

# Royal Borough of Greenwich

## Proposed School Admission Arrangements

*for*

## Community Nursery, Primary and Secondary Schools, including Sixth Form

*for entry from*

**2026/27**

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**I. Admission arrangements for nursery schools and nursery classes in primary schools**

*1.1 Introductions and general principles*

1.1.1 These arrangements apply to all local authority-maintained nursery schools and nursery classes in local authority-maintained primary schools.

1.1.2 There are four local authority-maintained nurseries and twenty-six local authority-maintained primary schools with nursery classes. Below is the list of all local authority-maintained nurseries and nursery classes in primary schools<sup>1</sup>.

Local authority-maintained nursery schools	Nursery classes in local authority-maintained primary schools
Abbey Wood	Cardwell
Pound Park	Charlton Manor
Rachel McMillan	Cherry Orchard
Robert Owen	Conway
	Discovery
	Ealdham
	Eglington
	Fossdene
	Gallions Mount
	Gordon
	Greenslade
	Haimo
	Henwick
	Heronsgate
	Invicta
	James Wolfe
	Linton Mead

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<sup>1</sup> De Lucy Primary School has not been included in the above list as they are in the process of converting to academy status effective in 2025.

	Meridian
	Middle Park
	Montbelle
	Morden Mount
	Mulgrave
	Plumcroft
	Sherington
	Thorntree
	Wyborne

- 1.1.3 All local-authority-maintained nursery schools and nursery classes in local-authority maintained primary schools offer the universal, funded, part-time (15 hours per week) early learning entitlement with some also offering 30 hours funded places for children who are eligible / working families. The universal offer is typically provided as, daily three-hour sessions in term-time for children aged between three and five years.
- 1.1.4 Free early learning provision is provided for eligible two-year olds at participating settings including some schools, from the term after a child's second birthday.
- 1.1.5 Royal Greenwich primary schools admit all children to reception classes in September. This may mean some nursery classes will also fill their places in September.
- 1.1.6 Children will not be admitted to a nursery class or nursery school before their third birthday, unless the school is providing places for eligible two-year olds.
- 1.1.7 If it is not possible to offer a child a place, a request can be made for the child's name to be placed on the waiting list. However, there is no formal appeals process.
- 1.1.8 All local authority-maintained nursery schools and nursery classes in local authority-maintained schools will admit children for entry in

accordance with the number of sessions/places available each year, if there are sufficient applications.

## *1.2 Nursery application process:*

- 1.2.1 Application for places at local authority-maintained nurseries or nursery classes in local authority-maintained primary schools are to be made directly to the nurseries or schools respectively.
- 1.2.2 Where fewer applicants than the number of sessions/places available are received, places will be offered to all those who have applied.
- 1.2.3 If there are more applicants than places available, the school will give priority in the order of the oversubscription criteria set out below.

## *1.3 Nursery oversubscription criteria*

- 1.3.1 Where there are more applicants than places available, places will be offered in accordance with the following criteria.

*(1) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted.*

### Definition:

*A 'looked after child' is a child who is in the care of an English local authority in accordance with section 22 (a) of the Children Act 1989. A looked after child is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.*

*A 'previously looked after child' is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.*

*A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

- (2) Children or their immediate family member with a chronic medical condition or social care need for a particular school.*

*Definition:*

*Chronic medical condition means a long term or persistent health condition requiring ongoing medical attention.*

*Social care need means a condition requiring one or some or all of physical, emotional, mental and social care support/intervention to help the individual live or achieve a fulfilled life. This also includes children and/or family members known to social services with a social worker assigned.*

*Rationale:*

*Royal Greenwich recognises that individual circumstances vary, and, in most cases, medical or social care needs can be met in any mainstream school. However, parents and carers with a specific medical or social care reason (as defined above) where they believe that these needs can be best met in a particular school will need to state this clearly in their application, providing all the following:*

- a) Evidence of the medical condition or social care need e.g., professional medical diagnosis or a statement from a medical or social care professional;*
- b) Reasons why the child should attend a particular school, stating the consequences for them or the family member if they have to attend an alternative school;*
- c) Where possible, documentation from the relevant professional, such as a health or social care professional (e.g., doctor or social worker), which supports your application for a named school on these grounds.*

Assessment:

*Applications under this criterion will be assessed by a Medical/Social Admissions Panel consisting of educational, medical, social care professionals, and experienced admissions officers from the local authority.*

*The panel will meet before offers are made and make decisions based on the individual merits of each case. Applications will be assessed against the following factors:*

- a) Whether there is overwhelming medical or social care evidence that the school applied for can best meet needs.*
  - b) Whether there are no alternative places elsewhere where the child's needs can equally be met.*
  - c) Whether the benefits of offering a place at the school applied for outweigh the disadvantages of not doing so for the child and/or their immediate family.*
- (3) Royal Greenwich children ranked according to home to school distance.*
- (4) Children living in other boroughs ranked according to home to school distance.*

How distance is measured:

*Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site.*

*In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation. Where a child has not received any early years provision and is nearing reception class age, the school may prioritise this child over a younger child.*

*Measurement will be according to a straight line from the centre of the child's home to the centre of the school site. The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of any benefits for the child (if applicable) and named on the child's passport, the address at which the child is registered with a GP, Community Nursing and an early years setting. However, this is not an exhaustive list, and all individual evidence will be taken into account. If the child's residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. For children who reside with a relative or carer other than a parent, a court order will be required.*



## 2. **Admission arrangements for primary schools**

### 2.1 *Introductions and general principles*

2.1.1 These arrangements apply to all local authority-maintained community primary schools.

2.1.2 There are 28<sup>2</sup> local authority-maintained community primary schools. Below is the list of community primary schools and their published admission numbers (PAN).

<b>Primary school</b>	<b>PAN</b>
Alexander McLeod	90
Cardwell	60
Charlton Manor	60
Cherry Orchard	30
Conway	60
<b>Discovery*</b>	<b>60</b>
Ealdham	60
Eglinton	60
Fossdene	30
Gallions Mount	60
Gordon	60
Greenslade	30
Haimo	60
Henwick	60
Heronsgate	90
Invicta	120
James Wolfe	120
Linton Mead	30
Meridian	30
Middle Park	60
<b>Montbelle*</b>	<b>45</b>
Morden Mount	60

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<sup>2</sup> De Lucy Primary School has not been included in the above list as they are in the process of converting to academy status effective in 2025.

Mulgrave	60
Plumcroft	150
Sherington	60
Thorntree	30
Wingfield	90
Wyborne	60

\* New PAN from September 2026 (Discovery reducing from 90 to 60 and Montebelle reducing from 60 to 45).

2.1.3 All community primary schools will admit pupils in accordance with their PAN each year if sufficient applications are received. Where the number of applications received is fewer than places available, all applicants will be admitted.

## 2.2 Primary planned admissions process

2.2.1 Point of admission: During the annual planned admissions round, all community primary schools will have a single point of entry into Reception in September. Parents and carers may defer entry of their child into Reception until the term following the child's fifth birthday. If the child's entry is deferred, the school will hold the Reception place and not offer it to another child. Please note that this only applies to the Reception year up until Easter as it is not permissible for summer born children to defer entry beyond this period; otherwise, they will need to re-apply for a place in Year 1. If you wish to defer your child's entry, you will need to confirm this with the primary school where your child has a Reception place. You also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

2.2.2 Coordinated admissions: Royal Greenwich will participate in the Pan-London Primary Co-ordinated Admissions Scheme. All community primary schools will participate in the co-ordinated admissions scheme for entry into Reception in September.

2.2.3 *Admission of children outside their normal age group:* Parents and carers who wish for their child to be educated outside their normal age group will need to make a request in writing **to the Head of Admissions by emailing [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)**. Supporting documentation, including a statement from the parent, may be provided to support such a request. Royal Borough of Greenwich will make a decision on such a request based on the individual merits of the case and in line with current DfE guidance. We will take into account parents and carers' views; information about the child's academic, social and emotional development; their medical history and the views of a medical professional, if applicable. The decision and how it was reached will be confirmed in writing. If a request is refused, there will be no formal right of appeal.

2.2.4 If there are more applicants than places available, the school will give priority in the order of the oversubscription criteria set out below.

### 2.3 *Primary oversubscription criteria*

2.3.1 After the admission of pupils with an education, health and care (EHC) plan<sup>3</sup> naming the school, if there are more applicants than places available priority will be given in the following order to:

- (1) *Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted.*

*Definition:*

*A 'looked after child' is a child who is in the care of an English local authority in accordance with section 22 (a) of the Children Act 1989. A looked after child is only considered as such if the local authority*

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<sup>3</sup> Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the SEND Assessment and Review Service, not under the mainstream schools' admission arrangements.

*confirms he or she will be in public care when he or she is admitted to a school.*

*A 'previously looked after child' is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.*

*A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

- (2) *Children or their immediate family member with a chronic medical condition or social care need for a particular school.*

*Definition:*

*'Chronic medical condition' means a long term or persistent health condition requiring ongoing medical attention.*

*Social care need means a condition requiring one or some or all of physical, emotional, mental and social care support/intervention to help the individual live or achieve a fulfilled life. This also includes children and/or family members known to social services with a social worker assigned.*

*Rationale:*

*Royal Greenwich recognises that individual circumstances vary, and, in most cases, medical or social care needs can be met in any mainstream school. However, parents and carers with a specific medical or social care reason (as defined above) where they believe that these needs can be best met in a particular school will need to state this clearly in their application, providing all the following:*

- d) Evidence of the medical condition or social care need e.g., professional medical diagnosis or a statement from a medical or social care professional;*

- e) *Reasons why the child should attend a particular school, stating the consequences for them or the family member if they have to attend an alternative school;*
- f) *Where possible, documentation from the relevant professional, such as a health or social care professional (e.g., doctor or social worker), which supports your application for a named school on these grounds.*

Assessment:

*Applications under this criterion will be assessed by a Medical/Social Admissions Panel consisting of educational, medical, social care professionals, and experienced admissions officers from the local authority.*

*The panel will meet before offers are made and make decisions based on the individual merits of each case. Applications will be assessed against the following factors:*

- d) *Whether there is overwhelming medical or social care evidence that the school applied for can best meet needs.*
  - e) *Whether there are no alternative places elsewhere where the child's needs can equally be met.*
  - f) *Whether the benefits of offering a place at the school applied for outweigh the disadvantages of not doing so for the child and/or their immediate family.*
- (3) *Children who have a sibling (brother or sister) living at the same address who will be attending the school at the time of the child's admission.*

Definition:

*'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step-brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.*

Refugee children living with a host family with a child/children attending the school will be considered under this criterion.

This does not include siblings attending a school's nursery provision.

**(4) Children of staff** *\*proposed new definition*

**Definition:**

**'Children of staff' means the children of a member staff employed directly by the school (and not through an agency) for two or more years at the time at which the application to the school is made and/or children of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

**Rationale and clarification:**

Paragraph 1.39 of the School Admissions Code 2021 allows admissions authorities to give priority to children of staff in the circumstances above.

The Council recognises that giving priority to children of staff in these circumstances may promote staff morale as well as recruitment and retention of staff to deliver subjects where there is a demonstrable skill shortage.

In line with paragraph 1.40 of the Code, requiring admissions authorities to specify how this priority will be applied; this criterion will only apply to children of a member staff employed directly by the school and who has been in employment for two or more years at the time of the application.

Staff members applying under this category must therefore provide the following in order to be considered:

- a) evidence of their relationship with the child; and

b) *a letter from the headteacher confirming that they have been employed at the school for a minimum of two years at the time at which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skill shortage.*

*For an application to be considered under this criterion, the child must be the staff member's natural or adopted child, who lives with them or their stepchild/ child of their cohabiting partner living with them at their home address or a child in the same household living with them at the same address at the date of their application for entry to the school.*

*Refugee children living with a member of staff will also be considered qualified under this criterion.*

*For the avoidance of doubt, a stepchild or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place at the school under this criterion.*

(5) *Other children ranked according to home to school distance.*

*How distance is measured:*

*Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site.*

*In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation.*

*If the last child to be offered a place is a twin or sibling from a multiple birth, the twin or multiple birth siblings will also be offered a place(s) as an excepted pupil.*

*The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of any benefits for the child (if applicable) and named on the child's passport, the address at which the child is registered with a GP and at early years or childcare provision. However, this is not an exhaustive list, and all individual evidence will be taken into account. If the child's residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. For young people who reside with a relative or carer other than a parent, a court order will be required.*

*In establishing the principal home address, we reserve the right to ask for further information (such as proof of the tenancy period) and to check records held within the Council and with external agencies. If a false address is given and an offer of a school place is made on the basis of that address, we reserve the right to withdraw the offer of a school place at any stage during the primary admissions process.*

#### **2.4 Clarity on children from multiple births in non-infant classes**

- 2.4.1 When an offer is made to a child from multiple births (twins, triplets, etc.) that is not in an infant class, and the school reaches its published admission number (PAN), a place will be offered to the twin or multiple birth sibling(s), even if doing so takes the school above its PAN.

#### **2.5 Additional arrangements for community primary schools on split sites**

##### **2.5.1 Heronsgate School:**

The school admits 30 children to the Royal Arsenal site and 60 children to the Thamesmead site. Admission decisions based on home to school distance are made using the main entrance to the Thamesmead site. If it



is possible to offer your child a place at Heronsgate, the school will decide which site your child will attend.

#### 2.5.2 Invicta School:

The school admits 60 children to the Benbow Street site and 60 children to the Invicta Road site. Admission decisions based on home to school distance are made using the main entrance to the school site nearest to the applicant's home address. If an applicant lives an equal distance from both sites, the site from which distance is measured will be decided by random allocation. Applicants applying under the distance criterion will not be considered for places at the site furthest from their home address.

#### 2.5.3 James Wolfe School:

Children in Reception, Years 1, 2 and 3 attend the Randall Place site. Children in Years 4, 5 and 6 attend the Royal Hill site. Admission decisions based on home to school distance are made using the main entrance to the former Greenwich Town Hall, Meridian House, Royal Hill (SE10).

#### 2.5.4 Plumcroft:

The school admits 90 children to the Plumcroft Road site and 60 children to the Vincent Road site. Admission decisions based on home to school distance are made using the school site nearest to the applicant's home address. If an applicant lives an equal distance from both sites, the site from which distance is measured will be decided by random allocation. Applicants applying under the distance criterion will not be considered for places at the site furthest from their home address.

### 2.6 Late applications during the primary co-ordinated planned round

2.6.1 All applications received after the relevant application closing date will be regarded as being late. Late applications will be considered after

those received on time. Late applications will be considered after all those applications received on time.

2.6.2 Applications received after the application closing date but before the relevant date specified by the Pan-London Coordinated Admissions Scheme for late with 'good cause' applications due to family or other circumstances which made it impossible to apply by the closing date will be treated as being late with 'good cause'. This may include new arrivals into the UK and applicants who may have experienced bereavement or sickness or have learning/language barriers. Please note that this is not an exhaustive list, and all individual evidence will be taken into account. Appropriate evidence of the circumstances will be required for such applications to be accepted as being late with 'good cause'.

2.6.3 Applications accepted as being late with 'good cause' will be treated as if they were received on time and parents, or carers will receive the outcome of their application on primary National Offer Day.

2.6.4 Applications will not be treated as being late with 'good cause' if:

- a. Received after the relevant date specified by the Pan-London Coordinated Admissions Scheme for late 'with good' cause applications.
- b. Received before the relevant date set for late with 'good cause' applications but the reason given for being late relates to not knowing the process, having forgotten or any other similar reasons.

## 2.7 Primary in-year admissions process

2.7.1 Royal Borough of Greenwich being the admissions authority for community primary schools will be responsible for the in-year admissions process of all community primary schools in the borough.

2.7.2 Royal Borough of Greenwich will co-ordinate the in-year admissions process for all academy primary schools in the borough. Academy trusts of academy primary schools remain responsible for determining the admissions arrangements for the schools within their trusts and for

ensuring that their admissions arrangements comply with the mandatory provisions of the School Admissions Code 2021.

2.7.3 Parents wishing to make an in-year application to community primary and academy schools will need to do so by completing the Greenwich's primary in-year admission Common Application Form (CAF), which is available online through [Royal Greenwich In-Year Admissions Portal](#).

2.7.4 When an in-year application is made for a place at a community primary school and there are more applicants than places available, a place will be offered in accordance with the primary oversubscription criteria set out in paragraph 2.3 above.

2.7.5 When an in-year application is made for a place at an academy primary school, and there are more applicants than places available, a place will be offered in accordance with the school's oversubscription criteria as determined by the academy trust responsible for the school.

2.7.6 In-year applications for faith-based and foundation primary schools in the borough will be the responsibility of the respective governing bodies. Parents wishing to make an in-year application to primary faith-based and foundation schools will need to apply directly to the schools.

## 2.8 Primary waiting lists

2.8.1 Primary waiting lists will be maintained in the same order as the oversubscription criteria. Priority will not be given on the basis of when a child's name was added to the list or whether an offer of an alternative school has been accepted.

2.8.2 Parents will have the right to have their child's name added to or withdrawn from the waiting list of any community primary school at any time during the academic year.

**2.8.3 Each time a child's name is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria.** Waiting lists will be maintained for the entire academic year.

## 2.9 Primary appeals

2.9.1 All applicants refused a place will have the right to appeal to an independent appeals panel constituted and operated in accordance with the School Admission Appeals Code 2022 and the School Standards and Framework Act 1998.

2.9.2 Appellants should contact [school-appeals@royalgreenwich.gov.uk](mailto:school-appeals@royalgreenwich.gov.uk) for information on how to appeal. Information on the timetable for the appeals process is on [www.royalgreenwich.gov.uk/admissions](http://www.royalgreenwich.gov.uk/admissions).

### 3. **Admission arrangements for secondary schools**

#### 3.1 Introductions and general principles

3.1.1 These arrangements apply to all local authority-maintained community secondary schools.

3.1.2 There are three local authority-maintained community secondary schools. Below is the list of community secondary schools and their published admission numbers (PAN).

<i>Secondary school</i>	<i>PAN</i>
Eltham Hill School	225
Plumstead Manor School	240
Thomas Tallis School	270

3.1.3 All community secondary schools will admit pupils in accordance with their PAN each year if sufficient applications are received. Where the number of applications received is fewer than places available, all applicants will be admitted.

#### 3.2 Secondary application process

3.2.1 Point of admission: During the annual planned admissions round, all community secondary schools will have a single point of entry into Year 7 in September.

3.2.2 Coordinated admissions: Royal Greenwich will participate in the Pan-London Secondary Co-ordinated Admissions Scheme. All community secondary schools will participate in the annual co-ordinated admissions scheme for entry into Year 7 in September.

3.2.3 Admission of children outside their normal age group: Parents and carers who wish for their child to be educated outside their normal age group will need to make a request in writing **to the Head of Admissions by emailing [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)**. Supporting

documentation including a statement from the parent, may be provided to support such a request. Royal Borough of Greenwich will make a decision on such a request based on the individual merits of the case and in line with current DfE guidance. We will take into account parents and careers' views; information about the child's academic, social and emotional development; their medical history and the views of a medical professional, if applicable. The decision and how it was reached will be confirmed in writing. If the decision is against your request, there will be no formal right of appeal.

3.2.4 If there are more applicants than places available, priority will be given in the order of the oversubscription criteria set out below.

### 3.3 Secondary oversubscription criteria

3.3.1 After the admission of pupils with an education, health and care plan naming the school, if there are more applicants than places available priority will be given in the following order to:

(1) *Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted.*

Definition:

*A 'looked after child' is a child who is in the care of an English local authority in accordance with section 22 (a) of the Children Act 1989. A looked after child is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.*

*A 'previously looked after child' is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.*

*A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

- (2) Children or their immediate family member with a chronic medical condition or social care need for a particular school.*

*Definition:*

*Chronic medical condition means a long term or persistent health condition requiring ongoing medical attention.*

*Social care need means a condition requiring one or some or all of physical, emotional, mental and social care support/intervention to help the individual live or achieve a fulfilled life. This also includes children and/or family members known to social services with a social worker assigned.*

*Rationale:*

*Royal Greenwich recognises that individual circumstances vary, and, in most cases, medical or social care needs can be met in any mainstream school. However, parents and carers with a specific medical or social care reason (as defined above) where they believe that these needs can be best met in a particular school will need to state this clearly in their application, providing all the following:*

- a) Evidence of the medical condition or social care need e.g., professional medical diagnosis or a statement from a medical or social care professional;*
- b) Reasons why the child should attend a particular school, stating the consequences for them or the family member if they have to attend an alternative school;*
- c) Where possible, documentation from the relevant professional, such as a health or social care professional (e.g., doctor or social worker), which supports your application for a named school on these grounds.*

Assessment:

*Applications under this criterion will be assessed by a Medical/Social Admissions Panel consisting of educational, medical, social care professionals, and experienced admissions officers from the local authority.*

*The panel will meet before offers are made and make decisions based on the individual merits of each case. Applications will be assessed against the following factors:*

- a) Whether there is overwhelming medical or social care evidence that the school applied for can best meet needs.*
  - b) Whether there are no alternative places elsewhere where the child's needs can equally be met.*
  - c) Whether the benefits of offering a place at the school applied for outweigh the disadvantages of not doing so for the child and/or their immediate family.*
- (3) Children who have a sibling (brother or sister) living at the same address who will be attending the school at the time of the child's admission.*

Definition:

*'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.*

*Refugee children living with a host family with a child/children attending the school will be considered under this criterion.*

*This does not include siblings attending a school's sixth-form provision.*



**(6) Children of staff** *\*proposed new definition*

**Definition:**

**'Children of staff' means the children of a member staff employed directly by the school (and not through an agency) for two or more years at the time at which the application to the school is made and/or children of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

**Rationale and clarification:**

*Paragraph 1.39 of the School Admissions Code 2021 allows admissions authorities to give priority to children of staff in the circumstances above.*

*The Council recognises that giving priority to children of staff in these circumstances may promote staff morale as well as recruitment and retention of staff to deliver subjects where there is a demonstrable skill shortage.*

*In line with paragraph 1.40 of the Code, requiring admissions authorities to specify how this priority will be applied; this criterion will only apply to children of a member staff employed directly by the school and who has been in employment for two or more years at the time of the application.*

*Staff members applying under this category must therefore provide the following in order to be considered:*

- c) evidence of their relationship with the child; and*
- d) a letter from the headteacher confirming that they have been employed at the school for a minimum of two years at the time at*

*which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skill shortage.*

*For an application to be considered under this criterion, the child must be the staff member's natural or adopted child, who lives with them or their stepchild/ child of their cohabiting partner living with them at their home address or a child in the same household living with them at the same address at the date of their application for entry to the school.*

*Refugee children living with a member of staff will also be considered qualified under this criterion.*

*For the avoidance of doubt, a stepchild or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place at the school under this criterion.*

- (4) Other children ranked according to home to school distance.*

*How distance is measured:*

*Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site.*

*In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation.*

*The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of any benefits for the child (if applicable) and named on the child's passport, the address at which the child is registered with a GP and at primary school. However, this is not an*

*exhaustive list, and all individual evidence will be taken into account. If the child's residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. For young people who reside with a relative or carer other than a parent, a court order will be required.*

*In establishing the principal home address, we reserve the right to ask for further information (such as proof of the tenancy period) and to check records held within the Council and with external agencies. If a false address is given and an offer of a school place is made on the basis of that address, we reserve the right to withdraw the offer of a school place at any stage during the secondary admissions process.*

### 3.4 Clarity on children from multiple births

3.4.1 For all criteria above, if an offer made to a child from multiple births (twins, triplets, etc.) will make the school reach its published admission number (PAN), a place will be offered to the twin or multiple birth sibling, even if doing so takes the school above its PAN.

### 3.5 Late applications during the secondary co-ordinated planned round

3.5.1 All applications received after the relevant application closing date will be regarded as being late. Late applications will be considered after those received on time. Late applications will be considered after all those applications received on time.

3.5.2 Applications received after the relevant closing date but before the relevant date specified by the Pan-London Coordinated Admissions Scheme for late with 'good cause' applications due to family or other circumstances which made it impossible to apply by the closing date will be treated as being late with 'good cause'. This may include new arrivals into the UK and applicants who may have experienced bereavement or sickness or have learning/language barriers. Appropriate evidence of the

circumstances will be required for such applications to be accepted as being late with 'good cause'.

3.5.3 Applications accepted as being late with 'good cause' will be treated as if they were received on time and parents, or carers will receive the outcome of their application on secondary National Offer Day.

3.5.4 Applications will not be treated as being late with 'good cause' if:

- a. Received after the relevant date specified by the Pan-London Coordinated Admissions Scheme for late 'with good' cause applications.
- b. Received before the relevant date set for late with 'good cause' applications but the reason given for being late relates to not knowing the process, having forgotten or any other similar reasons.

### 3.6 Secondary in-year admissions process

3.6.1 Royal Borough of Greenwich being the admissions authority for community secondary schools will be responsible for the in-year admissions process of all community secondary schools in the borough.

3.6.2 Parents wishing to make an in-year application to community secondary schools will need to do so by completing the Greenwich's secondary in-year admission Common Application Form (CAF), which is available online through [Royal Greenwich In-Year Admissions Portal](#).

3.6.3 When an in-year application is made for a place at a community secondary school and there are more applicants than places available, a place will be offered in accordance with the secondary oversubscription criteria set out in paragraph 3.3 above.

3.6.4 In-year applications for academy and faith-based secondary schools in the borough will be the responsibility of the respective responsible bodies. Parents wishing to make an in-year application to secondary

academy and faith-based schools will need to apply directly to the schools.

### 3.7 Secondary waiting lists

- 3.7.1 Secondary waiting lists will be maintained in the same order as the oversubscription criteria. Priority will not be given on the basis of when a child's name was added to the list or whether an offer of an alternative school has been accepted.
- 3.7.2 Parents will have the right to have their child's name added to or withdrawn from the waiting list of any community secondary school at any time during the academic year.
- 3.7.3 **Each time a child's name is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria.** Waiting lists will be maintained for the entire academic year.

### 3.8 Secondary appeals

- 3.8.1 All applicants refused a place will have the right to appeal to an independent appeals panel constituted and operated in accordance with the School Admission Appeals Code 2022 and the Schools Standards and Framework Act 1998.
- 3.8.2 Appellants should contact [school-appeals@royalgreenwich.gov.uk](mailto:school-appeals@royalgreenwich.gov.uk) for information on how to appeal. Information on the timetable for the appeals process is on [www.royalgreenwich.gov.uk/admissions](http://www.royalgreenwich.gov.uk/admissions).

#### **4. Admission arrangements for sixth-form places**

##### **4.1 *Introductions and general principles***

4.1.1 These arrangements apply to all local authority-maintained community secondary school-based sixth-form centres.

4.1.2 All 16 to 19 year olds who live in Royal Greenwich or attend a Royal Greenwich school have the right to attend a Sixth-form centre which offers the course of study they wish to follow, provided that:

- a) They meet the entry requirements and,
- b) They enter a Learning Agreement which is mutually acceptable to both the student and the sixth-form centre they have chosen.

4.1.3 Other applicants who meet these two conditions are also welcomed to apply and will be offered places where possible.

4.1.4 The following planned admission limits will apply for each school-based Sixth-form centre. Where the centre is part of a host school, these admission limits will be for new applications i.e., from students entering Year 12 who are not transferring from the school's own Year 11 cohort.

<i>Secondary school-based centres</i>	<i>Admission limit for new applications</i>
Eltham Hill School	50
Plumstead Manor School	180
Thomas Tallis School	150

##### **4.2 *Sixth-form places oversubscription criteria***

4.2.1 In terms of admission to courses at sixth-form centres for students who meet the general conditions for entry (as set out above), the following priorities will apply:

- (1) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted.

Definition:

*A 'looked after child' is a child who is in the care of an English local authority in accordance with section 22 (a) of the Children Act 1989. A looked after child is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.*

*A 'previously looked after child' is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.*

*A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

- (2) If there are more applicants for particular courses at any centre than there are places available on that course, priority will be given in the following order, to:
- a) *Where the centre is part of a school, students in Year 11 at that school.*
  - b) *Students who attend another Royal Greenwich secondary school.*
  - c) *Students or their immediate family member with a chronic medical condition or social care need that can only be met if the student attends a particular Sixth-form centre. Applicants need to set out the reasons why the school can best meet needs and the implications for the child or immediate family member if a place was not obtained at the Sixth-form centre. Evidence of the condition or need must be submitted with the application, such as a letter from a registered health professional or practitioner i.e., a doctor or social worker.*

Definition:

*Chronic medical condition means a long term or persistent health condition requiring ongoing medical attention.*

*Social care need means a condition requiring one or some or all of physical, emotional, mental and social care support/intervention to help the individual live or achieve a fulfilled life. This also includes children and/or family members known to social services with a social worker assigned.*

*Rationale:*

*Royal Greenwich recognises that individual circumstances vary, and, in most cases, medical or social care needs can be met in any mainstream school. However, parents and carers with a specific medical or social care reason (as defined above) where they believe that these needs can be best met in a particular school will need to state this clearly in their application, providing all the following:*

- I. Evidence of the medical condition or social care need e.g., professional medical diagnosis or a statement from a medical or social care professional;*
- II. Reasons why the child should attend a particular school, stating the consequences for them or the family member if they have to attend an alternative school;*
- III. Where possible, documentation from the relevant professional, such as a health or social care professional (e.g., doctor or social worker), which supports your application for a named school on these grounds.*

*Assessment:*

*Applications under this criterion will be assessed by a Medical/Social Admissions Panel consisting of educational, medical, social care professionals, and experienced admissions officers from the local authority.*

*The panel will meet before offers are made and make decisions based on the individual merits of each case. Applications will be assessed against the following factors:*



- I. Whether there is overwhelming medical or social care evidence that the school applied for can best meet needs.
  - II. Whether there are no alternative places elsewhere where the child's needs can equally be met.
  - III. Whether the benefits of offering a place at the school applied for outweigh the disadvantages of not doing so for the child and/or their immediate family.
- d) Students based on home to school distance.

How distance is measured:

Distance from home to the sixth-form centre is measured as a straight line from the centre of the home address to the centre of the school site. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two or more applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation.

The home address is considered to be where the young person resides as their only or principal residence. Proof of liability for Council Tax will be required. If the young person resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of any benefits for the young person (if applicable), named as the primary contact on the young person's passport, the address at which the young person is registered with a GP and at secondary school. However, all evidence will be taken into account. If the young person's residence is not split equally between both parents, then the address used will be the address where the young person spends the majority of the school week. For young people who reside with a relative or carer other than a parent, a court order will be required.

In establishing the principal home address, we reserve the right to ask for further information (such as proof of the tenancy period) and to check records held within the Council and with external agencies. If a false address is given and an offer of a school place is made on the

*basis of that address, we reserve the right to withdraw the offer of a school place at any stage during the sixth-form admissions process.*

#### 4.3 Sixth-form waiting lists

- 4.3.1 Sixth-form waiting lists will be maintained in the same order as the oversubscription criteria. Priority will not be given on the basis of when a child's name was added to the list or whether an offer of an alternative school has been accepted.
- 4.3.2 Parents will have the right to have their child's name added to or withdrawn from the waiting list of any sixth-form centre in community secondary schools at any time during the academic year.
- 4.3.3 **Each time a child's name is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria.** Waiting lists will be maintained for the entire academic year.

#### 4.4 Admission of children outside their normal age group

- 4.4.1 An application for a school place in the child's chronological year group should still be made. Any request for a young person to be educated outside their normal age group must be made separately in writing **to the Head of Admissions by emailing [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)**. Supporting documentation may be provided to support such a request.
- 4.4.2 A decision will be based on the individual merits of the case, taking account of parental views; information about the child's academic, social and emotional development; their medical history and the views of a medical professional, if applicable, and whether they have previously been educated outside their normal age group. The views of senior staff within the school and other professionals will also be taken into account. The decision and how it was reached will be confirmed in writing. There is no formal right of appeal.

#### 4.5 Sixth-form appeals

- 4.5.1 All applicants refused a place will have the right to appeal to an independent appeals panel constituted and operated in accordance with the School Admission Appeals Code 2022 and the Schools Standards and Framework Act 1998.
- 4.5.2 Appellants should contact [school-appeals@royalgreenwich.gov.uk](mailto:school-appeals@royalgreenwich.gov.uk) for information on how to appeal. Information on the timetable for the appeals process is on [www.royalgreenwich.gov.uk/admissions](http://www.royalgreenwich.gov.uk/admissions).