

Please be aware that the definition of 'exceptional reasons' can vary from council to council and from school to school and you are therefore strongly advised to check with the council(s) or school(s) concerned to see if they admit children on that basis.

All applications for community secondary schools in Richmond upon Thames under 'exceptional reasons' will be considered. However, there is no guarantee that a place will be offered on that basis as we have to be convinced, from the independent evidence provided, that the child has an overwhelming need to attend a particular school and no other.

**If you feel that your child has exceptional circumstances, you MUST state them on the application form and you MUST also submit the relevant evidence to your home council when you apply. You should do this even if you live very close to your preferred school.**

You should note that Richmond Council does not consider the convenience of childcare arrangements to be sufficient reason to justify the offer of a place at one of its schools or academies.

### Supplementary forms

If you wish to include any voluntary aided (church) or foundation schools (for example, Christ's) in your list, you should check with these schools to see if you also need to complete a supplementary form to confirm your child's religious affiliation or you want your child to take an entrance examination.

### Twins and triplets – multiple applications

We do not consider that a child should be admitted to a particular school or academy under the 'exceptional reasons' category on the basis of being a twin, triplet and so on, unless there are other exceptional reasons which can only be met by the particular school or academy. However, if one of your twins, triplets, etc, is, theoretically, the last child to be admitted for a Richmond Borough community school, we will offer places to their twin, triplets, etc, also.

### Changing preferences

If you change your preferences after the closing date, your application will be treated as late and will not be considered until after all applications received on time have been considered, other than in exceptional circumstances, for example you are moving at short notice and in unforeseen circumstances.

## STEP 5: Submitting your application

If your child lives in the London Borough of Richmond upon Thames, you must submit your online application, or return the paper form direct to the Admissions Section, Civic Centre, 44 York Street, Twickenham TW1 3BZ, to arrive no later than **Wednesday 31 October 2012**. However, we request that, if possible, you submit your application online or by post so that we receive it before Friday 19 October 2012. Applications received by 31 October will be accepted, but if your application is received before 19 October 2012, we can ensure that it is checked and processed in good time.

If the Admissions Section does not receive your application form by 31 October 2012, your child will not be considered for a place until after all applications received on time have been considered, unless proof is provided that exceptional reasons (such as serious illness, hospitalisation or bereavement) prevented the application from being made on time. They are also unlikely to be considered until after the initial offers are made on 1 March 2013. (You should note that postal delay is not considered to be an exceptional reason and that the franked date-stamp mark on an envelope will not be considered as proof of postage.)

Online applications will automatically be acknowledged by email. If you would like us to confirm that we received your paper application form, please attach a stamped, self-addressed envelope.



If you complete the paper form, it is very important that you put the correct postage on your application. If it arrives after the closing date because you did not use the right amount of postage, it will be considered as late, and we won't be able to look at it until after all the applications received on time have been considered.

## STEP 6: The result of your application and how waiting lists work

If you applied online, you will receive an email on Friday 1 March 2013 notifying you of the outcome. On 1 March, we (or your home council if you do not live in Richmond upon Thames) will write to you by first class post with the result of your application and you should receive the letter the following day.

The letter will tell you:

- The name of the school, if any, that can offer you a place. Please be aware that you will only be offered one place. This place will be at the highest ranked school on your list that could offer a place (in accordance with their published admission criteria). Please be aware that if you live within Richmond upon Thames and a place could not be offered at any of your listed schools, we have a responsibility to offer an alternative place at a school that has a vacancy, subject to availability.
- That applications will be withdrawn for schools listed lower than the school or academy at which you are offered a place.



- How to accept the place (if any) that you have been offered. You must return the reply slip promptly to the address on the letter no later than Friday 15 March 2013. You should not reject the place unless you have a place arranged elsewhere.
- How to appeal against not being offered a place at any of the schools you applied for and the date by which you must do this.

If you apply late, your child's name will be added to the waiting list for each of your preferred schools. However, if you move into the borough after the closing date, you must provide proof of residence (either proof of completion of purchase, or a signed and dated tenancy agreement). We will use your new address only when you start living there, to determine your child's place on the waiting list.

Please note that because late applicants are included on waiting-lists in the appropriate position in accordance with the relevant oversubscription criteria, you may find that your child's name will go down the list as well as up.

## STEP 7: The appeals process

You have the right of appeal to an independent appeal panel. If you want to appeal, you should complete a form for the council(s) or school(s) concerned and return it within the date specified in the letter telling you of the decision not to offer a place. Although each appeal case is treated on its own merits, you should think carefully about your reasons for wanting your child to attend the particular school or academy and whether those reasons would stand out from those of other parents.

Appeals are heard by panels of people who have not taken part in deciding how the places that were offered on 1 March were allocated. You will be invited to present your case in person and you will be allowed to bring a friend or representative to help you if you wish.

# Admissions criteria

## Admissions criteria for Grey Court School, Orleans Park School and Teddington School, and for Hampton Academy, Richmond Park Academy and Twickenham Academy.

Places will be allocated to children whose parents or carers have applied on time either on a paper form or online. If there are more applications than there are places available, offers will be made according to the following criteria:

1. Children who are, or were, in public care, including those that have been adopted or been subject to a residence or guardianship order;
2. Children who have an exceptional medical or social need requiring attendance at a particular school 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. Children who have siblings (by which is meant full, step, half and adopted siblings living in the same household) at the school at the point of admission;
4. Children living closest to the preferred school, measured by the shortest route by road or maintained footpath, accompanied as necessary, from the Ordnance Survey seed-point of their home, out of the front entrance, to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

### 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 home will not be accepted. Proof of address will be sought and may be the subject of further investigation.
2. Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.
3. Maintained footpaths include public rights of way.
4. These criteria will apply to all applicants, regardless of the borough in which they live.
5. Late applications will **not** be processed until after all on-time applications.
6. The Council reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
7. The Council's Pupil Placement Panel may make placements, over the admission number if a school is full, for children who are deemed to be 'hard to place'.

### Linked schools

Please note that from September 2013 onwards the mixed comprehensive secondary schools in the borough will not give priority to children attending linked primary schools.



# Christ's School admissions criteria

Christ's Church of England School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

Parents applying for places for their children do so knowing that Christ's School provides an education based on Christian principles, and therefore the governing body expects that all students will take part in the Christian worship at the school and will attend religious education lessons.

The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete the local authority's common application form and return the form to the authority. If applying for a place at this school, parents must name this school as one of the preferences on the common application form. Parents who wish to apply for a foundation place must **also** complete the school's supplementary form and return this to the school. Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria; in this case the application will be considered under the next most appropriate criteria based on the information on the common application form.

## Total places available

The school will admit a total of 150 students to Year 7 each September. This admission number has been agreed between the governors and Richmond Council. This policy applies to all admissions in the academic year 1 September 2013 to 31 August 2014.

Christ's School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

**Places are divided into 75 foundation and 75 open places**, priority being given to foundation places (up to the 75 quota) and then open places according to the criteria outlined below. Where two or more applicants have equal right to a place, priority will be given, within the criterion concerned, on the basis of proximity to the school (shortest route by road and publicly maintained footpath as measured by the local authority). Lots will be used to decide between applicants who live the same distance from the school. Unsuccessful foundation applicants become open applicants. Unfilled foundation places become open places.

## Foundation places

Foundation places are offered to children, parents or legal guardians who can demonstrate their commitment to a Christian church (defined as a full member church of Churches Together in Britain and Ireland or as a full member of the Evangelical Alliance\*).

**Parents or guardians applying for a foundation place will need to complete one of the school's own foundation place application forms *in addition* to the authority's application form. All applications for foundation places must be supported by a reference form from the minister of the church. If there is no supporting form from the minister, the application will be considered under the open places criteria.**

In the event of over-subscription, places will be offered in accordance with the foundation places criteria set out below.

1. Looked-after children or previously looked-after children (see notes) who are regular worshippers, or looked-after children or previously looked-after children whose carers are committed members and regular worshippers (see notes), at a Church of England church.
2. Exceptional medical or social circumstances (see notes) for children who are regular worshippers, or children whose parents or legal guardian(s) are committed members and regular worshippers (see notes), at a Church of England church.
3. Children who are regular worshippers, or children whose parents or legal guardian(s) are regular worshippers (see notes), at Church of England churches and live within 5km of the school, by the shortest route by road and publicly maintained footpath as measured by the local authority; in the following order:
  - a. Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2013 to August 2014.
  - b. Distance from the school.

\* The governing body will take advice from the CTBI or the Evangelical Alliance as appropriate as to whether a church is a full member of their association.



4. Children who are regular worshippers, or children whose parents or legal guardian(s) are regular worshippers (see notes) of a Christian church as defined as full members by the Churches Together in Britain and Ireland or as full members of the Evangelical Alliance (see notes), and live within 5km of the school, by the shortest route by road and publicly maintained footpath as measured by the local authority; in the following order:
  - a. Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2013 to 31 August 2014.
  - b. Distance from the school.
5. Children who are regular worshippers, or children whose parents or legal guardian(s) are regular worshippers (see notes), at Church of England churches and live between 5km and 10km of the school, by the shortest route by road and publicly maintained footpath as measured by the local authority; in the following order:
  - a. Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2013 to 31 August 2014.
  - b. Distance from the school.

## Open places

Open places are offered to children irrespective of their religious background. In the event of over-subscription, places will be offered in accordance with the open places criteria set out below:

1. Looked-after children or previously looked-after children (see notes).
2. Exceptional medical or social circumstances (see notes).

3. Siblings of children attending the school on the closing date for application and still attending on the day of entry in the academic year 1 September 2013 to 31 August 2014.
4. Children who attend a primary school within 3km of Christ's School and live within 3km of Christ's School, by the shortest route by road and publicly maintained footpath as measured by the local authority.
5. Children living closest to Christ's School, by the shortest route by road and publicly maintained footpath as measured by the local authority.

## Waiting list

Richmond Council will maintain the waiting list for Christ's School. Children not offered a place on 1 March 2013 will automatically be placed on the waiting list in the order of the school's admission criteria. Places are allocated to children from the top of the waiting list as vacancies arise. Late applications are also included in the waiting list in criteria order. This means that a child's position on the list can move down as well as up.

## Appeals

Parents who are not offered a place for their child at the school have the right of appeal to an independent appeal panel established under Section 94 of the School Standards and Framework Act 1998. Parents wishing to appeal should request a form from the school and return it within four weeks of the letter notifying the decision not to offer a place.

Appeals are heard by panels of people who have not taken part in deciding how the places that were offered on 1 March 2013 were allocated. You will be invited to present your case in person and you will be allowed to bring a friend or representative to help you if you wish.



## False information

Any offer of a place based on distance from the school depends on the child living at the address provided on the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be required and may be the subject of further investigation. An offer based on a false address or any other false information will be withdrawn.

## Notes

- Note i: Looked-after: Children who are, or were, in public care, including those that have been adopted or been subject to a residence or guardianship order.
- Note ii: 'Regular worshipper' means attending church at least twice a month for at least a year before the closing date for applications. If you or your minister/religious leader have moved recently, you must also obtain a reference from your previous church/place of worship or minister/religious leader.
- Note iii: Siblings include full, half, step, adopted and legally fostered children living at the same home address.
- Note iv: Exceptional circumstances: Children whose parents provide professionally supported evidence at the time of application that their child has an exceptional social or exceptional medical need for a place at Christ's School. If the supporting evidence is not provided by the application closing date, the application will **not** be considered under this criterion. Information as to why Christ's School is the only school that can meet the exceptional social or exceptional medical need and the problems that would be

caused by travel to another school must be included. Applications made on exceptional medical grounds must be supported (at the time of application) by a current letter from a specialist health professional, and applications made on exceptional social grounds must be supported (at the time of application) by a current letter from a social worker or other care professional working with the family. The letter should give reasons why the child's condition or circumstances make it essential for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. The information will be considered by a panel of governors who may seek independent advice before reaching a decision. If the supporting evidence described above is not provided by the application closing date, the application will **not** be considered under this criterion.

# Waldegrave School for Girls admissions criteria

Places will be allocated to children whose parents or carers have applied on time either on a paper form or online. If there are more applications than places for Waldegrave School for Girls, priority will be given as follows.

1. Girls who are, or were, in public care, including those that have been adopted or been subject to a residence or guardianship order;
2. Girls who have an exceptional medical, social, need requiring attendance at Waldegrave rather than any other school. These needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. These circumstances cannot be taken into account unless information is provided at the time of application. Failure to provide this information at that stage may therefore affect whether or not the girls are allocated places at Waldegrave. All information submitted will be regarded as confidential.
3. Girls who have sisters (by which is meant full, step, half and adopted sisters living in the same household) at the school at the point of admission.
4. Girls living within the halves (priority area A and priority area B) of a rectangular catchment area – see map on page 16 and 17. 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 maintained footpath, accompanied as necessary, from the Ordnance Survey seed-point of their home to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system. Paths through car parks, cemeteries, golf courses or other enclosed spaces will not be used.
5. Any other girls, on the basis of distance from home to Waldegrave, measured by the shortest route by road and maintained footpath, accompanied as necessary, from the Ordnance Survey seed-point of their home to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system. Paths through car parks, cemeteries, golf courses or other enclosed spaces will not be used.

## Notes:

1. Waldegrave School is not the central point of the priority areas.
2. Girls with a statement of special educational need 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.
3. Any places subsequently refused will be re-offered, using the same method, to the priority area in which they were originally offered.
4. The Council's Pupil Placement Panel may make placements, over the admission number if the school is full, for girls who are deemed to be 'hard to place'.

A detailed map of the Waldegrave priority areas, including the roads where the successful 2012 applicants were living at the time of application, is available at [www.richmond.gov.uk](http://www.richmond.gov.uk) (search for Waldegrave criteria).





## Sixth forms

In May 2012, the Council's Cabinet approved proposals to establish sixth forms at Grey Court in September 2013 and at Christ's, Orleans Park, Teddington and Waldegrave in September 2014. The Council has committed £25 million to provide new buildings for the sixth forms.

The headteachers of these five schools, together with those of the three sponsored academies (Hampton Academy, Richmond Park Academy and Twickenham Academy) and the Principal of Richmond upon Thames College, have been meeting regularly over the last two years as the Richmond upon Thames Post-16 Partnership. The Partnership will develop the sixth form proposals so that a brochure giving full details of the curriculum offer across the Partnership will be published in spring 2013.

Twickenham Academy opened their sixth form in September 2012, and Hampton Academy and Richmond Park Academy will open theirs in September 2013 and September 2014 respectively.

The Partnership will have a number of common elements, including a common application process and timetable structure, and will share best practice regarding professional development of staff, advice and guidance for learners, enrichment and other matters.

The sixth forms will build upon the considerable improvement in standards in the schools and academies over the last few years and provide a greater choice of post-16 education options for local young people.

## St Richard Reynolds Catholic Secondary School (318 9901)

### Information provided by the Diocese of Westminster

The long-awaited Catholic secondary school has now arrived in the borough. It will meet a significant demand in the area for Catholic maintained secondary education. Children who, in the past, had to travel many miles to the nearest Catholic secondary school will now be able to apply to the school which will be situated in Clifden Road, Twickenham, with a new Catholic primary school on the same site.

The new Catholic secondary school will be a voluntary aided school within the trusteeship of the Diocese of Westminster. It will have a Catholic ethos and a policy of inclusivity. The school will welcome applications from all who wish their children to have a Catholic education. In the event of oversubscription we will give priority to Catholic children.

As a Catholic school, Catholic teaching and practice will permeate every aspect of the school's activity and daily prayer and worship will be integral to the curriculum. The school will provide an education that aims at excellence in academic achievement and in which personal and spiritual development are of paramount importance. Pupils will be given every opportunity to develop their talents to the full and to

discover how they can use these gifts for the good of society. The school will promote equality and diversity and prepare pupils for life in a multi-cultural, multi-faith society.

In collaboration with other secondary schools within the borough and with close links to the seven Catholic primary schools and other primary schools in the local area, the new school will become an active and integral part of the local community.

The school will eventually provide 1050 school places, including 300 sixth form places. It will open in September 2013 with 150 Year 7 pupils in five forms of entry. Each year an additional year of entry will be admitted until the full complement of 1050 is reached in 2019.

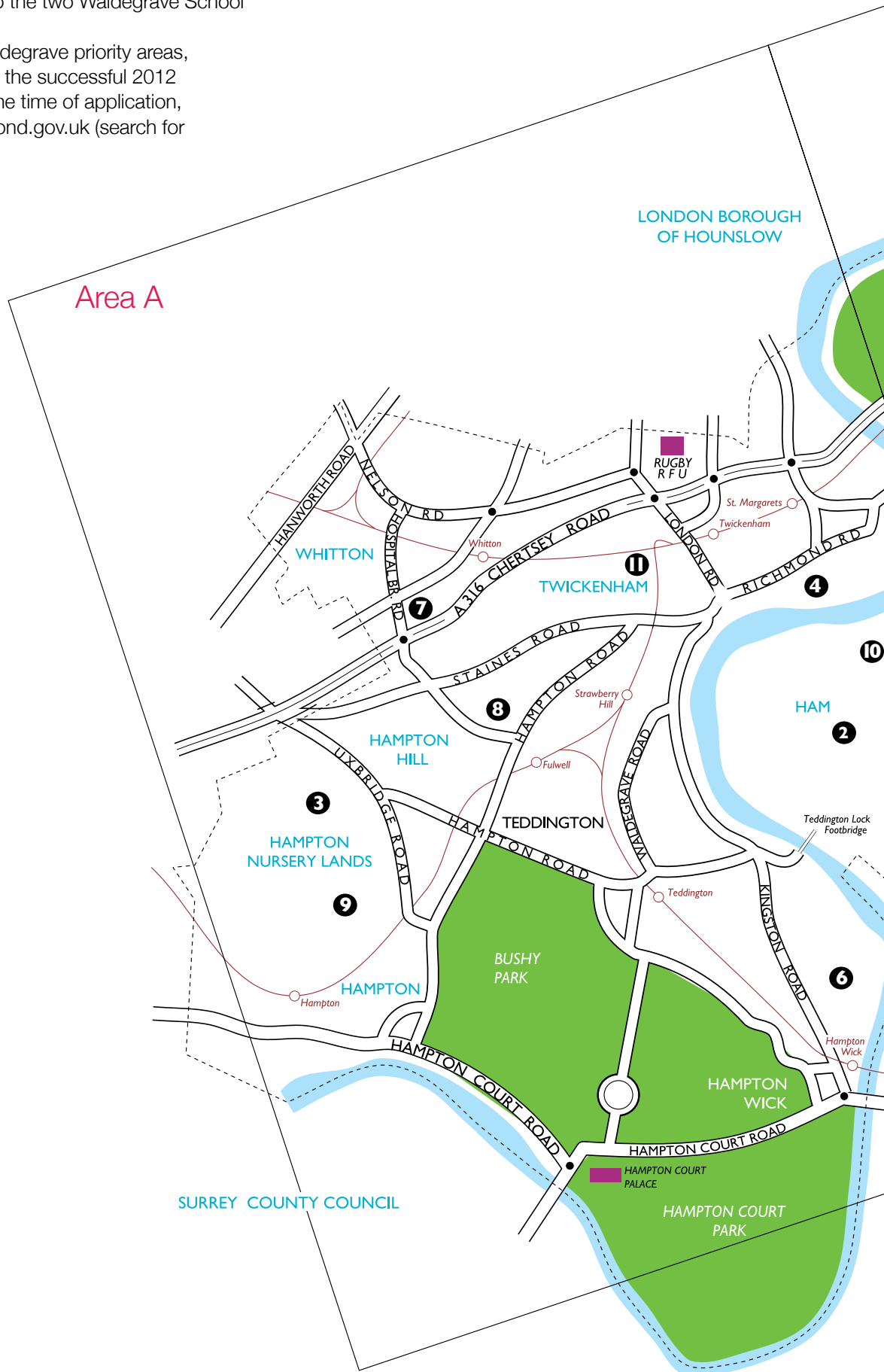
The Admissions Policy and Supplementary Information Form will be available in September 2012 from the London Borough of Richmond and the oversubscription criteria for 2013-2014 can be found on the Diocese of Westminster website: [www.rcdow.org.uk](http://www.rcdow.org.uk)

# School location map

Map details shown indicate general site location only.  
For a more detailed map of each school visit our website at [www.richmond.gov.uk/schools](http://www.richmond.gov.uk/schools)

Area A and Area B refer to the two Waldegrave School priority areas.

A detailed map of the Waldegrave priority areas, including the roads where the successful 2012 applicants were living at the time of application, is available at [www.richmond.gov.uk](http://www.richmond.gov.uk) (search for Waldegrave criteria).



## Area B



### KEY:

- 1 Christ's School (mixed voluntary aided)
- 2 Grey Court School (mixed)
- 3 Hampton Academy (mixed)
- 4 Orleans Park School (mixed)
- 5 Richmond Park Academy (mixed)
- 6 Teddington School (mixed)
- 7 Twickenham Academy (mixed)
- 8 Waldegrave School for Girls
- 9 Clarendon School (special)
- 10 Strathmore School (special)
- 11 St Richard Reynolds Catholic Secondary School (mixed)

## A SPECIALIST SCHOOL IN HUMANITIES

Queens Road,  
Richmond, TW10 6HW  
Phone: 020 8940 6982  
Fax: 020 8332 6085  
Email: info@christs.  
richmond.sch.uk  
Website: www.christs.  
richmond.sch.uk

### Standard intake

150 students

### Headteacher

Mr Richard E Burke MA

### Chair of Governors

Mr Martin Brecknell

### Open evening 2012

Wednesday 26  
September

### Open mornings 2012

Prospective parents are welcome anytime during the working day. Visits to the school can be arranged by telephoning the school.

### Bus routes

33, 337, 493, 371, 419

### Railway services

Richmond – 10 minute walk  
North Sheen – 20 minute walk



We are a popular school, located on the edge of Richmond Park with a community that respects and supports each other through all aspects of life. Our students are a credit to themselves and their families and we are grateful for the support of their parents and carers as well as the able and dedicated group of adults who guide, encourage and nurture their children in school.

We have some excellent learning and teaching facilities, including science laboratories equipped to high specifications, technology workshops, a food technology room and a purpose-built music centre. We also have a large, fully equipped sports hall to complement our extensive sports field and hard courts. Our new chapel, library, flexible learning space and entrance have further enhanced the school since they opened in September 2011.

I am very proud of our many successes. Our last inspection in January 2011 confirmed that we are an outstanding Anglican school; however, we will continue to build, develop and strive for excellence both academically and through the ever-improving quality of experience that young people attending Christ's School receive.

Our proposed expansion to include an extra form of entry and post-16 education will only serve to extend this enviable educational experience to even more of our local community from the ages of 11 to 18.

We have an open door policy and welcome visitors at any time. Just call the school and our student ambassadors will be on hand to take you on a tour and answer any questions you may have.

Richard Burke, Headteacher



“When I walked into my classroom on the first day I was nervous. I soon realised when older students and teachers helped me to find my classes that they were friendly and not scary at all. I have to mention that the canteen food is amazing too!”

## Christ's curriculum

Christ's School offers a personalised experience where “learning is enhanced by an extremely well-balanced curriculum which is closely matched to students' individual needs and aspirations.” (Ofsted 2011) The school's innovative Year 7 PACE programme is highly effective in developing students' personal learning and thinking skills and lays the foundations for future success.

All students are given the opportunity to study a broad and balanced curriculum. This is complemented by afterschool events, such as sports clubs, drama productions, music concerts, residential trips, art and textiles clubs, music groups and curriculum enrichment activities, which all contribute greatly to the educational experience of our students.

## New Learning Resources Centre (LRC)

Short listed for the 2011 School's Library Association Design Award, our new LRC has already had a huge impact on teaching and learning. Situated at the heart of the school, this flexible welcoming space is used throughout the day for a wide range of classes and a full programme of extra-curricular activities.

Pupils are drawn to the bright modern furniture where they can settle down comfortably with a book, whether this be in a class dedicated to reading or at break time. The numbers of books borrowed has increased tremendously.

Versatile furniture in the study area makes it possible to run formal classes and also set up for informal paired reading or larger group discussions. The spacious computer area is popular with pupils and well used by staff for class research projects.

Afterschool activities include a film-of-the-book club, creative writing workshops, a morning reading and special events such as staff book day and story-telling workshops.

## The top five events at Christ's School

1. Outstanding GCSE results – over 94% achieving five A\* - C grades.
2. During our Alternative Learning Week students choose activities such as field trips, visits to museums, workshops and more. Other trips include foreign visits to support the curriculum and we also have our annual ski trip to Austria.
3. Duke of Edinburgh's Award Scheme excursions.
4. Many school productions, including the first ever performance in a secondary school, of Zorro the musical.
5. Exciting tri-centenary celebrations for 2013 as Christ's celebrates 300 years in Richmond.

## Mission Statement

As a Church of England school our mission is to be one where each individual is valued and respected. We meet the needs of all our learners by offering them every opportunity to learn and develop in order to fulfil their God-given potential. We will celebrate our skills, talents and successes within a community founded upon Christian values.

## A SPECIALIST SCHOOL IN SCIENCE, MATHEMATICS AND COMPUTING

Ham Street,  
Ham TW10 7HN  
Phone: 020 8948 1173  
Fax: 020 8332 2428  
Email: [info@greycourt.richmond.sch.uk](mailto:info@greycourt.richmond.sch.uk)  
Website: [www.greycourt.richmond.sch.uk](http://www.greycourt.richmond.sch.uk)

**Standard intake**  
210 students

**Headteacher**  
Ms Maggie Bailey  
BHum MA

**Chair of Governors**  
Mr Frank Kitson

**Open evening 2012**  
Tuesday 25 September

**Open mornings 2012**  
Tuesdays and Thursdays  
at 9am and 11am from 27  
September to 25 October

**Open door 2012**  
Visits to the school during  
the normal school day can  
be arranged by phoning  
Ms Kathy Welton on  
020 8439 8827 or ext. 306

**Bus routes**  
65, 371



At Grey Court School we are committed to providing an outstanding standard of education for all our students.

We aim to promote a high expectation and success culture, developing an inspirational and aspirational curriculum to ensure that our children flourish both academically and socially and leave school thoroughly prepared for the opportunities and challenges of adult life. Students learn in an exciting environment with state-of-the art technology and skilled input from specialist, highly motivated staff.

We provide a calm learning environment where students and adults respect each other and we solve problems together. Success is part of our students' everyday experience. Academic and peer mentoring, and an effective pathways-approach to the curriculum ensure students grow as individuals. We have a strong tradition of student voice and leadership which provides opportunities for our students to make a positive contribution to our school and the local community. Students are supported at every stage of their learning. Our care, guidance and support are second to none.

Maggie Bailey, Headteacher





“I can say that joining Grey Court was the best decision ever. Starting Year 7 was nerve-wracking and I was sure that I was going to get lost, but all the Year 10s and 11s showed me the way around. The teachers made you feel welcome and less scared. Making friends is not a problem. Soon you will come across friends who become your best mates for life. Grey Court is such a great school and I am not only happy here but very proud to be part of it.”

## The Grey Court curriculum - in the classroom and beyond

Grey Court School has an inspirational and aspirational curriculum that meets the needs of a diverse range of learners. At its core is an emphasis on traditional subjects. Our Key Stage 4 students must take separate sciences for GCSE and they all study Spanish or French (or both). Students are expected to take history or geography (or both) for GCSE.

Our more able students can study AS qualifications in computing, critical thinking and environmental science. This year, our most gifted and talented Year 11 students submitted Level 3 extended projects, a course that prepares them for the research and independent learning skills required at university level.

Other innovations include the introduction of new courses such as electronics, performing arts, Jamie Oliver’s home cooking course, along with college link courses.

At Key Stage 3, we have introduced ‘learning to learn’ and exciting cross-curricular modules in technology and humanities.

## Enrichment beyond the classroom

At Grey Court School, we recognise that learning and personal development also happen outside the classroom. Recent trips have included: the Olympic Village, Prague, the Eden Project and the Tate Gallery. There have been residential exchanges to Spain and trips to Lille.

Just a few of our sporting successes include:

- Football – borough champions (Years 7 and 8, both boys and girls)
- Sports hall athletics – borough champions (Years 7 and 8, both boys and girls)  
Our Year 8 boys are also the West London champions
- Rugby League – borough champions (Years 7, 8 and 9)
- Athletics – borough champions (Year 7 boys)
- Volleyball – borough champions (Year 10 boys and Year 9 girls)
- Netball – borough champions (Year 8 girls)

“As a long-standing parent and a fan of Grey Court, I am delighted with the way my daughter has settled into Year 7. The school went to great lengths to ensure that new pupils felt familiar with the school and their new teachers. They had an induction day, sporting activities and opportunities to meet the staff. I am delighted to say that this spirit has continued. On any evening she is busy with extra-curricular activities. I know that she will have a fabulous five years.”

## The top five events at Grey Court School

1. Best GCSE results in 17 years
2. We hope to open our new sixth form with new buildings in 2014
3. Through our community programme much work is done with local people – including developing an allotment and having chickens
4. The extent to which pupils contribute to the school and wider community was graded as ‘outstanding’ by Ofsted
5. A major building programme has been completed, including an extended library, two new technology suites and a speech and language centre

## SPECIALISING IN THE ARTS

Hanworth Road,  
Hampton TW12 3HB  
Phone: 020 8979 3399  
Fax: 020 8783 0086

Email:  
info@hamptonacademy.org.uk  
Website:  
www.hamptonacademy.org.uk

### Standard intake

210 students

### Principal

Dr Sue Demont BA (Hons)

### Academy Council

Chris Collier

### Open evening 2012

Wednesday 3 October

### Open mornings 2012

Monday 8 and Tuesday 9 October

### Open door 2012

Visits to the academy can also  
be arranged by telephoning  
Mary Aston on 020 8783 4288

### Bus routes

111, R70

### Railway services

Hampton: 20 minute walk



Hampton Academy is an exciting and innovative school rooted firmly in its local community. Our vision is to prepare students for a 21st century future by developing their independent learning skills and making creative use of the latest technology. We welcome students of all abilities and heritages, believing every child can achieve with us more than they thought possible.

Autumn 2012 sees the opening of our two brand new lower college buildings, creating smaller scale communities to ensure that no child gets 'lost' in the systems of a large secondary school. Every student has a regular personal tutorial with their base group tutor who is responsible for monitoring their progress and communicating with parents/carers. Students set themselves weekly goals in their subjects. This helps them to see their progress and also identify where they need additional support – or challenge – which the tutor ensures they receive.

Dr Sue Demont, Principal



a project supported by the DfES through CILF





“I have now been at Hampton Academy for six months and I really like the way we learn. We have a Steps system in the core subjects and it is great to be able to work at my own pace and always be aware of which step I am on in English, maths and science. In our themed lessons at the moment we are studying ‘Global Towns’ which is a geography based theme. I love being involved in the extra-curricular activities and I have played in netball matches and tournaments. I am in the girls’ football team and I have also been in two dance shows.”

## Steps and Themes

Hampton Academy operates an innovative ‘Steps and Themes’ curriculum. English, maths, science, languages and ICT are learnt through the steps. This approach allows able students to progress faster and receive the stimulus they need to achieve ambitious goals. Additional support through small groups, workshops and individual sessions with Inclusion staff is available for those who need it. The thematic curriculum embraces the arts, humanities and technology, and enables students to explore subjects in more depth over longer periods, culminating in a formal written and/or practical assessment every half term. PE is taught separately, with a range of additional clubs and activities offered at lunchtimes and after school.

A highlight of last year was Maths Week when students took part in the NSPCC sponsored ‘world’s largest maths lesson’, held a mass tower building competition and a Number Day where every teacher became part of a mystery sum!

## Extra-curricular activities

By the time you read this, over 200 of our students will have spent a week in Sweden studying technology, creative arts and outdoor pursuits at a lakeside field centre. This experience complements our ongoing programme of visits closer to home, including the National Theatre, the Royal Ballet School, British Airways and Tate Britain. An artistic highlight of the spring term was the combined ‘Zimbe!’ concert of African music with six other local schools held at Hampton School.

Students are encouraged to get involved in all aspects of academy life. This year they have hosted numerous VIP visits, including those by Christine Gilbert (formerly Her Majesty’s Chief Inspector of Schools), Alison Mowbray (Olympic rowing medallist), parties of headteachers from Holland and South Africa, and Nicola Claes, Swedish Ambassador to the UK. Our trained student observers have also contributed to the appointment of six new teachers!

## The top five events at Hampton Academy

1. Best ever GCSE results: 70% students gained five or more top grades
2. Daniel Jonusas (Year 9) became Richmond’s Junior Poet Laureate 2012
3. The highest point of the new build was reached and commemorated in a special ‘topping-out’ ceremony
4. 160 students took part in the annual Dance Show
5. Year 7 and 8 girls’ football team were runners-up in the Richmond Cup Final

“We chose Hampton Academy for our two daughters because of Kunskapsskolan’s rounded learning model. Individual tutorials and personal learning goals give them focus, drive and an ability to achieve for themselves, in ‘steps’, at their own pace. I feel involved, but they feel in control and enthusiastic about learning. They are engaged and motivated.”

## A SPECIALIST COLLEGE IN MATHEMATICS, COMPUTING AND LANGUAGE

Richmond Road,  
Twickenham, TW1 3BB  
Phone: 020 8891 0187  
Fax: 020 8744 0312  
Email: info@orleanspark.  
richmond.sch.uk  
Website: www.orleanspark.  
richmond.sch.uk

### Standard intake

200 pupils

### Headteacher

Ms Joanna Longhurst BEd NPQH

### Chair of Governors

Mrs Alison Reed

### Open evening 2012

Thursday 27 September

6.30-9.00pm

Headteacher's address: 6.45pm,  
7.30pm, 8.15pm

### Open mornings 2012

Monday 1 and Tuesday

2 October

Headteacher's address: 9.00am  
followed by tours of the school  
until 10.30am

### Open door 2012

Tours on a normal working day  
can be arranged by telephoning  
the school

### Bus routes

R70, H22, 490, 290, 33, 267,  
281, H37, R68, 110

### Railway services

Twickenham - 15 minute walk  
St Margarets - 6 minute walk  
Richmond - South West Trains,  
District Line then bus

**Very limited parking on site**



Orleans Park is a popular and thriving community committed to both individual and collective success. The happiness, progress and achievement of pupils are at the centre of all that we do. We are very proud to be judged 'outstanding' by Ofsted in November 2010.

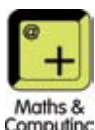
We are extremely successful, not just academically, but also because our friendly, caring atmosphere enables pupils' learning and personal development to thrive. Innovative teaching ensures that learning is exciting and takes place in a calm, purposeful and disciplined environment.

We have high expectations and our pupils consistently meet or exceed them. We offer a broad, varied curriculum designed to meet the needs of all pupils and an outstanding extra-curricular programme. This includes an extensive range of sports, languages, music and drama as well as more specialised activities such as model design, animation and film clubs.

Orleans Park is a happy school where children of all abilities and backgrounds succeed.

We are justly proud of our school, our pupils and our many successes.

Joanna Longhurst, Headteacher





“I like Orleans Park because the lessons are always fun and never boring and the sports are amazing. There are so many trips like skiing and water sport trips. The food in the canteen is great too.”

“I really like Orleans Park because the sports are really fun and interesting. Also when I struggle with a question in school all of the teachers are patient and really helpful.”

## Teaching, learning and the curriculum

Orleans Park was recognised as having outstanding standards in teaching and learning by Ofsted in November 2010. Teachers make excellent use of their subject knowledge and resources to provide rich exciting and creative experiences for pupils. Pupils enjoy their lessons, behave well and are always challenged. Pupils with particular learning needs, including gifted pupils, receive very effective provision, fine-tuned to their requirements. One pupil told Ofsted that “teachers don’t just teach us, they really care for us as well”.

The outstanding curriculum provides courses that match the needs of our diverse school population. Our subject specialisms of languages, ICT and mathematics make a substantial contribution to our high standards of achievement and to our very strong and effective partnerships outside the school.

There is a strong emphasis on personal, learning and thinking skills in Key Stage 3 through the ‘Learn to Learn’ programme. We offer extensive curriculum enrichment through flexible learning days, thematic focus weeks and a wealth of extra-curricular opportunities, including music, drama and sport.

## Olympic themed lessons

During the Autumn term Key Stage 3 pupils experienced a themed fortnight with lessons taught around the Olympic Games. Across the curriculum each subject planned a range of activities for lessons based on the Olympics, many with competitions, and all reinforcing the Olympic values.

The English Department set up a sports journalism programme with pupils reporting on the Olympic competitions run by the PE Department. Humanities looked at the historical and ethical issues surrounding the games, while Science carried out experiments on the materials used to make athletic footwear.

The fortnight culminated in a closing ceremony when Olympian Scott Overall, a former pupil at Orleans Park, addressed the pupils and presented awards. Scott’s inspirational words were complemented by the work of the Art Department which was on display. There were live drama performances and pupils played music that they had composed over the two weeks. The Olympic spirit certainly came alive and enthused pupils for London 2012!

“Orleans Park is a great school because the staff care for the children as individuals and enable them to achieve their best. There are all sorts of opportunities open to the pupils, ways they can represent and be proud of their school and show their talents. Orleans Park really prepares pupils for the next stage in life and education.”

## The top five events at Orleans Park

1. Olympic Thematic Fortnight
2. Winner of Jack Petchey ‘Speak Out’ Challenge, regional final
3. Drama Showcase evening
4. Participants in the BBC News School Report 2012
5. Over £11,000 raised for charities through a variety of events – ‘thinking of others’

## A SPECIALIST COLLEGE IN ENGLISH AND BUSINESS WITH MATHS AND ICT

Park Avenue, London, SW14 8RG  
Phone: 020 8876 8891  
Fax: 020 8392 9694  
Email: [contactus@richmondparkacademy.org](mailto:contactus@richmondparkacademy.org)  
Website: [www.richmondparkacademy.org](http://www.richmondparkacademy.org)

### Standard intake

220 students

### Headteacher

Ms Lesley Kirby BEd  
MA NPQH *Licence d'Anglais*

### Chair of Governors

Simon Danciger

### Open evening 2012

Wednesday 3 October

### Open mornings 2012

Tuesdays and Thursdays 9.10-11.15am from 11 September to 25 October.

### Open door visits 2012

The school warmly welcomes parents visiting on any normal school day prior to arrangement.

Please contact the school office to arrange any visit.

### Bus routes

33, 337, 209, 493

### Railway services

Mortlake or Barnes



Richmond Park Academy is on a journey towards excellence. A monitoring inspection by Ofsted at the end of our first year confirmed good progress overall. The inspector wrote: "Students are known and valued as individuals. The warm and encouraging relationships that permeate the academy underpin the positive attitudes that most have to school life".

We continue to drive up standards. Results have improved at Key Stage 4, thanks to our skilled and dedicated teachers, the majority of whom are now good or outstanding. Gifted and talented students benefit from an extensive year-on-year programme of curricular enhancement. Year 7, for example, undertake weekly debating or dissertation sessions – early additions to their data bank of higher education skills.

Two major projects are in the pipeline: a £10 million whole-campus refurbishment (already underway) and a plan to open a sixth form from September 2014. RPA is an exciting place. Come and see our progress for yourself.

Lesley Kirby, Headteacher



“The facilities at Richmond Park Academy are excellent – and one-of-a-kind. You will meet life-long friends here and some of the best teachers. Your education is very important and at RPA you will always be pushed to make the best of your ability.”  
Year 11 student

## Academic achievement

We believe in strong beginnings because they form essential building blocks for further learning and achievement. Our unique Year 7 learning base, The Acorn, is giving transition students confidence to learn and achieve quickly. Data reveals steady progress from the outset, with the majority of students achieving at a considerably faster pace than government expectations.

In 2012, three Year 7 students won gold for RPA in the national Academies Enterprise Trust spelling bee. Four top Year 9 maths students were accepted for Royal Institute Maths Master Classes and, in the UK Intermediate and Junior Maths Challenges (aimed at the top 30%), RPA fielded one gold, four silver and 11 bronze winners.

At GCSE level, Ofsted reported that students were on track to reach their challenging targets and, as confirmation of those findings, many current Year 11 students have, in individual GCSE modules, already achieved results in excess of 96%.

## Extra-curricular activities

RPA's Ofsted assessment found that “the wide variety of extra-curricular activities enhances students' enjoyment and learning”. Our varied programme includes:

- A gifted and talented programme for all years, including – by Year 10 entrepreneurs – branding and marketing ‘Greeny Goodness’, an organic Sri Lankan green tea
- ‘Period 6’ – extra GCSEs opportunities
- Working with professional orchestras, dance schools and art galleries
- St Paul's/RPA partnership opportunities – engaging, for example, with St Paul's sixth formers to develop public speaking skills
- Internet Rangers, free IT lessons for senior citizens and special school pupils, conducted by our top ICT students
- Year 11 basketball and football teams – borough championships winners
- Sports clubs for fun, for exercise and for team building – including table tennis, badminton, kayaking and trampolining
- Interest clubs – textiles, STEM (science, technology, maths), art, and more
- University visits, including Imperial (for potential medical students), UCL and Oxford

“Our daughter loves this school and is flourishing both academically and personally. We're constantly struck by the warm, supportive atmosphere of the place – and by the positivity and enthusiasm of the teachers and head. Richmond Park Academy is a gem of a school.” Year 8 parent

## The top five events at Richmond Park Academy

1. The Acorn, a specially designated learning base for Year 7s, to make sure that these students feel comfortable from day one
2. Our Ofsted Progress Report (December 2011) which gave us a ‘good’ progress rating
3. Artsmark award – given after a rigorous assessment of visits, verbal reporting and evidence presentation
4. Launch of a tailor-made alumni website by Future First – professionals endorsed by Parliament – to promote aspiration, ambition and knowledge about further education and the workplace
5. 2012-13 – Thorough and painstaking planning for major whole campus refurbishment including new hall, library, restaurant, café facilities and media suite

## A SPECIALIST VISUAL ARTS COLLEGE

Broom Road,  
Teddington TW11 9PJ  
Phone: 020 8943 0033  
Email: [info@teddington.richmond.sch.uk](mailto:info@teddington.richmond.sch.uk)  
Website: [www.teddington.richmond.sch.uk](http://www.teddington.richmond.sch.uk)

### Standard intake

240 students

### Headteacher

Mr Richard Weeks  
MBA (Ed) BA FIMgt

### Chair of Governors

Mr Roger Avins

### Open evening 2012

Tuesday 2 October, 6.30-8.30pm

### Open mornings 2012

Thursday 4 October and  
Friday 5 October 2012

### Bus routes

681 (school bus on 281 bus route), 641 (school bus on 411 bus route), 285, R68

### Railway services

Hampton Wick  
– 15 minute walk



We have now spent nearly two years in our purpose-built new school. Throughout this second year we have consolidated our understanding and use of it, and are now confident in the knowledge that we maximise the wide and varied learning opportunities that this very special environment offers our students.

Through a combination of effective teaching and learning, and high student and teacher expectations, we once again achieved our highest ever GCSE examinations. In addition, we achieved regional and national successes in sport and the arts.

We pride ourselves in offering a diverse array of extra-curricular opportunities to cater for our children's very wide range of needs, skills and interests.

As ever, our visitors see an ordered, lively, happy and safe place for children. One where everyone is engaged in a range of creative and challenging learning activities.

Teddington is successful and thriving and we continue to be very proud of what we achieve.

R T Weeks, Head



“The school is brilliant! The teachers are always positive and helpful; this combined with a brand new building creates a great learning experience.”

## Visual arts

All students at Teddington School have the opportunity to take part in an extensive range of visual arts activities during lessons or as part of the school's extra curricular programme of community arts events.

This year, students have worked with an artist in residence to produce a series of large withy sculptures which now form part of the school's garden. For the third consecutive year Teddington students' artwork will be displayed at the Royal Academy of Art as part of the gallery's Young Art exhibition.

Key Stage 3 photography students have reached the national finals of the Rotary Club's Young Photographer of the Year competition with their images based upon the theme of Olympic Dreams.

The high standard of Teddington's visual art provision is also acknowledged in a forthcoming publication that profiles the number of important artists that are based within the London Borough of Richmond. The book will feature the profiles and artwork of six Teddington students as representatives of the next generation of renowned artists.

## TEDxTeddington

TEDxTeddington, an independently organised event licensed by the TED organisation, took place at Teddington School in November 2012 – the first TEDx conference organised by a UK state secondary school.

TEDxTeddington was a celebration of science, art, music and humanity. The 12 speakers included scientists from the National Physical Laboratory; an Emmy Award winning film maker; Teddington staff; and exceptional students, past and present.

The conference was organised not only as an inspirational and educational event, but was designed to create a unique opportunity to coach and mentor students to perform on an equal footing with world-class speakers on an adult stage.

Speakers, organisers, sponsors and audience alike were astonished at the quality of the presentations. The feedback from attendees was universally complimentary – “extraordinary... inspirational... brilliant!”.

TEDxTeddington represents the original educational thinking and high ambition of the school that accompanied its move into its spectacular new building in September 2010.

“Teddington has been a fabulous experience for my three children, offering them many opportunities to grow and develop as individuals both in and out of the classroom across all subject areas. The new modern learning environment has been a huge success and is evident in the behaviour and attitudes of all the students.”

## The top five events at Teddington School

1. Confirmation from Ofsted of continuing high standards
2. Highest ever GCSE results: 90% A\*-C in 2012
3. Afri-Twin project: hosting visitors from a South African school
4. Wizard of Oz school production
5. TEDxTeddington conference

## A SPECIALIST DIGITAL TECHNOLOGY AND SPORTS COLLEGE

Percy Road,  
Twickenham TW2 6JW  
Phone: 020 8894 4503  
Fax: 020 8894 0690  
Email: info@  
twickenhamacademy.org.uk  
Website: www.  
twickenhamacademy.org.uk

### Standard intake

200 students

### Principal

Nick Jones MEd NPQH

### Chief Executive

John Baumber

### Open evening 2012

Monday 1 October,  
6.30-8.30pm  
Speeches at 6.45pm  
and 7.45pm

### Open mornings 2012

Tuesday and Thursday  
mornings starting 9 October  
to 25 October

### Open door 2012

Visits can be arranged by  
telephoning the academy

### Bus routes

110, H22, 281

### Railway services

Whitton – 10 minute walk



Welcome to Twickenham Academy where we offer a new choice of school that is an exciting and inspiring place to learn. Our students are enthusiastic, supportive and caring individuals who learn in different ways and at different rates. It is our task to provide each student with an imaginative and personalised education.

Everything we do is based on an ethos where we treat every student as an individual who needs personalised support and learning programmes to meet their specific needs and ambitions. To do this, we have developed an innovative curriculum, combining an academically rigorous approach to the core subjects such as maths and English, with an exciting thematic, problem-solving approach. This gives students the personal learning and thinking skills they will need throughout their school life and into the future.

We want everyone who joins the academy to enjoy a great education and to feel valued as an individual who enjoys learning and makes progress to achieve their personal goals. We hope you will come and see for yourselves what we are doing at Twickenham Academy and that, in partnership with us, you will want your child to join our school.

Nick Jones, Principal







## One-to-one tutorials

One-to-one tutorials are at the heart of a supportive but challenging learning environment. Every student has a personal tutor whom they meet on a one-to-one basis each week for between 15 to 20 minutes. During the weekly tutorial, they work with the student to review and reflect on progress and define new goals for the coming week.

Personal tutors have an academic and a pastoral role. They are responsible for identifying additional support needs for students. They will also make sure there is always someone dedicated to looking after your child and keeping you up-to-date with progress.

## The top five events at Twickenham Academy

1. Go-ahead for sixth form at Twickenham Academy from September 2012
2. Students involved in the planning of the new Twickenham Academy building opening in May 2013
3. Digital technology impacting on learning with the use of iPads in maths, a state of the art laser cutter in design and technology and the academy's own radio station
4. Best ever GCSE results achieved in 2012
5. The 21st Century Legacy programme 'Be the Best you can Be!' is launched by Dr David Hemery CBE, Olympic hurdler and by Toby Garbett, Olympic rower

## Curriculum

The academy offers a broad and balanced curriculum covering the National Curriculum which provides opportunities for everyone to attain five or more good GCSEs, with the more able achieving 12. The learning programmes are designed in 'steps' or 'courses'.

## Steps

Subjects such as English, maths, science, ICT and modern foreign languages are taught in steps that relate to National Curriculum levels and, ultimately, to GCSE qualifications. Each subject is broken down into 40 steps with students making progress up the steps in a planned way to reach their individual goals. They will sit exams when they are ready, so some students may well take GCSEs early and may move onto A level or BTEC level awards.

## Courses at Key Stage 3

Some subjects such as history, geography, religious education, design and technology, drama, music, dance and art are taught as thematic courses emphasising the connections between subjects. The courses promote problem-solving, creative thinking and communication skills, and teach students the independent learning skills that will be so important as they progress through the academy – they become more autonomous and independent learners.

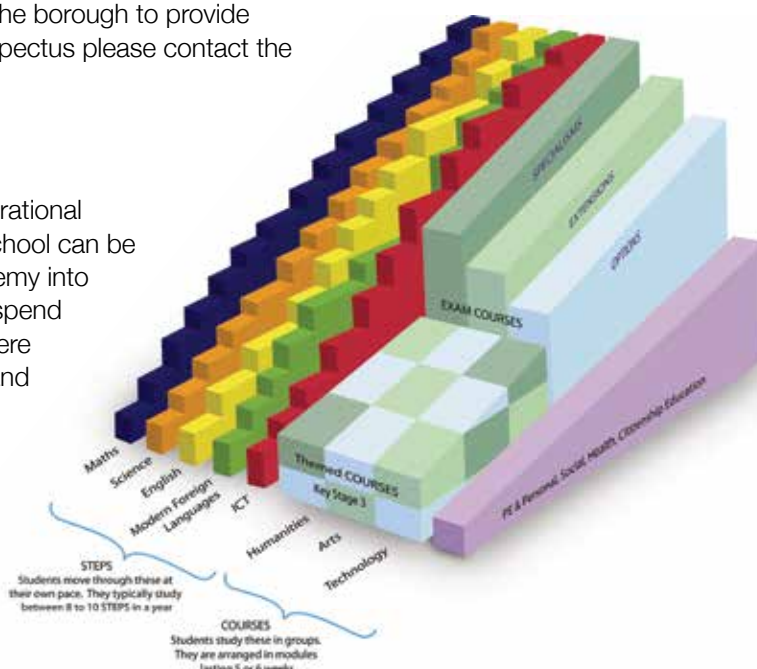
## Post-16 provision

The academy will become one of the first schools in the borough to provide post-16 education. If you would like a sixth form prospectus please contact the academy.

## Contemporary learning environment – our new building

We have worked with architects to create a truly inspirational learning environment. Moving to a large secondary school can be difficult for young people so we are dividing the academy into three smaller colleges. This means that students will spend most of their time in a 'human scale' environment where they are cared for by a dedicated group of teachers and support staff.

Drawing on the ideas of students, staff and parents, we are confident that we are building a new academy that will be a welcoming place, where students feel safe and secure and, of course, it will be accessible to those with disabilities.



## A SPECIALIST SCIENCE COLLEGE

Fifth Cross Road,  
Twickenham TW2 5LH  
Phone: 020 8894 3244  
Fax: 020 8893 3670  
Email: [info@waldegrave.org.uk](mailto:info@waldegrave.org.uk)  
Website: [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk)

**Standard intake**  
200 students

**Headteacher**  
Mrs Philippa Nunn  
BSc, MA, NPQH

**Chair of Governors**  
The Hon Mrs J M Fellows JP

**Open evening 2012**  
Monday 24 September  
6.30 to 8.30pm

The headteacher will speak at 6.30pm and again at 8.00pm  
Tours will leave from the main entrance between 6.30 and 7.00pm and will finish by 8.00pm  
This event is very busy and there is little parking available on site or nearby. Visitors are advised to travel by public transport or on foot.

**Open morning 2012**  
Tuesday 25 September  
Tours from 9.00am to finish by 10.00am.  
The headteacher will speak at 10.00am.

**Open door 2012**  
Visits to the school during a normal working day can be arranged by telephoning the school.

**Bus routes**  
110, 290, 490, H22, 267, R70, 33, 281

**Railway services**  
Fulwell - 10 minute walk  
Strawberry Hill - 15 minute walk



Waldegrave school is proud to welcome students of all abilities, cultures and backgrounds.

All students achieve GCSE qualifications at Waldegrave. In 2011, 87% of students gained five or more A\*-C grades at GCSE (or equivalent) including English and maths. 50% of students achieved the English Baccalaureate. 49% of GCSE results were A/A\* which placed Waldegrave as the top 11-16 state school in the country for the second year running (Sunday Times Schools Guide).

Our most successful students are those who also throw themselves into the life of the school and really get involved in the strong house system and many extra-curricular activities that we offer ranging from sports to music, drama and many more.

Innovative teaching from specialists ensures that learning is exciting and takes place in a calm, purposeful and disciplined environment. Students are encouraged to take responsibility for their own learning, both as individuals and as part of the School Council.

A co-educational sixth form will open at Waldegrave in September 2014.

You are very welcome to come and see our school during the working day; please telephone to arrange a visit.

Philippa Nunn, Headteacher



“I really enjoyed our Year 7 activity day and making lots of new friends. I also like spending more time each week on subjects like design technology, ICT and drama. Both the teachers and older students are really helpful. There are lots of after school clubs which I enjoy; so far I have been to netball, rowing and orchestra.”

## Science

As a Science College we have been able to further enrich our science curriculum and provide support for both local schools and our partner school in Kenya. Our aim at Waldegrave is to make science fun, accessible and memorable. Students take part in off-timetable activities and challenges in every year group. Science week is widely promoted across the school; during the week all students are encouraged to take part in national competitions and science careers events.

In Year 10, we offer our students a selection of science courses to ensure every student has the opportunity to study the course most suited to their ability and needs.

## House system

Our strong house system is used to enrich the educational experience and offer pastoral support for students. As well as sport, we have a range of competitions in other areas such as music, maths, science and art, together with fun events such as non-uniform days when students dress up in their house colours to raise money for their house charity.

The four houses are named after eminent women: Franklin (red), Eliot (green), Seacole (yellow), Pankhurst (purple). Girls gain house points for attending clubs, extra effort, excellent work in lessons and from competitions; these are totalled each month and girls are then presented with house badges and other rewards.

The house system also gives opportunities for posts of responsibility as the organisation of house activities is shared with students. This gives older students leadership experience working with other tutor groups in the same year group and with younger students. Pastoral care will be led by the students' tutor and a senior member of staff as Head of House. Students will have regular house assemblies.

“Waldegrave treats each student as an individual, bringing out strengths and potential in many different ways. Our daughter has had some fantastic and unexpected opportunities which will stay with her for life. The academic results speak for themselves, but the school's supportive and enriching environment is just as outstanding.”

## The top five events at Waldegrave School

1. Outstanding exam results: In 2011, 87% of students gained 5 or more A\*-C grades at GCSE (or equivalent) including English and maths. 49% of GCSE results were A/A\* which placed Waldegrave as the top 11-16 state school in the country for the second year running (Sunday Times Schools Guide). 50% of students achieved the English Baccalaureate
2. HMI judged science to be outstanding (2009); Ofsted judged the school to be outstanding in all aspects (2007)
3. Raised over £11,000 for local, national and international charities and maintained an international link and exchange with Madogo school in northern Kenya
4. Borough champions in many sports and the school with the most girls participating in London Youth Games (representing Richmond)
5. Over 50 students are involved in gaining Duke of Edinburgh's bronze and silver awards

# Special schools

## Clarendon School



Clarendon is a day special school for pupils aged 7 to 16 with moderate learning difficulties and additional complex needs. Clarendon also manages the unit at Oldfield House for junior pupils with behavioural, emotional and social difficulties; the Gateway Centre for secondary age pupils with ASD (attached to Twickenham Academy); and the Peripatetic Learning Support Assistant Team, who work with young people with disabilities in mainstream schools.

Pupils make exceptional progress while educated in our facilities, both academically and pastorally. GCSE, ELC, unit awards, adult literacy and numeracy, ASDAN Youth Awards and the bronze level Duke of Edinburgh's Award are all accessible to our young people.

Students have access to art therapy and counselling, as well as peer mentoring and the supportive and nurturing professionalism of all staff. Small class sizes, which are supported by skilled teaching assistants, allow for the degree of measurable progress described.

Fostering strong links with our families through the employment of two family support workers is a true strength. Termly parent-teacher consultation meetings, parent coffee mornings, invitations to our dance and drama productions and the achievement award ceremony are examples of how we encourage such relationships.

Hanworth Road,  
Hampton,  
TW12 3DH,

Phone: 020 8979 1165

Fax: 020 8941 3069

Email: [info@clarendon.richmond.sch.uk](mailto:info@clarendon.richmond.sch.uk)

Website:

[www.clarendon.richmond.sch.uk](http://www.clarendon.richmond.sch.uk)

**Headteacher:**

Mr John Kipps BSc (Hons)  
PGCE NPQH



### Top five events

1. Arts Week – an array of exciting activities, and regular music, drama and art lessons and initiatives
2. Outreach – we continue to support mainstream and special needs colleagues with inclusivity and specialist support
3. Clarendon Cycle Scheme – training young people with SEN as cycle mechanics maintains our fleet of bikes, and links us with schools in Africa and Ireland. We support charities through fundraising events such as Capital to Coast
4. Extended schools provision – including visits to the seaside, museums, international rugby matches and fishing, in addition to our regular school clubs
5. Re-establishment of the PSA called 'Friends of Clarendon', with a very successful Clarendon's Got Talent event

# Strathmore School



Strathmore School is Richmond Borough's day special school for learners with severe learning difficulties. Many pupils have an additional diagnosis of autistic spectrum disorders or additional physical and sensory disabilities. We work closely with colleagues from health and social care ensuring that learners receive all the support and challenge they need to achieve.

All pupils have individual learning programmes detailing what and how they learn, including input from speech and language, occupational, physio and music therapy. Pupils are supported by specialist approaches (for example, PECS, TEACCH, Handwriting Without Tears and Intensive Interaction). We have very high aspirations for all our learners and high expectations of ourselves. Students leave school with their learning accredited externally.

We work closely with families and carers offering a range of coffee mornings, workshops with visiting speakers, drama productions as well as consultation meetings and our after school club is an outstanding success. Ofsted (2012) recognised that our "students achieve well. They make particularly good progress in developing their communication skills. This increases their confidence and participation in a wide range of social, sporting and cultural events."

Meadlands Drive  
Petersham, TW10 7ED  
Phone: 020 8948 0047  
Fax: 020 8948 0047

Email: [info@strathmore.richmond.sch.uk](mailto:info@strathmore.richmond.sch.uk)

Website:

[www.strathmore.richmond.sch.uk](http://www.strathmore.richmond.sch.uk)

**Headteacher:**

Ivan Pryce



### Top five events

1. Work experience at Pizza Hut, Starbucks, British Trust for Conservation Volunteers, K Café
2. Drama presentations by pupils at Key Stages 2, 3 and 4 and post-16
3. Regional finalists at Panathlon
4. Kusama art project and exhibition
5. Open day for professionals, attended by 50 colleagues from a range of schools and services

# Special educational needs

## What if I think my child has special educational needs (SEN)?

All mainstream schools and academies must by law provide education for all their students who have special educational needs. Teaching must be adapted for individual students, according to their particular needs.

Your child's class teacher or the special educational needs co-ordinator at your child's primary school will be able to provide advice. For more information, contact Richmond Council's Special Educational Needs Section on 020 8891 7541. If your child's special educational needs can be met within a mainstream school, the secondary school where your child is offered a place will liaise with your child's primary school to gain a clear understanding of your child's needs and make sure that appropriate help is available.

## What if my child has a statement of special educational needs?

You must still fill in the secondary application form, but you should make it clear on the form that your child has a statement. Your child's statement defines what educational arrangements need to be made for your child, and includes related reports and documents as appendices. Your child's primary school will hold an annual review of your child's statement at the end of Year 5 or beginning of Year 6. The annual review meeting will help you consider which school you would like your child to attend for secondary education. When you fill out the secondary application form, you will be able to say which school you prefer for your child. Further arrangements will then be handled by Richmond Council's Special Educational Needs Section.

Richmond Council's Special Educational Needs Panel will make the final decision about the school placement, in consultation with you. Your child's statement will be amended to include the name of the new school in Part 4. It will also set out the additional resources to meet your child's special educational needs that will be provided at this school.

## What if my child has a disability that makes moving around the new school difficult?

You will be able to discuss this with your child's new school. By law, schools must have an accessibility plan setting out their arrangements for providing physical access to the school, access to the curriculum, and access to information.

The school will carry out an assessment, in consultation with professionals who know your child, to see if any physical adaptations need to be made. Governors must publish information about the arrangements for admitting disabled students, the steps taken to prevent discrimination and the facilities provided to assist such students.

Your child's class teacher at primary school and form tutor at secondary school, or the special educational needs co-ordinator, should be the first point of contact if you are worried about your child's learning as they will be able to provide advice and appropriate help.

Governing bodies of all maintained mainstream schools have a legal duty to report to parents each year on their policy for students with special educational needs. Governors must also make every effort to see that the necessary special arrangements for any student who has SEN are in place.

## Neighbouring councils

If your child lives outside the London Borough of Richmond upon Thames, you should obtain and complete the secondary admission application form of the council where your child lives.

Although all councils within London and its surrounding areas are working together to process secondary admission applications in accordance with a common timetable, you should note that admission policies vary from council to council and from school to school.

You must therefore obtain full details of, and make sure that you find out the order in which places are offered at, any schools that you prefer.

**LONDON BOROUGH OF HOUNSLOW:** Children's Services and Lifelong Learning Department, Civic Centre, Lampton Road, Hounslow, TW3 4DN. 020 8583 2600

**HAMMERSMITH AND FULHAM:** Postal Address: School Admissions Section, Town Hall, King Street, London, W6 9JU. Location (for personal visits): Cambridge House, Cambridge Grove, London W6 0LE. 020 8753 3664

**LONDON BOROUGH OF WANDSWORTH:** Pupil Services Section, Children's Services, The Town Hall, Wandsworth High Street, London, SW18 2PU. 020 8871 7316

**ROYAL BOROUGH OF KINGSTON UPON THAMES:** Education and Children's Services, Guildhall 2, Kingston upon Thames, KT1 1EU. 020 8547 4610

**SURREY COUNTY COUNCIL:** County Hall, Kingston upon Thames, KT1 2DN. Call Centre 03456 009 009

# Secondary transfer

## Secondary transfer information 2012

The table below shows how places were allocated at the initial allocation stage for maintained schools 2012

	Christ's School	Grey Court School	Hampton Academy	Orleans Park School	Richmond Park Academy	Teddington School	Twickenham Academy	Waldegrave School for Girls
Published no. of places	120	240	210	200	220	240	180	200
Total no. of 'on time' first preference applications	110	167	118	227	74	321	79	309
First preference offers	84	143	126	178	74	221	79	176
Second preference offers	38	74	46	21	22	22	24	29
Third preference offers	7	25	29	7	14	6	22	2
Fourth preference offers	8	12	5	3	16	0	4	0
Fifth preference offers	3	5	5	0	10	0	2	0
Sixth preference offers	2	1	1	1	4	0	2	0
Alternative offers made on distance where no preference can be met	0	0	22	0	70	0	50	0
<b>TOTAL OFFERS MADE</b>	<b>52 Fndn 90 Open</b>	<b>260</b>	<b>234</b>	<b>210</b>	<b>210</b>	<b>249</b>	<b>183</b>	<b>207</b> 124 Area A 22 Area B
<b>How places were allocated</b>								
Exceptional circumstances <sup>1</sup>	1 Fndn	0	0	4	0	7	0	4
In public care	1	1	0	1	0	0	1	0
Special educational needs	5	3	3	10	1	9	3	7
Siblings	32	64	45	58	22	71	25	50
Linked schools <sup>4</sup>	0 Open 61 Fndn	119	115	137	53	162	43	N/A
Distance	42	73	49	0	64	0	61	146
Allocated by Council <sup>1</sup>	0	0	22	0	70	0	50	0
GIS cut-off in metres	4045 Fndn 2594 Open <sup>2</sup>	4709	N/A	4034 <sup>3</sup>	N/A	3056 <sup>3</sup>	N/A	1668 Area A 5482 Area B

### Notes

Fndn = Foundation place, Open = Open place

<sup>1</sup> Allocations are made where parental preference for other schools cannot be met and the Council has a statutory obligation to make an alternative offer.

<sup>2</sup> This is the measurement of the distance from home to school of the last child to be offered a place under the '3km' criterion for Christ's School.

<sup>3</sup> This is the measurement of the distance from home to school of the last child to be offered a place under the 'link school' criterion for community schools.

<sup>4</sup> Linked schools: From September 2013 onwards the mixed comprehensive secondary schools in the borough will not give priority to children attending linked primary schools.

# Financial assistance

## How to apply

All the benefits in this section relate to Richmond upon Thames residents for 2012/2013. If you live elsewhere, you should contact your own council.

## Free school meals

If you receive Income Support or Job Seeker's Allowance (income-based) or Pension Tax Credit or Child Tax Credit but not Working Tax Credit and have an annual taxable income of less than £16,190 or are being financially supported by either the National Asylum Support Service (NASS) or Richmond upon Thames Asylum and Resettlement Team, and have a child at primary, secondary, academy or special school, you can apply for free school meals. Telephone 020 8891 7587 (for an application form) or apply online at [www.richmond.gov.uk](http://www.richmond.gov.uk).

## Travel

A London Borough of Richmond upon Thames resident child will be eligible for a school travel grant if:

- they are in Year 11 or below of a maintained school; and
- the walking distance between home and school, measured by the shortest route by road and maintained footpaths, is more than three miles (or two miles if aged 7 or less); and
- their school is the nearest suitable maintained school of its type (community or of a particular religion or denomination). Please note, however, that this criterion does not need to be fulfilled if the applicants have just moved to the borough and the students are in Year 10 or 11 at their school; and
- the school or academy attended is not accessible within a timetabled journey of less than one hour by buses on which the Transport for London free travel concession for under-16s applies throughout the entire bus journey(s).

If a child attends a school or academy which is not the nearest suitable maintained school of its type, but the nearest such school with a place available is also more than three miles (or two miles if aged 7 or less) from home, then assistance is given to the value of travel costs to either the school attended or to the nearest school, whichever is cheaper.

A child attending the nearest maintained non-denominational single-sex, selective or partially-selective school is not eligible for a travel pass if a place is available at a maintained non-selective, co-educational school or academy nearer to home.

If a student's circumstances change, either because of a change of address, or because of a change of school, they may be eligible for free travel concessions. This would be considered if the student is in the final year of a primary school; or the student is in the last two years of a secondary school and is taking GCSE examinations; or the student is taking a specialist course. Free travel is not available purely on the basis of parental preference for single-sex education.

The Council's full home to school travel policy is available at [www.richmond.gov.uk](http://www.richmond.gov.uk) or from the Admissions and Pupil Finance Section on 020 8891 7587.

## Special schools and units

If a student has a statement of special educational needs which includes transport provision, separate arrangements will be made, in accordance with the SEN transport policy. This is available at [www.richmond.gov.uk](http://www.richmond.gov.uk) or from the SEN Section on 020 8891 7541.

## School journeys

If you are on a low income, you may be able to obtain help from your child's school. For more information you should contact the headteacher.

## In-year admissions

If you move into the borough after your child started, or was due to start, in Year 7, and you would like a place in a state-maintained school in this or any other area, you should contact the admissions section of the council in which the particular school is situated in order to obtain an application form and find out which schools have vacancies.

Each preference that you state on the application form will be considered to see if a place can be offered. An offer will be made for the highest of your preferences where a vacant place could be offered. If there is one vacant place at your preferred school, but there are other applicants for that place, your child and the other children will be considered against the school's oversubscription criteria to determine which child should be offered the place.

If an offer cannot be made for your highest, or any, preference(s), you will be given the right to make an appeal to an independent appeals panel. If all your

preferred schools are full in your child's year group, your home council's admissions section will, subject to availability, have a duty to make an offer of a place at another school within their area. They will also be able to advise you on the availability of places at other local schools. However, you are strongly advised to find out which schools close to your home have vacancies in your child's year-group **before you apply**.

If you are thinking of moving your child from one school in Richmond Borough to another, you are strongly encouraged to discuss the matter with your child's current class teacher, head of year, headteacher or principal before you take any further action. It is often the case that children take a while to settle into their new secondary school, and asking the school for further help may resolve the difficulties that your child is experiencing. If you do not wish to talk to the school, it may be helpful to discuss the matter with the Education Welfare Service (phone 020 8891 7969).

**Richmond upon Thames in-year admissions:  
020 8891 7535 or 020 8891 7587.**

## Translation advice

If you have difficulty understanding this brochure, please visit us at the address below where we can arrange a telephone interpreting service.

**Albanian** Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.

**Arabic** إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

**Bengali** এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।

**Farsi** اگر در فهمیدن این نشریه مشکلی دارید لطفاً به میز پذیرش تلفنی برایتان فراهم آورده شود: در آدرس قید شده در زیر مراجعه غایب تا ترتیب ترجمه

**Gujarati** જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટિંગ સેવાની ગોઠવણ કરી આપીશું.

**Polish** Jeżeli masz trudności ze zrozumieniem tej publikacji, proszę pójść do recepcji (adres jest podany poniżej), gdzie możemy zorganizować tłumaczenie przez telefon.

**Punjabi** ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਮੁਸ਼ਕਲ ਪੈਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਉ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

**Urdu** اگر آپ کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہ کرم نیچے دیئے ہوئے ایڈریس کے استقبالیے پر جا کر ملیئے، جہاں ہم آپ کیلئے ٹیلیفون انٹر پریٹنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔

If you have any questions regarding school admissions, please contact:

Education, Children's and Cultural Services, Admissions Section

London Borough of Richmond upon Thames

Civic Centre, 44 York Street, Twickenham TW1 3BZ

Opening hours: Monday to Thursday, 9.00am to 4.45pm; Friday, 9.00am to 4.30pm

Phone: 020 8891 7514, Minicom: 020 8831 6001, Fax: 020 8891 7714

Email: [education.admissions@richmond.gov.uk](mailto:education.admissions@richmond.gov.uk), Website: [www.richmond.gov.uk](http://www.richmond.gov.uk)

**Please contact us if you need this booklet in Braille, in large print, on audio tape or in another language. Phone: 020 8891 7514 or minicom number 020 8831 6001.**