

Admissions Arrangements for Entry in September 2026

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Admission numbers

Twickenham Primary Academy opened in September 2015. The published admission number for the school is:

- 30 places in Reception - children born between 1st September 2021 and 31st August 2022¹

When the school is oversubscribed, in accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan in which the school is named in Section I must always be admitted¹.

Oversubscription Criteria

The oversubscription criteria below will be followed in descending order of priority. The Trust will seek specialist advice with regard to the updated LAC, PLAC and IAPLAC criteria adopted by other Local Authorities listed below.

- a. Children who are “looked after”² (LAC) by a Local Authority (LA) within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children³ (PLAC) [see footnote below] including those who appear to this Admissions Authority to have been in state care outside England (IAPLAC)⁴ and ceased to be in state care having been adopted [see footnote below]. Evidence of the previously looked after status and/or the adoption will be requested.
- b. Priority will next be given to the children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made;
- c. Places will then be offered to children who have a sibling living at the same address who is attending Twickenham Primary Academy at the time of admission, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
- d. The remaining places will be offered to children whose home is nearest to the school onwards, as measured by a straight line to the main school gate. All distances will be measured using the Richmond upon Thames School Admissions computerised Geographical Information System.

¹ An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. Therefore, this is not an oversubscription criterion.

² A 'looked after child' is a child who is either (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school

³ Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

⁴ The 2021 School Admissions Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Tie break Criteria

In the event of a tie in categories a and b, the tie breaker will be distance. Places will be offered, in order, to children whose home is nearest to the school, as measured by a straight line to the main school gate. All distances will be measured using the Richmond Upon Thames School Admissions computerised Geographical Information System.

If criteria a, b, c or d produces an identical result for two or more applicants the Omnia Learning Trust will use random allocation by lottery to determine who will be offered a final place.

How to apply for a place

To apply for a Reception place at the school, parents must do so via the Local Authority eAdmissions process and return the Application Form by **15th January 2026**.

It is advisable to keep a copy of the form before submitting it. All late applications will be considered after those received on time.

All applicants will be notified on **16th April 2026** in line with the Local Authority timetable as to whether the school is able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the over-subscription criteria set out in this document.

Waiting Lists

The Omnia Learning Trust will keep a waiting list in rank order as identified by the published oversubscription criteria. The waiting lists will remain in place until the end of the Autumn Term of the relevant year of entry. In January, we will write to parents who will need to respond in writing as to whether or not they wish to remain on the waiting list. Placing a child's name on the waiting list is not a guarantee that a place will become available.

Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place. Parents should note that when the admission criteria have been applied to any new applicants the rank position of children on the waiting list may change to reflect a new applicant's position. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

Late Applications

Any late applications made direct to the academy will be forwarded to the LA immediately. All late applications will be considered after those received on time.

In-Year Admissions

All applications outside of the normal admissions round must be made via your Home Local Authority. In Year applications must be made using Richmond's In Year Application Form available from Richmond School Admissions on Tel 020 8891 7514 or by emailing education.admissions@richmond.gov.uk to request a copy or download a copy from the [Richmond website](#).

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Nursery head teacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Appeals against the Omnia Learning Trust's decision to refuse admission

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes [YR to Y2] are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- the admission of additional children would not breach the infant class size limits, or
- the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals will be heard by an Independent Appeals Service.

Appeals for admission in September 2026 will be heard during June/July 2026. Appeals must be made by May 31st 2026 to the Council who form the Independent Appeal Panel.

False Information

a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

b) Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.

c) Where a place or an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

Data Handling/Sharing

When children leave or join Twickenham Primary Academy (including in-year transfers), all files (including child protection files) will be transferred in accordance with best practice guidance stipulated in KCSIE 2024.

Safeguarding

The Local Authority will share information with the school when children being admitted to the pupil roll have a social worker and this information will also be requested by the school on the pupil information form. This information will be used to ensure that decisions will be made in the best interest of the child's safety, welfare and educational outcomes.

Fair Access Protocol

The Fair Access Protocol is part of the admission arrangements for all schools in Richmond Upon Thames and Twickenham Primary Academy will operate as a part of the Protocols.

Definitions

“Looked After” children

A 'looked after child' is a child who is either (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously “Looked After” children

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after' children or children in care (defined in Section 22(1) of the Children Act 1989) to also include 'previously looked after' children.

Children who were 'previously looked after' were defined for admissions purposes as those who, immediately after being in care, became subject to an adoption⁵, residence, or special guardianship order⁶.

A revised School Admissions Code came into force on 19 December 2014 and this states that 'previously looked after' children included those who were adopted under the Adoption Act 1976 (see Section 12 - Adoption Orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see Section 46 - Adoption Orders).

In addition, residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order⁷.

If applying on behalf of a “previously looked after” child, who was previously in state care in England, the parent will need to provide the following evidence:

- an Adoption Order under Section 46 of the Adoption and Children Act 2002; or
- an Adoption Order under the Adoption Act 1976; or
- a Child Arrangements Order; or
- a Residence Order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989; or
- a Special Guardianship Order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

⁵ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) or an order under the Adoption and Children Act 2002 (see Section 46 adoption orders).

⁶ Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/s.

⁷ A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Children who appear to this Admission Authority to have been in state care outside England and ceased to be in state care after being adopted (“internationally adopted previously looked after children”) (IAPLAC)

A further revised School Admissions Code was agreed in July 2021 and this comes into force from 1 September 2021. The new Code further broadens the existing priority for 'looked after' children and 'previously looked after' children to include those children who appear to an Admission Authority to have been in state care outside England (in the School Admissions Code 2021 they are referred to as “internationally adopted previously looked after children” (IAPLAC), and ceased to be in state care as a result of being adopted. The Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Responsibility for determining whether a child is eligible to be considered as an IAPLAC rests with the Admission Authority. Subject to ministerial approval, the Department for Education plans to publish non-statutory guidance on the admission of IAPLAC. This guidance will aim to assist and support admission authorities in assessing evidence provided by parents. If there is doubt about the acceptability of evidence provided by the parent advice will be sought from the Head of County’s Virtual School. This Admissions Authority will take a pragmatic approach to the decision-making process where evidence is lacking.

Home address – Starting Primary School (Reception year group)

The address on the application **should be the child’s address at the time of application**. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

The **time of application** is the entire time period from the point when applications can start to be made in the November of the year in which the child has his/her 4th birthday until National Offer Day on 17th April (or next working day) the following calendar year.

Sometimes an application is made based on an address at the time of application and the address then changes after the application has been submitted. It is important to tell the Admissions Authority (and/or Local Authority) about changes of address so that places can be offered fairly and so notification can be sent by post to the correct home address.

If the application address is found to have subsequently changed after the application was submitted and this information could have been provided when the application was first made or before places were offered, the Admissions Authority (or Local Authority) will consider the application to have been made on the basis of a fraudulent or intentionally misleading address. This may result in the offer of a school place being withdrawn.

If an application is made on the basis of a new address or intention to move to an area, information about the new address will need to be provided in order for it to be taken into account.

The County Council will act as the agent for the academy to establish the address which will be used.

Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Admissions Authority (and/or Local Authority) will request proof of the registered address, which must pre-date the application.

The County Council will act as the agent for the academy to establish the address which will be used.

Multiple Applications (Applicants unable to agree on the schools to be listed on the application)

If parents cannot agree on the schools to list on the application and submit separate applications, the Admissions Authority (and/or Local Authority) will only consider the application made by the parent who receives Child Benefit for that child.

If a parent is unhappy with this decision their recourse would be to seek an order from the Court.