

Headteacher
Mr C Rhodes

DETERMINED ADMISSION ARRANGEMENTS TO THE SCHOOL – 2026/2027

Grey Court School has a Published Admission Number (PAN) of 252 Year 7 places which are offered according to the criteria below:

CRITERIA

1. Places will be offered firstly to Looked After Children and Previously Looked After Children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence e.g. from a social worker.

To qualify for the highest priority, currently looked after and previously 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 for a school is made.
 - Children who were looked after, but ceased to be so because they were adopted (section 46 of the Adoption and Children Act 2002), or became subject to a child arrangements order (section 12 of the Children and Families Act 2014), or a special guardianship order (in accordance with Section 14A of the Children Act 1989), immediately following having been looked after. This also includes children who appear to the admission authority to have been in state care (defined as in the care of or accommodated by a public authority, religious organisation or any other provider of care whose sole or main purpose is to benefit society) outside of England and ceased to be in state care as a result of being adopted.
2. Places are offered to those able to provide written evidence from a suitably qualified person such as a doctor, social worker or Educational Welfare Officer of particular social or medical needs which can only be met most appropriately by attendance at Grey Court School. You must submit supporting documentary evidence at the time of application, this will be forwarded to the school. This evidence must confirm the circumstances of the case, why the child can only attend Grey Court School and why no other school could meet the child's needs. Circumstances cannot be taken into account unless information is provided at the time of application. Failure to provide such information at that stage will therefore affect whether or not a child is allocated a place at the preferred school. All information submitted will be regarded as confidential.

Ham Street, Ham, Richmond TW10 7HN
T: 020 8948 1173 F: 020 8332 2428 E: office@greycourt.org.uk
www.greycourt.richmond.sch.uk

Grey Court School is an academy registered with the Department of Education as an exempt charity and company limited by guarantee number 8185432 incorporated in England and Wales

3. Places are offered to those with a brother or sister attending the school, including the sixth form at the time of admission, including adopted, foster, step or half siblings living at the same address.
4. Children, by which is meant full, step, half and adopted siblings living in the same household, of staff currently substantively employed by Grey Court School or recruited to fill a vacant substantive post for which there is a demonstrable skills shortage.
5. Children who live nearest to the school. The home to school distance is the shortest route to the main school gate by road or maintained footpath in metres. This is measured by Richmond School Admissions' computerised geographical information system (GIS) and data supplied by Ordnance Survey. Accessibility of private or public transport will not be considered.

Distance from the school will serve as an overriding tie-breaker in the event of oversubscription within any category for all relevant age groups and by drawing of lots if necessary.

Places are allocated to those pupils who have named Grey Court School in their Education, Health and Care Plan as part of the statutory consultation process, guided by the Special Educational Needs Code of Practice.

Notes

These criteria will apply to all applicants, regardless of the borough in which they live. Late applications will NOT be processed until after all on-time applications.

The Local Authority 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.

The Local Authority's Pupil Placement Panel may make placements, over the admission number if the school is full, for children who are deemed to be 'hard to place'.

WAITING LIST

For entry into Year 7, following coordination, the waiting list will automatically consist of the names of all unsuccessful applicants who have not had a higher preference offer and will be held in criteria order until the end of the academic year.

Parents can request for the names of children who have had a higher preference offer, or who did not originally name the school as a preference, to be added to the waiting list. These names will be added in criteria order. At the end of each academic year, parents of the children in Years 7 to 11 will be invited by the borough to reconfirm that they wish their child to remain on the waiting list.

For entry into Years 7 to 11, the position of any applicant on any waiting list will be determined using the oversubscription criteria as outlined in paragraphs 1-5 above.

Waiting lists will be maintained by the local authority until the end of July 2026. If you wish your child to remain on the waiting list for the following academic year you must submit an in-year transfer application in June 2026.

IN YEAR APPLICATIONS

In-year applications must be made using Richmond's In Year Application Form available from Richmond School Admissions.

To request a copy telephone: 020 8547 5569
or email: richmond.admissions@achievingforchildren.org.uk

To complete the online form, please go to: [Secondary Schools In Year Application Form](#)

For entry into Years 7 to 11, the position of any applicant on any waiting list will be determined using the oversubscription criteria as outlined in paragraphs 1-5 above.

Notes:

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, with the understanding that this is the address you will be living at when your child starts school. A business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Proof of address will be sought and may be the subject of further investigation. Temporary addresses will not be used for the purpose of administering applications.