

## **Turing House School Determined Admissions Policy (Year 7) – September 2025**

### **Introduction**

Turing House is an inclusive secondary school established to serve the Middlesex side of the London Borough of Richmond-upon-Thames. Our admissions policy reflects this aspiration.

Turing House will provide school places for young people aged 11 - 18 and the admissions arrangements for the Year 7 intake are set out below. The arrangements for the Sixth Form are set out separately.

Turing House is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

### **Published Admissions Number**

The school has an agreed Published Admissions Number of 150 for admission into Year 7 and will admit up to this number each year.

### **Special Educational Needs**

The admission and review of students with an Education, Health and Care Plan ('EHCP') is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP by the student's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

### **Oversubscription Criteria (Years 7-11 from September 2025)**

Where the number of applications for admission is greater than the places available and after the agreed admission of any children with an EHCP, the following oversubscription criteria will be applied in the order below:

1. Looked-after children\* or children who were previously looked after\*.
2. Children who have an exceptional medical or social need requiring attendance at this school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children whose parents have been granted Founders' Status of the school by the Secretary of State.
4. Children who have siblings\* on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission.

5. Children of staff\* directly employed by the Russell Education Trust on a permanent full-time or fractional contract at Turing House School in either of the following circumstances:
  - i. The member of staff has been employed for two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer is made;
  - ii. The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and the CEO of RET).
  
6. The remaining places will be allocated by distance as follows:
  - a) 20% will be allocated to those applicants whose home address\* is closest to 'Sun Stairs' door of our school building. The point is defined as OS Grid Reference TQ 13480 73643.
  
  - b) 80% will be allocated to those applicants whose home address\* is closest to the Nodal Admissions Point\* for the school, which is TQ 15356 71392.

### **Notes and Definitions**

#### **Looked After Children**

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 local authority 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.

#### **Previously Looked After Children**

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

#### **Siblings**

Siblings include full, step-, half, fostered, and adopted siblings living in the same household. Cousins are not considered siblings.

#### **Children of Staff**

For applications under Criterion 5, children of staff includes full, step, half, adopted and fostered children living in the same household as the member of staff.

**Nodal Admissions Point**

This point is defined as OS Grid Reference TQ 15356 71392 and is located in Somerset Gardens in Teddington. Please see the map on our website for the location of the point and details of how it has been determined.

**Distance Measurement**

Proximity to Turing House or the Nodal Admissions Point is measured by the shortest route by road and/or maintained footpath from the property to the relevant point. Accessibility of private or public transport will not be considered. All distances will be measured using the Local Authority's geographical information system.

**Home Address**

Any offer of a place on the grounds of distance must be based on the child's permanent address. 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.

**Tie Break**

In the event of two or more applications that cannot otherwise be separated by criteria 1-5, the vacant place will be allocated to the applicant whose home address is closest to 'Sun Stairs' door of our school building. Siblings from the same address who are tie-breaking for the same vacant place, will all be offered places. In other cases where applications can't be separated by distance, an independent party will randomly allocate the place via the drawing of lots.

**Offers of Places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

**Waiting List**

Where, in any year, the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set (as applicable). Each added child will require the Waiting List to be reranked in line with the published oversubscription criteria.

For administrative purposes, the Waiting List will be administered by the Local Authority in three bands. Band 1 will be for ranking applicants who qualify for Oversubscription Criteria 1-5. The remaining applicants will be placed in both Band 2 and Band 3. Band 2 will be ranked by distance to the planned permanent site of the school in accordance with Oversubscription Criteria 6a. Band 3 will be ranked by distance to the Nodal Admissions Point in accordance with Oversubscription Criteria 6b.

Where places become vacant, they will be allocated to children on the Waiting List in accordance with

the oversubscription criteria. If there are applicants in Band 1 of the Waiting List, then they will have priority. Otherwise, a place which was originally offered to Band 2 or Band 3 will be re-offered to the highest-ranking applicant in the same Band. If the place was originally offered to Band 1 then it will be allocated to Band 2 or Band 3 as appropriate so that, over time, a ratio of 1:4 is maintained between these bands.

The parents of students on the Waiting List will be contacted periodically to ensure that they wish to remain on the waiting list.

### **Appeals**

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties. Independent Appeals Panels are appointed in accordance with the School Admissions Appeals Code. Appeals should be made, in writing, within 20 school days of the date of notification that the application was unsuccessful.

### **"In-Year" Applications**

All in-year applications must be made using Richmond's "In Year Application Form" on which applicants can list up to four schools in order of preference. The in-year form is available from Richmond School Admissions on 020 8547 5569 (9am to 2 pm) or by email to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk) to request a copy or download a copy from the Richmond website at [www.richmond.gov.uk](http://www.richmond.gov.uk)

### **Children educated outside their chronological age group**

Permission to submit an application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Once permission has been granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.

### **Exceptional Medical or Social Need**

All local secondary schools have experience of dealing with children with different social and medical needs, so it is expected that no more than a small number of applications will be given this criterion in a year, if any. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

You must submit supporting documentary evidence, with your application. This evidence must confirm the circumstances of the case, and must set out why the child can only attend Turing House School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority. Decisions will be made based on the merits of each case and whether the evidence demonstrates that a placement should be made at Turing House School above any other.

This criterion is not intended to be used for special educational needs, which can be successfully supported through effective induction, support and appropriate provision at any school (unless an EHCP is in place, in which case a separate admissions process is used).

We do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion. The evidence provided to support your application must be as detailed and objective as possible.

**Further Information**

For full details of how the Local Authority measures distance, defines home address and deals with appeals, please refer to their admissions documentation.

Richmond's Secondary Admissions Brochure is available on the following web page or in print form by contacting their admissions department:

[https://www.richmond.gov.uk/secondary\\_school\\_admissions](https://www.richmond.gov.uk/secondary_school_admissions).