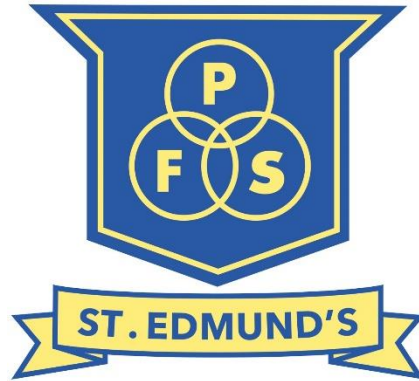


SECONDARY SCHOOL TRANSFER INFORMATION



'Together we learn and grow through worship and celebration.'



St. Edmund's Catholic Church

St. Edmund's Lane, 213 Nelson Road, Whitton, Middlesex TW2 7BB Tel: 020-8894-9923

E-mail: whitton @rcdow.org.uk

8th September 2022

Dear Parents

SECONDARY TRANSFER – CERTIFICATE OF CATHOLIC PRACTICE

I have set aside some dates for parents/guardians to meet with me in order to have their children's forms signed to include with the applications to the Catholic Secondary Schools. Please fill in all the necessary information on the form(s) prior to your meeting as the time allocated is 5 minutes per child; as there will not be sufficient time to fill in the forms at the meeting.

You should make an appointment with the school office (not the parish office) for one of the following dates:

| | |
|--------------------------------------|--------------------|
| Monday 26 th September | 3.00pm to 5.30pm |
| Wednesday 28 th September | 2.00pm to 4.30pm |
| Tuesday 4 th October | 2.00 pm to 4.30 pm |
| Thursday 6 th October | 2.00 pm to 4.30 pm |

If you require copies of the Certificate of Catholic Practice please let the school office know when you book an appointment and they will send home copies via your child, also the CCP can be found on each secondary school website for you to download.

A Certificate of Catholic Practice is exactly what it says – it confirms, for the purposes of a Catholic School application, that a family are regular in their attendance at Mass, and so are practising Catholics. Certificates can be requested by Catholic and mixed families whose children are Baptised and who attend Sunday Mass. This is an important document, please do not embarrass the parish priest by requesting a certificate if you are not attending Mass at St Edmund's regularly. If you attend a different Catholic church you should apply there. If you happen to have recently moved into the area, then your previous parish priest can provide certification. Applications for children whose family are non-practising, or not Catholic, can still be made for Catholic schools without a certificate, and they will be considered under different admission criteria.

Yours sincerely

Father Nigel Griffin
Parish Priest

Applying

Children born between 1 September 2011 and 31 August 2012 are due to start year seven at secondary school in September 2023.

Use the eAdmissions website from 1 September to apply online for your child's secondary school place.

You can name up to six schools in your application including academy or free schools and schools in other council areas.

If you do not live in the borough, you need to apply through your own council and you can include Richmond schools in your application.

https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/secondary_school_admissions

https://www.hounslow.gov.uk/info/20032/secondary_admissions

**The closing date for applying for a year 7 place is
31 October 2022.**

When making your application in eAdmissions you should:

- Complete a separate application for each child if you are applying for twins or triplets
- Applications should also be made to every school you are interested in applying to
- Advise them in your application if your child will have a brother or sister (sibling) attending your preferred school(s) in September 2023
- Consider how places were allocated at Richmond secondary schools in the last three years
- Certain schools need additional information to apply their admissions criteria and may require you to also complete a Supplementary Information Form. For example, schools that prioritise applications by faith. If you are applying for this type of school, please check the school's website for further information and to download a Supplementary Information Form.

If your child has an Education Health and Care Plan (EHCP), or a Statement of Special Education Needs, you don't need to complete the application.

CATHOLIC SECONDARY SCHOOLS

- Visit the school
- Collect their Admissions Criteria and the Supplementary Forms.
- These are on most schools websites along with the Priest Reference Forms.
- Remember, the Supplementary Forms, including Priest Reference, must be returned directly to the Catholic Secondary School. **THE DATE THAT THIS FORM MUST BE RETURNED SHOULD BE CHECKED WITH INDIVIDUAL SCHOOLS! THEY USUALLY ASK FOR THEM THE WEEK BEFORE HALF TERM.**

The DCSF numbers for the Catholic Secondary Schools are as follows:

- St Richard Reynold's Catholic Secondary School – 318 9901
- Gunnersbury Catholic Secondary School – 313 5401
- Gumley House Convent School – 313 5400
- St. Mark's Catholic Secondary School – 313 4800
- St. Paul's Catholic College – 936 5411
- The Cardinal Vaughan Memorial School – 207 5402
- The London Oratory – 205 5400
- Sacred Heart High School for Girls – 205 4620

Please note that St. Edmund's Catholic Primary School is in the Upper Thames Deanery.

The Diocese of Westminster has a website that you might find useful

www.rcdow.org.uk/education

ADMISSIONS

RICHMOND

The School Admissions Team

Achieving for Children

Guildhall 2

High Street

Kingston upon Thames

KT1 1EU

Email: richmond.admissions@achievingforchildren.org.uk

HOUNSLOW

School Admissions

Hounslow House

7 Bath Road

Hounslow

Middlesex

TW3 3EB

Telephone: 020 8583 2721

Email: admissions@hounslow.gov.uk

Online

If you have applied online:

- You will be sent an email during the evening of **1 March 2023** to tell you the outcome of your application. You will also be able to view this information by logging in to the [eAdmissions website](#)
- If you applied online and your child did not qualify for a place at your first preference school, your outcome email will provide you with more information about the process and what to do next
- If you applied online, use the eAdmissions website to tell us if you wish to accept or refuse the school place your child has been offered. The deadline to do this is **15 March 2023**. Submitting your response online, guarantees that the school knows your decision.

Paper

If you applied on a paper form:

- If you applied on a paper form, you will be sent an email on **1 March 2023** with the outcome of your application
- Please respond to the email by the deadline of **15 March 2023** to tell us if you wish to accept or refuse the school place your child has been offered. Returning your reply by the deadline guarantees the school knows your decision

Waiting list

Waiting list positions will be available from Thursday 30 March 2023.

Your right to appeal

You have a legal right to appeal against a decision not to offer your child a place at any or all of the schools that you've applied to. You can appeal for a place at your preferred school even though your child may have a place somewhere else.

The process

The admissions authority for the school you're applying to must explain why your child hasn't been offered a place at that school. They must also explain how you can appeal against this decision.

Your appeal will be heard by a panel which is independent of the school and the admissions authority whose decision you're appealing against. You've the right to attend the hearing to explain your case to the independent appeal panel.

There are strict rules around the appointment of the appeal panel members to ensure their impartiality and independence. The panel's decision has to be accepted by the admissions authority and the school.

You may find it helpful to read the guidelines on the appeal process on the admission appeals page.

Appeals timetable - Transfer to secondary school in September 2023

For the appeals timetable for any academy, free, or voluntary aided school, please contact the school directly.

This is the web page on the Richmond website which contains all the information you should need.

https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/secondary_school_admissions

SECTION 1: Key dates for the admissions process

This brochure is only intended for parents applying for children who are eligible to transfer into Year 7 at a secondary school in September 2023 as part of the normal admissions round which ends on 31 August 2023. The normal expected birth date range for eligible children is between **1 September 2011 and 31 August 2012**.

If you want to apply to transfer your child into Year 7 **after 31 August 2023**, or you want to apply for your child to transfer into Years 8 to 11 at any time, please read the separate In Year transfer brochure available on [the Richmond website](#) for information on the application process.

Key dates for the admission process for September 2023 entry

| | |
|---|--|
| Thursday 1 September | Online applications are open via www.eadmissions.org.uk |
| Monday 31 October | Closing date for receipt of online and paper applications, including supplementary forms |
| Friday 9 December | Final date for applications to be considered as on-time where due to exceptional circumstances they could not be made by 31 October 2022 and for people who moved after 31 October 2022 to evidence habitual residency in the borough |
| 2023 | |
| Wednesday 1 March (National Offer Day) | All on-time applicants will be sent an email during the evening informing them of the result of their application |
| Wednesday 15 March | Date by which parents must accept or decline their offer |
| Thursday 30 March | Further offers will be made from the waiting lists from this date onwards, subject to places becoming available |
| Monday 17 April | Closing date for submission of appeals to be heard in the main round for schools in Richmond and Kingston using the Richmond Independent Appeals Service. This date may vary for academies and free schools who organise their own appeals |
| May/June | Main round of admission appeals are heard |
| Monday 3 July | Year 6 pupils visit their new secondary school |
| September | Start of the autumn term |

School information

Please refer to the 'Richmond's infant, junior, primary and secondary schools' brochure available on [the Richmond Council website](#) for information about each of the state-funded schools in the London Borough of Richmond upon Thames, including the admission arrangements for 2023/24.

You can [find and compare schools](#) on [GOV.UK](#).

If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and on the [Ofsted website](#).

List of schools with last place allocated on National Offer Day 2022

| School details | Places available | Applications received | Last place allocated |
|--|------------------|-----------------------|--|
| Christ's School | 180 | 816 | Proximity to school to a distance of: Foundation - 2.756km Open - 1.525km |
| Grey Court School | 252 | 1,636 | Proximity to school to a distance of 2.727km |
| Hampton High | 180 | 551 | Proximity to school to a distance of 1.574km |
| Orleans Park School | 216 | 1,650 | Proximity to school to a distance of 1.131km |
| Richmond Park Academy | 180 | 535 | Proximity to school to a distance of 13.453km |
| St Richard Reynolds Catholic High School | 180 | 958 | Randomly allocated within Bands 2 and 3 |
| Teddington School | 240 | 809 | Proximity to school to a distance of 6.432km |
| The Richmond upon Thames School | 150 | 792 | Proximity to school to a distance of 1.725km |
| Turing House School | 165 | 896 | Proximity to school to a distance of: Permanent site(20%) - 0.849km Admissions node(80%) - 2.633km |
| Twickenham School | 180 | 358 | All preferences met |
| Waldegrave School | 216 | 941 | Proximity to school to a distance of: Area A - 1.416km Area B - 5.001km |

Dates of open events for Richmond schools

Please note that due to the Covid-19 pandemic, schools may have changed their open events. You are advised to check each school's website for details well in advance. This may include changes to the information below. Tours may be virtual.

Open evenings

| | | |
|---------------------------------|-----------------------|------------------|
| Christ's School | Open Mornings only | Please see below |
| Grey Court School | Open Mornings only | Please see below |
| Hampton High | Thursday 6 October | 6.30 to 8.30pm |
| Orleans Park School | Tuesday 27 September | Please see below |
| Richmond Park Academy | Wednesday 5 October | 6.30 to 8.15pm |
| St Richard Reynolds High School | Wednesday 5 October | 6.00 to 8.00pm |
| Teddington School | Wednesday 12 October | 5.00 to 8.00pm |
| The Richmond upon Thames School | Please see below | Please see below |
| Turing House School | Thursday 29 September | 6.30pm onwards |
| Twickenham School | Tuesday 4 October | 6.00 to 8.30pm |
| Waldegrave School | Open Mornings only | Please see below |

Open mornings and visits - tours may be virtual

| | |
|--|--|
| Christ's School Open mornings Tours on various dates between April and October. The headteacher's presentation will begin at 9.15am followed by a tour of the school. Numbers are limited and places for all attendees must be booked in advance via the school website | Teddington School Open mornings A series of open mornings are planned throughout September and October (except half term). Please visit the school website to book a space |
| Grey Court School Open mornings Tours on 5, 7, 12, 14 October at 9.00 and 11.00am. Numbers are limited and spaces can be booked from 3 September via the school's website. Tuesday to Friday: 4 October to 7 October (9am and 11am) Tuesday to Friday: 11 October to 14 October (9am and 11am) Please see the school website for more information | The Richmond upon Thames School Open afternoon events 3.00 to 4.30pm Wednesday 28 September, Wednesday 5 October Wednesday 12 October Open mornings 11.15 to 12.15pm Thursday 29 September, Thursday 13 October Thursday 20 October Places are limited and must be booked in advance. Follow the link on the school's website to book a place. |

| | |
|---|---|
| <p>Hampton High</p> <p>Open mornings</p> <p>Places are limited and must be booked in advance. Follow the link on the school's website to book a place</p> | <p>Turing House School</p> <p>Open mornings</p> <p>Monday 3 October to Thursday 6 October from 9.00am</p> |
| <p>Orleans Park School</p> <p>Open mornings</p> <p>Week commencing 26 September and week commencing 3 October - details on the school website.</p> <p>Places are limited and must be booked in advance</p> <p>Open evening event</p> <p>Tuesday 27 September will be a headteacher's presentation only</p> | <p>Twickenham School</p> <p>Open mornings</p> <p>Friday 7 and Monday 10 October, 9.00am to 10.45am</p> <p>Please also see the school's website for any updates</p> <p>Open door</p> <p>Visits can be arranged by phoning the school</p> <p>Please contact the school to book a tour</p> |
| <p>Richmond Park Academy</p> <p>Open mornings</p> <p>Please check the school's website for updated information.</p> | <p>Waldegrave School</p> <p>Open mornings</p> <p>Thursday 29 and Friday 30 September</p> <p>Monday 3 and Tuesday 4 October</p> <p>9.00 to 10.00am.</p> <p>Places are limited and must be booked in advance. Follow the link on the school's website to book a place</p> |
| <p>St Richard Reynolds Catholic High School</p> <p>Open mornings</p> <p>Places are limited and must be booked in advance. Follow the link on the School's website to book a place</p> | |

Schools in other council areas and independent schools

If you are a Richmond resident and you wish to apply for schools in other council areas, you must include these on your Richmond application. All councils produce a brochure similar to this one that gives full details of schools and their admission criteria as well as dates for open evenings. To obtain a copy of this contact the relevant council.

Check the admission criteria carefully for each of the schools you are applying to. Details of the nearest schools within the five councils bordering Richmond follow.

| | |
|---|---|
| <p>London Borough of Hounslow Children's and Adults' Services Hounslow House, 7 Bath Road Hounslow TW3 3EB T: 020 8583 2711 E: admissions@hounslow.gov.uk W: www.hounslow.gov.uk/admissions</p> | <p>Royal Borough of Kingston upon Thames School Admissions, Achieving for Children Guildhall 2, Kingston upon Thames KT1 1EU E: kingston.admissions@achievingforchildren.org.uk W: www.kingston.gov.uk/schools</p> |
| <p>Hammersmith and Fulham School Admissions Section 3rd Floor, 145 King Street Hammersmith W6 9XY T: 020 8753 1085 E: school.admissions@lbhf.gov.uk W: www.lbhf.gov.uk/admissions</p> | <p>Surrey County Council Admissions and Transport Team Quadrant Court, 35 Guildford Road, Woking GU22 7QQ T: 0300 200 1004 E: schooladmissions@surreycc.gov.uk W: www.surreycc.gov.uk/admissions</p> |
| <p>London Borough of Wandsworth Pupil Services Section, Children's Services Town Hall Extension, Wandsworth High Street, London SW18 2PU T: 020 8871 7316 E: admissions@wandsworth.gov.uk W: www.wandsworth.gov.uk/admissions</p> | |

Independent schools

Information about independent schools can be obtained from:

Independent Schools Council First Floor, 27 Queen Anne's Gate, London SW1H 9BU
T: 020 7766 7070 E: www.isc.co.uk

To apply, contact the independent or private school directly for further details and an application form. The Council cannot act as your agent in contacting a private school. It has no role at all in admissions to private schools, or in relation to any other aspect of education at a private school.

School open days and evenings

Open Days/Evenings - September/ October 2021

Please check with the school directly before attending any event

| School | Open days | Times | Open evenings | Times |
|---|---|---|---|--|
| Bolder Academy 020 3963 0806 | Tue 14 September Wed 15 September Thur 16 September Fri 17 September Tues 28 September Wed 29 September Thur 30 September | 9.15-10.30am 9.15am – tour 10am – Q&A | Wed 6 October Head's talk | 5-8pm 5.30, 6.30, 7.30pm |
| Brentford School for Girls 020 8847 4281 | Fri 1 October Fri 8 October Fri 15 October Fri 22 October | 9.30am - tour 10.30 -11am – Q&A | Tues 21 September Head's talk | 6-8.30pm 7pm |
| Chiswick School 020 8747 0031 | Tue 14 September Thur 16 September Tue 21 September Thur 23 September Tue 5 October Thur 7 October | 9 -10.30am | Tue 28 September | Session 1 – 5-6pm Session 2 – 6.30-7.30pm |
| Cranford Community College 020 8897 2001 | Week beginning Mon 20 September | By appointment | Thur 16 September Head's talk | 6-8pm 6.45 & 7.30pm |
| The Green School for Girls 020 8321 8080 | Tue 5 October Wed 6 October Thur 7 October | 9am & 1.45pm | Tue 12 October Head's talk | 6-8pm 6, 6.45, 7.30pm |
| The Green School for Boys 020 3019 8444 | Tues 28 September Wed 29 September Thur 30 September | 9am & 1.45pm | Thur 7 October Head's talk | 6-8pm 6, 6.45, 7.30pm |
| Gumley House School FCJ 020 8568 8692 | Thur 30 September Tue 5 October | 9am-12noon Head's talk 10.15am | Thur 30 September Head's talk | 6-8.30pm -last tour 7.15 7.45pm |
| Gunnersbury Catholic School 020 8568 7281 | Tue 5 October Head's talk | 2-3.30pm 2.45pm | Tue 5 October Head's talk | 6-8pm 6.30 & 7.30pm |
| The Heathland School 020 8572 4411 | By appointment only | By appointment only | Wed 6 October Thur 14 October Head's talk | 6.30-7.30pm 7.50pm |

| School | Open days | Times | Open evenings | Times |
|--|---|------------------------------------|----------------------------------|---------------------------------|
| Heston Community School 020 8572 1931 | TBC – please check school website | TBC – please check school website | Tue 28 September Head's talk | 6-8pm 7pm |
| Isleworth & Syon School for Boys 020 8568 5791 | Tue 28 September Thur 7 October Wed 13 October Tue 19 October | 9 and 9.45am By appointment | Thur 30 September Head's talk | 5.45 -8pm 5.45, 7 & 8 pm |
| Kingsley Academy 020 8572 4461 | Tue 21 September Fri 1 October Tue 12 October Fri 22 October Tue 26 October Fri 29 October | 9 – 10.30am | Wed 29 September Head's talk | 6-8pm 6.15 & 7.15pm |
| Lampton School 020 8572 1936 | Tue 19 October Thur 21 October | 11am – 12pm Head's talk – 11am | Wed 13 October Head's talk | 6 -8pm 6.30pm |
| Nishkam School West London 020 3141 8760 | 27 September -1 October | See school website | Thur 23 September Head's talk | 5.30-8pm 6 & 7pm |
| Reach Academy Feltham 020 8893 1099 | No open evenings/days | No new intake for 2021 | Current Year 6 will | transfer automatically |
| Rivers Academy West London 020 8890 0245 | No open days | | Thur 30 September Head's talk | 6-8pm 6.30 & 7.30pm |
| Springwest Academy 020 8831 3000 | Any Wednesday morning in October | 10-11am | Wed 22 September Head's talk | 6-8pm 6.30 & 7.30pm |
| St Mark's Catholic School 020 8577 3600 | Wed 29 September Thur 7 October | 9-10.30am Head's talk – 10.10am | Thur 7 October Head's talk | 5-9pm 5.10,6.40 & 8.10pm |
| Year 10 | | | | |
| Logic Studio School 020 8831 3001 | Tours by appointment | See school website for details. | By appointment | See school website for details |
| Space Studio West London 020 3696 8140 | Tours by appointment | See school website for details. | By appointment | See school website for details. |



ST MARK'S CATHOLIC SCHOOL



St Mark's Catholic School Open Mornings and Evening Events 2022

We are delighted to be able to welcome visitors to St Mark's Catholic School for our Open Events. Our Open Events are an opportunity for you to participate in a tour of the School, visit Departments and meet our wonderful staff and students. Ms Waugh-Lucas, Headteacher, will speak to parents and students at each of the events.

We will be hosting two Open Mornings and one Open Evening as follows:

Open Morning 1 - Tuesday 27th September - 9.00am - 10.30am - Headteacher's talk - 10.10am

Open Morning 2 - Wednesday 5th October - 9.00am - 10.30am - Headteacher's talk - 10.10am

Open Evening - Tuesday 27th September - 5.00pm - 9.00pm - Headteacher's talks - 5.10pm, 6.40pm and 8.10pm





ST RICHARD REYNOLDS CATHOLIC COLLEGE

Open events and tours

High School Open Mornings

St Richard Reynolds Catholic High School is delighted to announce a series of Open Mornings starting from Friday 9th September.

Please click on the link on their website to select your preferred date and to book your tickets to be part of a small group tour (max. 3 per family).

<https://www.strichardreynolds.org.uk/high-school/high-school-admissions>

[SRRCC High School Open Morning](#)

High School Open Evening

Additionally, the High School is holding an Open Evening 6 - 8pm on Wednesday 5th October which all are welcome to attend.

However, due to space limitations you will need to book a ticket for each individual who wishes to hear the talk from the College Principal, Mr Burke. The talk will last no longer than 30 minutes.

[SRRCC High School Open Eve Principal's Talk](#)

We look forward to welcoming you to our college soon.



ST PAUL'S CATHOLIC COLLEGE

Providing Education for the Diocese of Westminster



"The worship and prayer life of the school is firmly rooted in the liturgical year and reflects the richness of the Catholic tradition."

Ofsted Section 48

"Pupils engagement of learning is underpinned by the varied and stimulating curriculum the leaders have designed."

Ofsted

OPEN EVENTS

Admission to Year 7 in 2023

Open Mornings

No appointment necessary - tours approximately 1 hour

Thursday 22nd September from 8.45 am-10.15 am

Thursday 29th September from 8.45 am-10.15 am

Thursday 6th October from 8.45 am-10.15 am

Open Evening

Thursday 22nd September from 5.00 pm - 7.30 pm

Headteacher Evening Address at 5.45 pm and 6.30 pm

Enquiries

Year 7

T: 01932 754213

E: admissions@st-pauls.surrey.sch.uk

Sixth Form

T: 01932 754203

E: sixthform@st-pauls.surrey.sch.uk

Sixth Form Open Evening

Admission to Year 12 in 2023

Wednesday 28th September from 6.00 pm to 8.00 pm

Head of Sixth Form Evening Address at 6.30pm

St Paul's Catholic College,
Manor Lane, Sunbury on Thames, Surrey, TW16 6JE
www.st-pauls.surrey.sch.uk



A WARM WELCOME AWAITS!

We were thrilled to be able to open our doors once again and all prospective parents and future Gumley Girls, are warmly invited to attend our school Open Events this year. The dates for our Open Day is **Tuesday 20th September 2022** (morning and evening) and **Tuesday 4th October** (morning only).

Open Morning:

Tuesday 20th September 2022 (9am-11am). Headteacher talk from 10:20am.

Open Evening:

Tuesday 20th September 2022 (5pm-8pm). Headteacher talk from 7:15pm.

Open Morning:

Tuesday 4th October 2022 (9am-11am). Headteacher talk from 10:20am.

However, every day at Gumley House is Open Day! If you didn't manage to see us last year - or would like to visit the school, please just make contact and let us know. We have students who would love to give you a tour of the school.



+ REGISTER FOR ATTENDING OUR OPEN DAY

SCHOOL ADMISSION OPEN DAYS

**Tuesday 20th September
& Tuesday 4th October**



**GUMLEY HOUSE
SCHOOL** FCJ

A World Class School
of Academic and Personal Excellence





Gunnersbury Catholic School

Year 6-7 Transition Open Events

We are delighted to share that this year prospective Year 7 pupils and their parents will be able to visit Gunnersbury Catholic School.

So as to provide an insight into our uniquely outstanding education, we are hosting **open events on:**

Wednesday, 28 September 2022, Monday 3 October and Wednesday, 5 October 2022.

Please go on website to register for these events:

Open Afternoon Wednesday, 28 September 2022 at 1:30pm

Open Evening Wednesday, 28 September 2022

Open Afternoon Monday, 3 October 2022 at 1:30pm

Open Morning Wednesday, 5 October 2022 at 10:30am

<https://www.gunnersbury.com/page/?title=Admissions&pid=122>



WEBSITES/DATES/PHONE NUMBERS
WERE
CORRECT AT TIME OF PUBLICATION

**Please ensure YOU check on the
relevant websites etc to ensure there
are no changes/cancellation to the
above dates and details**