

In-Year School Admissions Application Process from September 2024

This flowchart explains the in-year admission process for schools **within** the local authority's coordinated in-year admissions arrangements, from the point when you submit your application to when a school place is secured.

Incomplete applications, missing evidence and delayed responses may setback the processing of your application within published statutory timescales.

Your on-line application is received and imported on to the database from Parent Portal.

If you live in the Royal Borough of Greenwich, we will check our Council Tax records to confirm your address.

If you are not liable for Council Tax and/or live in another borough, you will need to provide proof of your address with your application.



Details confirmed

If we have been able to confirm your address and details of your child's current school, we will continue processing your application.



Details unconfirmed

If we have been unable to confirm your address or details of your child's current school, we will write to you to ask for the necessary documentation/information.



Once we have all the information required to process your application, we will write to you advising you of the outcome and where applicable, your right to appeal.





Where there are spaces available

You will receive an offer within 10-15 school days. This could either be for a preference school, or an allocation for the next closest school with a space. The school offered or allocated will be notified and will then contact you to make the necessary admission arrangements. This should be within 5 school days, (10 school days with exceptional circumstances), of the offer being made. Please note that you will need to provide the school with proof of your child's date of birth before your child can start.



Where there are no spaces available

We will write to you within 10 – 15 school days to advise you that we are unable to offer a preference school. We will include a list of own admission authority (OAA) schools (not within the LA's in-year coordinated admissions scheme), that may have spaces in the relevant year group, so that you can apply to them directly. If your child is out of school, you will be required to apply to those schools that may have spaces.

Parents must ensure that children of compulsory school age receive a suitable education for their age and ability.



School place secured

Once a school place has been secured, you will need to notify us so we can update our records accordingly.



School place not secured

If you have not been able to secure a place via the usual in-year admissions process, you must notify us as soon as possible so we are able to support you and ensure that your child secures a school place. This may include a referral through our Fair Access Protocol (FAP) if the criterion is met