Orleans Primary School



Admissions Policy

Governor's Committee Responsible	Full Governing Body
Status	Statutory
Review Cycle	Annual
Date written / last review	September 2026
Date of next review	September 2027
Signed Chair of Governors	
Signed Head of School	

The London Borough of Richmond upon Thames (LBRuT) is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the Local Authority, after statutory consultations.

Full information and guidance about admissions to Richmond schools is given on Richmond's website at http://www.richmond.gov.uk/school_admissions.htm

The link to the admissions brochure for primary schools can be found herehttps://kr.afcinfo.org.uk/pages/community-information/information-and-advice/school-admissions/starting-school-or-moving-up-to-junior-school-in-september. You may also request a hard copy of the admissions brochure from the Local Authority.

Criteria for the allocation of places

The places at Orleans Primary School are decided by the Local Authority admissions team using the agreed Local authority admission criteria for community infant and primary schools. These are listed and detailed in the Primary School Admissions brochure.

These criteria will be applied to every application for a community school place. The same criteria are used to order applications remaining on a school's waiting list and for places within our school Nursery.

For detailed descriptions of the criteria for allocation of places please see pages 19 through to 27 of the Local Authority admissions brochure, which can be accessed through this link:
https://www.richmond.gov.uk/primary_school_admissions#applications

Admissions to Nursery

At Orleans Primary School Nursery children start in the September after they turn 3 years old. Our nursery offers both part-time and full-time places, with a morning and an afternoon session each day. The session times are as follows:

Morning session times	Afternoon session times	Full-time session times
09:00 – 12:00	12:30 – 15:30	09:00 – 15:30

All part-time places are paid for by the government. This is because all 3 and 4-year-old children in England are entitled to 15 hours free child care or nursery education over a period of 38 weeks (term time only). This statutory 15-hour offer will be for either a morning or afternoon session, for 3 terms. Places are offered on the basis of children attending five sessions a week, Monday to Friday i.e. either five mornings or five afternoons per week.

Some full-time places are paid for by the government. Working parents who meet certain criteria are entitled to an additional 15 hours free child care or Nursery education over a period of 38 weeks (term time only). This is added to the 15 hours of universal provision to give a total of 30 hours[1] free provision each week. You may be eligible if you work and you are receiving the equivalent of the national minimum wage, but no more than £100,000 per year. If you are eligible you will receive a code and this must be given to the school before your child can stay full time. The code must be renewed every three months. You can find out if you are eligible at: https://www.childcarechoices.gov.uk/

Some full-time places are paid for by parents or carers. This is because some parents would like their child to attend nursery on a full-time basis but are only entitled to 15 hours of free provision. These parents need to pay top-up fees.

We do not offer drop-in Nursery sessions and therefore, if you accept a place in our Nursery, your child must attend on each day of the week.

Offers for places in the Nursery are made using the same set of criteria as for the Reception classes. Please see pages 10 through to 16 via the following link:
https://www.richmond.gov.uk/media/3082/primary_admission.pdf

Orleans Primary may receive more applications than there are places available in the nursery class. Parents who wish to make an application for a nursery place can download an application form via our website and email to info@orleans.richmond.sch.uk. The closing date for nursery applications is Friday 5th March 2026. Children who are successfully allocated a place will be notified by early May.
Please note that admission to nursery does not guarantee a Reception place and a separate application for a place in Reception must be made online via Richmond Admissions.

The school offers group appointments to view the Nursery and school during the school day. Please view dates on our website and complete the online form, giving the tour date you wish to attend.

Admissions to Reception

Please see the Primary Schools Admissions brochure, available on the LBRuT website. Children join the Reception class in the academic year in which they become five. We are a two-form entry school with 60 Reception places. All children join at the start of the Autumn Term on a full-time basis (8.55am – 3.30pm).

We believe that all children of school age benefit from starting school together at the beginning of the school year, regardless of differences in age. In this way, the children are introduced to the learning environment, their peers and school routines in a gradual and planned way. For this reason, the school will only consider requests for deferred or part-time entry in exceptional cases where there is clear evidence that deferred or part-time entry is in the best interests of the child.

The Headteacher offers group appointments to view the school during the school day. Please view dates on our website and e-mail info@orleans.richmond.sch.uk giving your contact details and tour date you wish to attend.

Applications are made online at www.eadmissions.org.uk

Online applications open on 1st September 2026.

The closing date for Reception applications is 15th January 2027.

Orleans Primary School usually receives more applications than there are places available. Places are therefore allocated by the Local Authority according to its admissions policy. For admissions criteria, please refer to pages 10 to 16 of the Admission to Primary School brochure for more information, which can be accessed via this link:

https://www.richmond.gov.uk/primary_school_admissions#applications

The Admissions department will contact families in April 2025 informing them of the result of their application. Parents have the right to appeal to the LA if their application has not been successful.

Deferred Entry

The Local Authority advice on deferred entry to school can be accessed on page 28 in the 'Admission to Richmond's Primary Schools' brochure via this link:
https://www.richmond.gov.uk/media/3082/primary_admission.pdf

In-Year Admissions

Moving into the Borough

If you have recently moved into the London Borough of Richmond upon Thames and require a school place for your child, you will need to complete an application form.
https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/in_year_admissions#forms

Transferring within the Borough

If your child is already attending a local school and you would like your child to transfer to another school for any reason, you should first discuss this with the Headteacher of your child's current school. This is because a child's education usually benefits most when they have continuity of teaching and learning in the same school. If you still want to move your child after you have spoken to your child's current school, you will need to complete an application form. You should not withdraw your child from their current school until you have secured a place at an alternative school.

The In-year Admissions Team can be contacted on: 020 8547 5569. The Head teacher will meet with all families prior to the pupils starting school if it is an in-year admission.

Admissions for Pupils with Additional needs

For some pupils, the move to a new school can potentially be challenging. In order to make this transition a positive one, the Head of School or SENCO will meet with prospective parents of a child who has additional needs. This allows the school to ensure that the necessary provision is in place when the child starts school to ensure a smooth transition.

Class allocation

Once a child has been given a place at the school by the Local Authority, the school will allocate them a place in a class. If it is a mid-year admission, the Headteacher will allocate them a place in a class. Factors that will be taken into consideration are as follows:

- Space in a class
- Number of children joining the class mid-year

- The specific needs of the pupil and/or the class.

If you have any queries, please call the school office on 020 8892 1654.