

12 November 2025

Dear Parents,

Addressing falling pupil numbers in Richmond

As you are no doubt already aware, the Borough of Richmond is experiencing a significant fall in pupil numbers, and I have met with the Governors, Southwark Diocese and Richmond Borough Council to discuss the current situation regarding falling pupil numbers in the Borough of Richmond.

In Richmond, Reception applications have been in decline since 2015, and the forecast shows the drop in the size of Reception cohorts will continue for the coming years. This will create an increase in the number of unfilled school places each year.

We are keen to ensure that Holy Trinity continues as an outstanding provider of education in the local area, and that we can continue to focus on giving each of our students the very best education in an enriched learning environment with first-class teaching. To enable this, the Governors have decided that we must review our Admissions Arrangements.

Our determined admission number for 2026 is 60 pupils. As a school, we have taken the decision to request a variation with the Office of the Schools Adjudicator to move to one form of entry for September 2026, and if granted, the published admission number will be 30 pupils for the coming academic year. You may recall that we used a similar system in 2024 for our reception intake, which was limited to 30 (current year 1 children). We also propose to address our Sept 27 admission number.

Pre-empting this situation means that we are focusing on your children's education rather than the logistical problems that a falling birth rate causes for schools. By adjusting our size, we are ensuring long-term financial sustainability for the school. This focused approach allows us to maintain - and even enhance - our current excellent staffing levels and resources. We further believe that this will help to maintain our tight-knit school community.

Of course, we will maintain a clear view of the pupil numbers situation in the area, and should we need to adjust our strategy, we will ensure that we are meeting the needs of our local families.

We will be holding a meeting at school on Wednesday, 26 November at 6.30 pm, where we will be happy to present our ideas in person and answer any questions that you may have.

Please complete this [Google form](#) if you wish to attend the meeting so that we can make the necessary arrangements.

Best wishes,
Andy George, Headteacher

Please also find some Frequently Asked Questions which we have put together to help clarify understanding:

How will current pupils be impacted by this change?

- Current year groups remain the same, with a maximum of 30 pupils per class.

I have a younger child who I want to join the school, will they be impacted?

- The plans do not change the admissions process. Siblings remain the same priority in our admissions process.

Are other schools in Richmond in the same position?

Other local schools have already taken similar measures or are in the process of doing so for the September 2026 intake. Falling birth rates are a national issue. It has particularly hit schools in parts of London, where families have also left due to rising living costs. We have been working alongside other schools in the borough and with the Local Authority and Diocese to consider the best ways to manage this reduction, whilst continuing to provide the highest standard of education.

How does reducing the number joining Reception help the school?

- Schools are funded per pupil. We currently have to offer 60 places (two classes of 30 pupils). If we receive applications for more than 30 pupils, we must honour this and provide teachers, staff and equipment to support two classes. However, with smaller numbers applying, we get less funding overall and still have the same costs per year, which causes a deficit. By only offering 30 places, we are able to ensure we are effective in our use of funding.

What does Determined Admissions Arrangements mean?

The school admissions regulations require schools to publish their admission arrangements, including the minimum number of pupils they will admit into the normal year of entry. This helps the local authority with its school place planning duties. In order to reduce this to 30 places, we must go through a formal process.