

Admission to Primary School 2023

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Q My child hasn't been offered our preferred school

A Unfortunately your preferred school was over-subscribed, and all the children offered a place had higher priority under the school's admission criteria. Your child is automatically added to the [waiting list](#) for higher preference schools than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the [waiting list](#) strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September. You should accept the place at the school you have been offered in the meantime.

You also have a legal right of appeal against the decision not to offer your child a place at your preferred school. Further information about the appeals process can be found [here](#).

Q My child was not offered a place at any of our preferred schools.

A Unfortunately your preferred school was over-subscribed, and all the children offered a place had higher priority under the school's admission criteria. Your

child is automatically added to the [waiting list](#) for higher preference schools than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the [waiting list](#) strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September.

You will have been offered a place has at an alternative school which would have been the nearest school with available places. If you wish to consider other schools, information about schools which may have vacancies or short waiting lists is available on the [Council's website](#). You can apply for these or other schools on an [Additional Preferences Form](#) also available on the [Council's website](#). Further advice is also available from Pupil Services Team by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316. You should accept the place at the school you have been offered in the meantime.

If live outside of the Borough of Wandsworth, you should also contact your home borough's school admission team for further guidance.

You also have a legal right of appeal against the decision not to offer your child a place at your preferred school. Further information about the appeals process can be found [here](#).

Q My child does not have a school place for September

A If you have not already applied for a school place, you should do so immediately. You can [apply online](#), download a form from the [WBC website](#) or contact the Pupil Services Team for a paper form. If you live outside of Wandsworth, you should contact your home borough council. Full information about the admissions process and admission arrangements for each Wandsworth school are contained in the '[Choose a Wandsworth Primary School](#)' admissions booklet.

If you have made an application, this will mean that unfortunately all your preferred schools were over-subscribed, and the children offered a place had higher priority under the schools' admission criteria. Information about how places were allocated at each Wandsworth school is available on the Council's website [here](#). Your child will automatically have been added to the [waiting list](#) for any of your preferred schools in Wandsworth. For schools outside of Wandsworth please contact the [admission authority](#) for the school. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the [waiting list](#) strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September.

You will have been offered a place at an alternative school which would have been the nearest school with available places. If you wish to consider other schools, information about schools which may have vacancies or short waiting lists is available on the [Council's website](#). You can apply for these or other schools on an [Additional Preferences Form](#) also available on the [Council's website](#). Further advice is also available from Pupil Services Team by email at admissions@wandsworth.gov.uk or by telephone on 020 8871 7316. You should accept the place at the school you have been offered in the meantime.

If live outside of the Borough of Wandsworth, you should also contact your home borough's school admission team for further guidance.

You also have a legal right of appeal against the decision not to offer your child a place at your preferred school. Further information about the appeals process can be found [here](#).

Q Can I apply for a school place now?

A If you have not already applied for a school place, you should do so immediately. You can [apply online](#), download a form from the [WBC website](#) or contact the Pupil Services Team for a paper form. If you live outside of Wandsworth, you should contact your home borough council. Full information about the admissions process and admission arrangements for each Wandsworth school are contained in the '[Choose a Wandsworth Primary School](#)' admissions booklet. If you live outside of Wandsworth, you should contact your home borough council.

As most school places have already been allocated for September, it is also recommended that you apply for your local schools in Wandsworth. For information about schools which may have vacancies or short waiting lists, please contact the Pupil Services Team by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316. For some, you may also be required to complete the school's own supplementary form.

If a school rejects your application as all the places are currently allocated, you still have a right of appeal and can request that your child remains on the school's waiting list.

Q How does a waiting list work?

A If your application for your preferred school(s) is unsuccessful, your child is automatically added to the [waiting list](#) for higher preference schools than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received.

Any places that become available will be offered from the school's waiting list. Waiting lists are ordered strictly in accordance with the school's admission

criteria. Your position on a waiting list can move up or down on the list, as other children join the list or come off it. The time spent on the waiting list does not affect the position held.

Please note there is no guarantee that you will be offered a place from your preferred school's waiting list before September. If you have been offered a place at another school you should therefore accept this in the meantime.

You can now look up your waiting list position line if the school is in the borough of Wandsworth. Please visit www.wandsworth.gov.uk/check-your-primary-school-waiting-list-position/. You will need to enter your reference number which is included in your notification letter/email. If you do not have internet access or have further queries please contact Pupil Services by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316.

If the school is **not** in the borough of Wandsworth, you should contact the school or the borough in which it is situated.

Q I don't agree with the decision not to offer my child a place at my preferred school.

A If your application has been unsuccessful, you will be added to the school's [waiting list](#). You also have the right to appeal to an independent appeal panel against the decision made to not offer your child a place at your preferred school. When considering whether to appeal, it is important that you are aware that although the law allows you have the opportunity to appeal against admission decisions, it does not give your child the right to a place at a particular school. There is no guarantee that your appeal will be successful.

Most schools will already have a reception class at the legal maximum of 30 pupils. In such cases, an appeal panel can only uphold the appeal if they decide that the child has not been offered a place because of an error in applying the admission arrangements, or that those arrangements do not comply with admissions law, or that the decision was entirely unreasonable in legal terms. Unless you think there is a case to be made on any of these grounds, it is unlikely that an appeal will be successful.

For all schools except Ark John Archer Primary Academy and Our Lady of Victories Primary School, please visit www.wandsworth.gov.uk/admissionappeals for an appeal form and further information on the appeals process. If you do not have internet access or have further queries please contact Wandsworth Education Appeals Service by email at educationappeals@wandsworth.gov.uk or by telephone on 020 8871 7554. **Completed forms and any supporting documents must be received by the Appeals Service by 16 May 2023.**

Further information about making an appeal for Ark John Archer Primary Academy is available on the school's website at www.arkjohnarcher.org/admissions. For Our Lady of Victories Primary

School, please see the school's admissions policy at www.ourladyofvictories.wandsworth.sch.uk/docs/Admissions/Admissions_Policy_2023-2024_updated_1.pdf for further details.

For any school **not** in the borough of Wandsworth, you should contact the school (for Foundation and Voluntary Aided schools, and Academies) or the borough in which the school is situated (for Community schools) as soon as possible for information on how and when to appeal.

The decision of the appeal panel is legally binding on schools, LAs and parents.

If you are appealing for a place at a particular school, you should make arrangements for a place at an alternative school in case your appeal is unsuccessful. Accepting a place at another school does not affect your right to appeal concerning a place at the school you would prefer.

Q Can I appeal?

A If your application has been unsuccessful, you will be added to the school's [waiting list](#). You also have the right to appeal to an independent appeal panel against the decision made to not offer your child a place at your preferred school. When considering whether to appeal, it is important that you are aware that although the law allows you have the opportunity to appeal against admission decisions, it does not give your child the right to a place at a particular school. There is no guarantee that your appeal will be successful.

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Further information about making an appeal for Ark John Archer Primary Academy is available on the school's website at www.arkjohnarcher.org/admissions. For Our Lady of Victories Primary School, please see the school's admissions policy at www.ourladyofvictories.wandsworth.sch.uk/docs/Admissions/Admissions_Policy_2023-2024_updated_1.pdf for further details.

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Q Why has a child who lives near me been offered a place at my preferred school, but my child hasn't?

A A Community school, Foundation school, Free school or Academy?

- This will be because siblings and children who live nearer to the school than your child have been offered all the available places.
- Although you may live fairly near to a school, if there were enough other applicants living closer than you to fill the available places, it will not have been possible to offer your child a place.

A Church or Faith school?

- This will be because children who meet the religious criteria more fully, and/or who live nearer to the school than your child, have been offered all the available places.
- If there are more applicants who meet the religious criteria than there are places, most schools will decide which children will get a place based on how close they live to the school.
- Please contact the school if you need more information about the religious criteria. If the school is not in the borough of Wandsworth, you should contact the school or the borough in which it is situated.

Specific Information about how places were allocated at each Wandsworth school can be found at www.wandsworth.gov.uk/school-admissions-statistics.

Q Last year children living in my area got a place at my preferred school, so why hasn't my child been offered a place this year?

A Usually, distance from the school is used in the case of a tiebreak, therefore the child you are referring to may meet different admission criteria or lives slightly closer to the school than you. The pattern of applications can also vary from year to year, ie there may be more pupils living closer to the school

or who have a sibling already attending the school. This in turn will lead to a change in the allocation of places at a school from year to year.

Q I don't want to attend any of the schools in Wandsworth

A As a parent of a child resident in Wandsworth, you have the right to express a preference for up to six schools across London, (or the rest of England) if you wish on the Wandsworth Common Application Form. The Pan London Coordinated Admission System co-ordinates the application and allocation process across London and six neighbouring authorities. However, there is no guarantee that you will be offered any particular school and we strongly recommend that you apply for your local school.

Q What happens if I don't accept the school offered to me?

A You can choose how to educate your child. If you have accepted a place at another school, ie an independent school, you should inform us that you do not want to accept the school you have been offered. This will enable another child to be offered the place your child vacates.

If the Council are unable to ascertain whether you want the school place within a reasonable time after 2 May, it will be assumed that you do not want the place and it will be withdrawn. If, by September, the LA has not been notified of your intention to provide your child with education, your case may be referred to the Education Welfare Service.

Please note there is no guarantee that you will be offered a place from your preferred school's waiting list or on appeal. If you have been offered a place at another school you should therefore accept this in the meantime.

Q What happens if I don't respond to the Council by 2 May?

A The Council will make reasonable attempts to contact you to ascertain whether you want to accept the place at the school you have been offered. We hope you will respond quickly so that if you do not want that school another child can be offered the place. Please contact the Pupil Services team as soon as possible to let us know if your child will be attending the school or not. If we have not been able to contact you we will assume you do not want the school and withdraw the place. If you respond to the school please do not assume that they will pass on this information to your 'home' LA.

Q The offer of a school place has been withdrawn because I didn't respond to the Council by 2 May.

A Please contact the Pupil Services Team immediately. If you still need a school place the team will assist you in finding another school.

Q I have moved since I filled in the application form.

A Please contact the Pupil Services Team to inform them of your new address and contact details. We will pass your details on to the school where you have been offered a place. Without up to date contact details you may not receive important information about your school place, which could result in it being withdrawn.

Q How important is distance from home to school?

A Distance from home to school is used by many schools to decide which children qualify for a place. Unless your application meets religious criteria for a church school, you are more likely to be offered a place in a school closer to home than one further away. However, this isn't always the case, especially if the nearby school is particularly popular. Information about the furthest distance that places were offered under the distance criterion at each school in previous years is given at www.wandsworth.gov.uk/school-admissions-statistics.

Q How is my distance from home to school measured?

A The distance used to prioritise applications for admission to schools in Wandsworth is measured in a straight line between your home and centre of the school site. All measurements will be calculated by Wandsworth Council's Geographical Information System. No other measurements will be taken into account.

Q What is an Admission Authority?

A The admission authority is the body responsible for setting the admission criteria and deciding which children should be offered places at a particular school. This will vary according to the type of school.

For community schools the admission authority is the local council whilst for foundation schools, voluntary aided schools, academies, and free schools it is the school's governing body or academy trust.

Community schools are financed by public money and maintained by the council, which also sets their admission requirements.

Voluntary aided schools are set up by a religious or voluntary body but funded through the council. Governors have additional responsibilities than those for community schools, including setting admission arrangements and deciding which children to admit.

Foundation schools are also funded through the council but the school's governing body has responsibility for setting admission arrangements and deciding which children to admit.

Academies and free schools are independent schools funded directly by central government. The governing body or academy trust for each Academy and Free School sets its admission arrangements.

Q Further advice and information

A For further advice, please contact the Pupil Services Section by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316.

For further independent advice, you may find the following organisation helpful:

Coram Children's Legal Centre

Website: www.childrenslegalcentre.com Tel: 0845 345 4345

The following Publications from the Department for Education (DFE) also contain much useful about school admissions and school admission appeals:

School Admissions Appeal Code

This Code contains more detailed guidance on the appeals process and explains the legal basis of admission appeals. A copy of the Code can be downloaded free of charge from the gov.uk website at .

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

School Admissions Code

This Code contains more detailed guidance on the school admissions generally and explains the legal basis of admissions process. A copy of the Code can be downloaded free of charge from the DFE website at

<https://www.gov.uk/government/publications/school-admissions-code--2>