

To Year 6 Parents and Carers  
London Borough of Richmond schools

6 March 2024

Dear Parents and Carers,

**REMINDER TO RESPOND TO YOUR OFFER TO TRANSFER TO SECONDARY SCHOOL BY 15 MARCH 2024**

This letter is intended for parents and carers who live in the London Borough of Richmond, and received an offer on 1 March 2024 to transfer to a state-funded secondary school in September 2024. If your child did not receive an offer on National Offer Day, you will have been contacted by the School Admissions team to discuss your options and the next steps. Please email us using the address above if you have any further questions or concerns and we will arrange a callback.

Due to the high demand for school places in the London Borough of Richmond this year, it is very important that parents and carers respond to their offer by **Friday 15 March 2024** to let us know if they wish to accept or decline the school place. By accepting the offer you will guarantee your child's place at their allocated school.

If you have already responded to your offer, please ignore this letter. Your response is being processed and, if you have accepted the place, the next contact with you will be by your child's allocated school. If you still need to respond, please do this [via eAdmissions](#) if you applied online, using the link included in your outcome email if you applied using the Google form.

If you have made alternative arrangements for your child's education, for example your child will attend an independent school from September, it is important to decline the offer you hold for a state-funded school. This will allow us to re-offer any vacant places to children on the waiting list as quickly as possible from Tuesday 2 April 2024.

We appreciate your cooperation with the response process, which will support us with providing certainty to families about their child's destination school for September.

Yours faithfully,

Samantha Scott  
Head of School Admissions