



Teddington School

Determined Admissions Arrangements

2021-22

Admissions Authority

Teddington School (hereafter referred to as 'the school') is an academy and therefore is its own admissions authority. Teddington School comes under the [Bourne Education Trust](#).

Admissions to Year 7 for September 2021 and In-Year Admission

Admissions for Year 7 and in-year admissions to the school are managed by the Admissions Department of London Borough of Richmond upon Thames, the Local Authority attached to the school.

Offers made for a place at the school for September 2021 will be sent out by the Local Authority.

Full details can be found at: http://www.richmond.gov.uk/school_admissions

Admission Procedure for Year 7 to 11

The school's Planned Admission Number (PAN) into Year 7 for September 2021 is **240**.

The school is part of the Pan London Co-ordinated Admissions Scheme. In order to make an application to the school, an applicant must name Teddington School on the Application Form issued by the Local Authority.

Students with an EHCP (Education Health Care Plan) will be offered a place at the school if it is named in their plan or statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

Waiting lists will be held in the order determined by the admissions criteria as published in the Schools Admissions Brochure. Please refer to LA website for details https://www.richmond.gov.uk/school_admissions

In exceptional cases, applications may be considered for places in an academic year other than that of their chronological age subject to there being appropriate written professional evidence that this would be in the child's best interests. Each request must be considered in light of an individual child's exceptional circumstances. The expectation is that in all but a very tiny number of exceptional cases, students will be both on roll and educated within their chronological year group.

For transfer to secondary school, for any applicants, from either in or out of borough schools, seeking a placement out of their chronological age group, consideration of educational, social and developmental evidence from their current school on attainment levels forms part of the assessment/ decision making.

The long term decision to educate a student in a year group below that of their chronological age group will only be agreed when the request, which is supported by evidence, indicates that the student is unlikely to 'catch up' over the duration of their education.

Appeals

For information on how to appeal for a place for your child you may contact Richmond Independent Appeals Service – www.richmond.gov.uk/admission_appeals, or the Admissions Officer, Teddington School, Broom Road, Teddington, TW11 9PJ or by calling 0208 943 0033.

It is advisable to seek advice from Achieving for Children School Admissions; telephone: 020 8547 5569; email: richmond.admissions@achievingforchildren.org.uk

The deadline for lodging secondary appeals for children starting school in September 2021 is 19 April 2021. Secondary appeals are scheduled to be heard between May and June 2021.

Entry to Year 7 for September 2021

This section relates to Year 7 September Admissions only.

How to Apply

All applications must be made through the home Local Authority of the child's parents. Applications can be made online or by post.

Key Dates for 2021-22 Admissions

31 October 2020

Closing Date for receipt of online and paper applications, including supplementary forms.

1 March 2021

National Offer Day: Applicants will be sent an email during the evening informing them of the result of their application. Letters are posted first class giving detailed results of applications.

15 March 2021

Deadline for parents to accept or decline the offer of a place

19 April 2021 (tbc)

Deadline for lodging an appeal secondary appeals for children starting in September 2021. Appeals are scheduled to be heard between May & June 2021.

Parents must contact their home borough for support if they do not live in the London Borough of Richmond-upon-Thames.

Please refer to the Secondary Admission Brochure issued by the London Borough of Richmond as a reference point.

Waiting Lists

Applicants name will automatically be put on the waiting list, in criteria order, of any school which is a higher preference than the school they have been offered. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

Waiting list positions are subject to change. Parents should be aware that an application can be received for a child who can move down as well as up the list. The address to be used for waiting lists after the initial allocation of places will be the child's current address.

Families have a responsibility to notify the school and their Local Authority of a change of address.

Waiting lists for Richmond schools will be held in criteria order (regardless of when an application is received or where the school is ranked in terms of preference) until the end of the academic year in July 2022. After this date, parents will have to request in writing to have their child's name added to a waiting list for any school.

Late Applications

Late applications must be made via the home Local Authority of the child's parents and will only be considered if the application is considered to be on-time within the terms of the home Local Authority's scheme. All late applications will be considered after all the on-time applications are processed.

In-Year Admission Procedure

All In-Year applications for any maintained school or academy in Richmond upon Thames must be made to Richmond Local Authority on their In-Year application form.

Following recording and verification, Richmond Local Authority will share the application with the School.

Once the outcome of the application is known, the school will notify the applicant and Richmond Local Authority of the offer of a place, or refusal.

Where an applicant lives outside the borough, Richmond LA will advise the Home LA of the application and outcome only where the offer of a place is made and accepted by the parent; a parent of a child not in education declines an offer of a place; a parent of a child not in education is unsuccessful with their application.

If the Year Group applied for is oversubscribed the applicant will be placed on a waiting list following the priority order below.

Waiting lists will be held until the end of each academic year, parents will need to request in writing if they wish their child to remain on the waiting list for the following academic year.

Oversubscription Criteria for entry into Year 7 in September 2021 and In-year Admissions

Places will be allocated strictly in the following priority order:

1. To currently Looked After Children and previously Looked After Children. Applications under this criterion must be accompanied by professionally supported evidence.

Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social

services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made.

Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted, or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

2. Students who have an exceptional family, medical or social need requiring attendance at this school, rather than any other school. Such needs must be supported by evidence from suitable professionals such as a GP, consultant or social worker. All information submitted will be treated as confidential and considered by our Governors' Admission Panel. Please refer to the Secondary Schools Admissions booklet produced by London Borough or Richmond.

3. Any sibling of a student on roll on Wednesday 1 September 2021 or at the time of admission to the school and that this sibling has the same permanent place of residence.

Siblings - for the purposes of these arrangements younger sibling is defined as a younger sibling, half-sibling (having one parent in common) step-sibling, foster or legally adopted sibling (having at least one adoptive parent who is a parent of both children) living permanently at the same address.

4. Children (by which is meant full, step-, half- and adopted children living in the same household) of staff directly employed by Teddington School for two years or more before the admission application.

5. Children living nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

The starting point is a point in the property determined by address point data supplied by Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical starting point, regardless of the distance to ground floor level.

The permanent place of residence must be the address where the child is living at the time of application and at the time the child starts at the school. You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address or any other address, including that of a family member or friend.

Please refer to the London Borough of Richmond's Schools Admissions Brochure for any further details.

The Local Authority will check the authenticity of the address stated. Satisfactory proof of residence of the child will be requested and permission must be provided to allow the Local Authority to verify this.

If the permanent place of residence of the child is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the

application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the school.

The Governors may refuse to make an allocation of a place on an address which might be considered only a temporary address.

You may contact the School's Admissions Officer by phone: 020 8943 0033 or email: info@teddingtonschool.org

SIXTH FORM ADMISSIONS

Introduction

Teddington School is an academy and is therefore its own admissions authority responsible for the admission of students into the Sixth Form at the school.

Students with a statement of special educational need or EHCP that specifies the school as the placement school will be allocated a place through the statementing process, in accordance with the Special Educational Needs Code of Practice, providing they have met the academic requirements of their chosen courses.

Teddington Sixth Form accepts a minimum of **20** external students into Year 12.

Timetable for Admissions

Date	Action
1 July 2020	Applications open online (school website)
31 December 2020	Deadline for applications to be submitted and counted as "on-time" applications.
8 January 2021	Initial conditional offers made to on-time applications.
22 January 2021	Deadline to accept or decline a place of offer
29 January 2021	All late applications considered
26 February 2021	Final deadline to accept or decline a place of offer.
19 August 2021	GCSE results published. Enrolment to the Sixth Form.

TBC	Start of term for Year 12 students
30 September 2021	Final date for admissions for Year 12 for September 2021.

Sixth Form Admission Criteria for entry into Year 12 in September 2021 & Oversubscription Criteria.

Places will be allocated strictly in the following priority order, and where there are more applications than places, they will be prioritised as follows.

1. a) Students currently in Year 11 at the School (internal applicants); and then b) Students from outside of the school (minimum of 20 external applicants), providing they have met the academic requirements of their chosen course.
2. External applicants will be admitted based on their proximity to the school.
3. Entry criteria shall be the same requirements for both on-roll and external students.
4. The entry requirements for admission to the Sixth Form ([see school website](#)) shall be the same for students on roll in Year 11 at the school and external applicants.
5. Students will be admitted into the Sixth Form at the start of the Autumn Term each school year.

Minimum Entry Requirements

BTECs Pathway

Students are expected to get an average of around Grade 4 across all GCSE results with English and Maths at Grade 4

Mixed BTEC and A Level Pathway

Students are expected to get an average of between Grade 4 and Grade 5 across all GCSE results and English and Maths at Grade 5 or above.

A level Only Pathway

Students are expected to get an average of between Grades 5 and 6 across all GCSE results.

Student who wish to study A Level Maths, must achieve a minimum of Grade 7 at GCSE.

Students who wish to study A Level Further Maths, must achieve a minimum of Grade 8 at GCSE.

Students electing to complete a fourth subject are expected to get a minimum of Grade 7 across ALL GCSE results.

Permanent Place of Residence

In applying these admission arrangements, 'permanent place of residence' will be defined as excluding any business address or a relative or childminder's address and must be where the student lives for the majority of the week. The permanent place of residence must be the address where the student is living at the time of application and at the time the student starts at the school.

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address or any other address, including that of a family member or friend.

The address you give on your application must be the one where your child is living permanently and must be the address where your family normally lives. Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives with both parents at different addresses, the school will require evidence of the care arrangements. We will consider all available evidence provided to support the application so that we can decide which address we will use to process the application.

If necessary, to apply these criteria, Teddington School will check the authenticity of the address stated. Satisfactory proof of residence of the student will be requested and permission must be provided to allow the school to verify this.

By submitting an application to Teddington School, the parent/carer guarantees that the stated permanent place of residence of the student is as stated on the Application Form.

If the permanent place of residence of the student is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the school. The Governors may refuse to make an allocation of a place on an address which might be considered only a temporary address.

Appeals

The student and/or the parents/carers of students, internal or external, who are not offered a place, have the right to appeal against non-admission.

There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and for external applicants refused admission.

False Information

Where the school has made the offer of a place in the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the Sixth Form to a student with a higher level of priority, the offer of a place will be withdrawn.

Late Applications and Applications from Students Living Abroad

If an application is received after the deadline of 31 December 2020, it will be considered 'late'. Unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area, late applications will be considered after the allocation of places and notified after the main allocation date. Evidence will be required of exceptional circumstances.

Applicants who are living abroad during their GCSE studies will be added to the waiting list until they have settled permanently in the local area. Eligibility to study in the UK and proof of permanent place of residence will be required and is defined as excluding any business address or a relative or childminder's address and must be where the child lives for the majority of the week. Applications will only be considered for students who are studying for GCSE/IGCSE prior to A Levels.

Applications received after the start of the school year will only be considered if places on the requested courses are available, the student meets the academic requirements of the course, and that the start date is no later than 30 September 2021.

Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course. Students are required to accept or decline the allocated place by following the instructions laid out in the offer letter. Failure to respond may result in the place being withdrawn. Parents/carers are requested to advise the school at any stage, if they are not accepting the place for any reason.

Appendix A

1. An offer of a place under Criteria 4 and 5 will be conditional on the student being resident at the address provided at the application closing-date. Any address other than the student's permanent home will not be used for processing the application. Address checks will be carried out as necessary. Temporary addresses will not be used for the purpose of administering applications.
2. Students with a statement of special educational need that specifies the school as the placement school will be allocated a place through the statementing process, in accordance with the Special Educational Needs Code of Practice.
3. The school reserves the right to seek verification of any information given on the application form and to withdraw the offer of a place if false information has been given.
4. The minimum academic entrance requirement for the sixth form for September 2021 is: BTECs Pathway: Students are expected to get an average of around Grade 4 across all GCSE results with English and Maths at Grade 4. Mixed BTEC and A Level Pathway: Students are expected to get an average of between Grade 4 and Grade 5 across all GCSE results and English and Maths at Grade 5 or above. A level Only Pathway: Students are expected to get an average of between Grades 5 and 6 across all GCSE results.

Student who wish to study A Level Maths, must achieve a minimum of Grade 7 at GCSE, and for Further Maths a Grade 8. For students who elect to take 4 A Levels, they must achieve Grade 7 or above across all their GCSEs.

5. All applicants may be invited to an informal discussion regarding course options and an offer of a place will not be dependent upon the outcome of this discussion.

6. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and for external applicants refused admission.

You may contact the school's Sixth Form Administrator by either calling 020 8943 0033 ext 600 or via email apply2021@teddingtonschool.org