

## **Royal Greenwich's arrangements for community and voluntary controlled nursery, primary and secondary schools and Post 16 admissions for entry from 2020/21**

### **Nursery schools and nursery classes in primary schools**

If there are more applicants than places available, the school will give priority in the following order:

(1) Looked after children and previously looked after children who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having been looked after.

A 'looked after child' is a child who is in the care of a local authority, including foster care.

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

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 school. 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.

(3) Royal Greenwich children ranked according to home to school distance.

(4) Children living in other boroughs ranked according to home to school distance.

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 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.

### **Admissions process**

The universal 15 hours early years free entitlement for 3 and 4 year olds includes an extended entitlement of up to 30 hours for eligible working families. Families that do not qualify for the 30 hours will still be eligible for the existing universal 15 hours.

Applications to nursery schools or classes are made direct to the school.

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.

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.

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.

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.

### **Primary schools**

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 who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having been looked after.

A 'looked after child' is a child who is in the care of an English or Welsh local authority, including foster care.

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

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 school. 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.

(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.

Sibling means a full, half, step brother or sister. This does not include siblings attending a school's nursery provision.

(4) Other children based on home to school distance.

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 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.

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.

### **Additional arrangements for schools on split sites**

#### ***Bannockburn School***

Children in Reception, Years 1 and 2 attend the High Street site. Children in Years 3, 4, 5 and 6 attend the Manor Way site. Admission decisions based on home to school distance are made using the main entrance to the High Street site.

#### ***Heronsgate School***

The school admits 30 children to the Royal Arsenal site and 90 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.

#### ***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. As the Benbow Street site

will be opening on a phased basis i.e. the site will only have Reception, Year 1, 2, 3, 4 and 5 classes in September 2020, these arrangements do not apply to children in older year groups.

### ***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).

### ***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. As the Vincent Road site is being opened on a phased basis i.e. the site will only have Reception, Year 1 and 2 classes in September 2020, these arrangements do not apply to children in older year groups.

### **Point of admission**

All schools in Royal Greenwich have a single point of entry and admit children in September.

Parents and carers may defer entry until the term following the child's fifth birthday. If the child's entry is deferred, the school must hold the reception place and not offer it to another child.

### **Co-ordinated admissions**

Royal Greenwich will participate in the Pan-London Primary Co-ordinated Admissions Scheme.

### **Waiting lists**

Waiting lists are maintained in the same order as the published admission criteria. Priority is not 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. Waiting lists are maintained for the entire academic year.

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

Any request for a child to be educated outside their normal age group must be put in writing. Supporting documentation may be provided to support such a request. A decision will be based on the individual merits of the case. The decision and how it was reached will be confirmed in writing. There is no formal right of appeal.

## **Appeals**

Parents and carers have the right to appeal against the decision not to offer the child a place at any of the schools applied for. Appeals will be heard by an independent appeals panel in accordance with the School Standards and Framework Act 1998.

## **Published admission number (PAN)**

<b><i>Primary school</i></b>	<b><i>Published admission number</i></b>
Alexander McLeod	90
Bannockburn	120
Boxgrove	60
Cardwell	60
Charlton Manor	60
Cherry Orchard	30
Conway	60
De Lucy	90
Discovery	90
Ealdham	60
Eglinton	60
Fossdene	60
Gallions Mount	60
Gordon	60
Greenslade	30
Haimo	60
Henwick	60
Heronsgate	120
Invicta	120
James Wolfe	120
Kidbrooke Park	60
Linton Mead	60
Meridian	30
Middle Park	60
Montbelle	60
Morden Mount	60
Mulgrave	60

Plumcroft	150
Sherington	60
Thorntree	30
Wingfield	90
Wyborne	60

## **Secondary schools**

Each secondary school will have a fixed total number of places for its Year 7 intake. 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 who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having been looked after.

A 'looked after child' is a child who is in the care of an English or Welsh local authority, including foster care.

(2) Children or their immediate family member with a chronic medical condition or social care need that can only be met if a child attends a particular school.

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 school. 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.

(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.

Sibling means a full, half, step brother or sister. This does not include siblings attending a school's sixth form provision.

(4) Other children based on home to school distance.

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 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 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 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.

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.

### **Co-ordinated admissions**

Royal Greenwich will participate in the Pan-London Secondary Co-ordinated Admissions Scheme.

### **Waiting lists**

Waiting lists are maintained in the same order as the published admission criteria. Priority is not 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.

Waiting lists are maintained for the entire academic year.

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

Any request for a child to be educated outside their normal age group must be put in writing. Supporting documentation may be provided to support such a request. A decision will be based on the individual merits of the case. The decision and how it was reached will be confirmed in writing. There is no formal right of appeal.

### **Appeals**



Parents and carers have the right to appeal against the decision not to offer the child a place at any of the schools applied for. Appeals will be heard by an independent appeals panel in accordance with the School Standards and Framework Act 1998.

### **Published admission number (PAN)**

<b>Secondary school</b>	<b>Published admission number</b>
Eltham Hill School	180
The John Roan	210
Plumstead Manor School	240
Thomas Tallis School	270

### **Post-16**

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

- i) They meet the entry requirements and,
- ii) They enter a Learning Agreement which is mutually acceptable to both the student and the Post 16 centre they have chosen.

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

The following planned admission limits apply for each school-based Post 16 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.

### **Admissions limit**

<b>School-based centres</b>	<b>Admissions limit for new applications</b>
Eltham Hill School	50
The John Roan	100
Plumstead Manor School	180
Thomas Tallis School	150

In terms of admission to courses at Post 16 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 who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having been looked after.

A 'looked after child' is a child who is in the care of an English or Welsh local authority, including foster care.

(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 Post 16 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 Post 16 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.
- d) Students based on home to school distance.

Distance from home to the Post 16 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 Post 16 admissions process.

### **Waiting lists**

Waiting lists are maintained in the same order as the published admission criteria. Priority is not 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.

Waiting lists are maintained for the entire academic year.

### **Appeals**

Unsuccessful applicants for places at a Post 16 centre will be informed of their right of appeal. All appeals against the decision to refuse a place in a Post 16 centre are considered by an independent appeal panel in accordance with the School Standards and Framework Act 1998.

## **Pan-London Co-ordinated Admissions System**

### Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide”	the document issued annually to participating LA setting out the operational procedures of the Scheme.
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
“the Home LA”	the LA in which the applicant/parent/carer is resident.
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA.
“the Local Admission System	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating LAs.
“the London admissions portal”	the common online application system used by the 33 London LAs and Surrey County Council.
“the maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA.
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating

arrangements for the admission of children to maintained primary schools and academies.

## **Template LA Scheme for Co-ordination of Admissions to Reception in 2020/21**

### **Applications**

1. Applications from residents of Royal Greenwich LA will be made on Royal Greenwich LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule I to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Royal Greenwich LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Royal Greenwich LA will take all reasonable steps to ensure that every parent/carer who is resident in Royal Greenwich LA and has a child in their last year of primary education within a maintained school or academy, either in Royal Greenwich LA or any other maintaining LA, is informed how they can access Royal Greenwich LA's composite prospectus and apply online. The composite prospectus will also be accessible to parents/carers who do not live in Royal Greenwich LA, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Royal Greenwich LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Royal Greenwich LA, Royal Greenwich LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.

4. Where supplementary information forms are used by admission authorities in Royal Greenwich LA, they will be available on Royal Greenwich LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Royal Greenwich LA's composite prospectus and website will indicate which schools in Royal Greenwich LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Royal Greenwich LA receives a supplementary information form, Royal Greenwich LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Royal Greenwich LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Royal Greenwich LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Royal Greenwich LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against Royal Greenwich's Council Tax records and the further investigation of any discrepancy. Where Royal Greenwich LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2020**.
9. Royal Greenwich LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **5 February 2020**.

10. Royal Greenwich LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2020**.

### Processing

11. Applicants resident within Royal Greenwich LA must return the Common Application Form, which will be available and able to be submitted on-line, to Royal Greenwich LA by **15 January 2020**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Royal Greenwich LA's scheme, will be up-loaded to the PLR by **5 February 2020**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Royal Greenwich LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3B, will determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
14. Royal Greenwich LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Royal Greenwich LA will forward the details to maintaining LAs via the PLR as they are received. Royal Greenwich LA will accept late applications which are considered to be on time if they are received by **10 February 2020** where family or other circumstances made it impossible to apply by the closing date.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 February 2020**.



17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **10 February 2020**, on the basis that an on-time application already exists within the Pan-London system.
18. Royal Greenwich LA will participate in the application data checking exercise scheduled between **12 and 26 February 2020** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Royal Greenwich LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Royal Greenwich LA have provided a list of applicants in criteria order to Royal Greenwich LA, Royal Greenwich LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
20. Royal Greenwich LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Royal Greenwich LA's area before uploading data to the PLR.
21. Royal Greenwich LA will upload the highest potential offer available to an applicant for a maintained school or academy in Royal Greenwich LA to the PLR by **20 March 2020**. The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.
22. The LAS of Royal Greenwich LA will eliminate, as a home LA, all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **27 March 2020** if this is sooner.

23. Royal Greenwich LA will not make an additional offer between the end of the iterative process and the **16 April 2020** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Royal Greenwich LA, Royal Greenwich LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Royal Greenwich LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Royal Greenwich LA will accept that the applicant(s) affected might receive a multiple offer.
25. Royal Greenwich LA will participate in the offer data checking exercise scheduled between **30 March and 9 April 2020** in the Pan-London timetable in Schedule 3B.
26. Royal Greenwich LA will send a file to the eadmissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2020** (33 London LAs & Surrey only).

#### Offers

27. Royal Greenwich LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. Places will be allocated on the basis of home/school distance. The allocated school will be the nearest school that still has a vacancy after offers have been made.
28. Royal Greenwich LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the home LA or in other participating LAs.

29. Royal Greenwich LA's outcome letter will include the information set out in Schedule 2.
30. Royal Greenwich LA will, on **16 April 2020**, send by first class post notification of the outcome to resident applicants.
31. Royal Greenwich LA will provide nursery and primary schools with destination data of its resident applicants by the end of the summer term 2020.

#### Post Offer

32. Royal Greenwich LA will request that resident applicants accept or decline the offer of a place by **30 April 2020**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Royal Greenwich LA accepts or declines a place in a school maintained by another LA by **30 April 2020**, Royal Greenwich LA will forward the information to the maintaining LA by **7 May 2020**. Where such information is received from applicants after **30 April 2020**, Royal Greenwich LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Royal Greenwich LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Royal Greenwich LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Royal Greenwich LA's area, the admission authority will inform Royal Greenwich LA of a potential offer, in order that the offer may be made by the home LA.

37. When acting as a maintaining LA, Royal Greenwich LA will inform the home LA, where different, of an offer for a maintained school or Academy in Royal Greenwich LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
38. When acting as a maintaining LA, Royal Greenwich LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Royal Greenwich LA will offer a place at a maintained school or academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when Royal Greenwich LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Royal Greenwich LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
41. When acting as a home LA, when Royal Greenwich LA has agreed to a change of preferences or preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, Royal Greenwich LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining LA, Royal Greenwich LA will accept a change of preferences or preference order (including re-instated or additional preferences) from home LAs for maintained schools and academies in its area.
44. Royal Greenwich, when acting as a maintaining LA, will automatically add an applicant's name to the waiting list for any school listed as a higher preference than the school offered. Waiting lists are maintained in

admission criteria order. Any places that become available will be offered to the child ranked highest on the list. Waiting lists will be maintained until the end of the 2020/21 academic year.

45. Royal Greenwich, when acting as a home LA, will make further offers of any places which become available after National Offer Day from **1 May 2020**.
46. After preferences expressed in accordance with paragraph 7 above have been determined, Royal Greenwich, when acting as a home LA, will consider all additional preferences expressed by applicants before the start of the school term. The number of additional preferences will be unrestricted.

### **Template Scheme for Co-ordination of Admissions to Year 7 in 2020/21**

#### **Applications**

1. Royal Greenwich LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Royal Greenwich LA will be made on Royal Greenwich LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Royal Greenwich LA to enable the admission authorities in Royal Greenwich LA's area to apply their published oversubscription criteria.
3. Royal Greenwich LA will take all reasonable steps to ensure that every parent/carer who is resident in Royal Greenwich LA and has a child in their last year of primary education within a maintained school or academy, either in Royal Greenwich LA or any other maintaining

LA, is informed how they can access Royal Greenwich LA's composite prospectus and apply online. The composite prospectus will also be accessible to parents/carers who do not live in Royal Greenwich LA, which will advise parents/carers to contact their home LA if they are unable to apply online.

4. The admission authorities within Royal Greenwich LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Royal Greenwich LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Royal Greenwich LA, they will be available on Royal Greenwich LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Royal Greenwich LA's composite prospectus and website will indicate which schools in Royal Greenwich LA require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Royal Greenwich LA receives a supplementary information form, Royal Greenwich LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. Applicants will be able to express a preference for six maintained secondary schools or academies within and/or outside the home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Royal Greenwich LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Royal Greenwich LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order

that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. Royal Greenwich LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Royal Greenwich's Council Tax records and the further investigation of any discrepancy. Where Royal Greenwich LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2019**.
10. Royal Greenwich LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **13 November 2019**.
11. Royal Greenwich LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **13 November 2019**.

#### Processing

12. Applicants residing within Royal Greenwich LA must return the Common Application Form, which will be available and able to be submitted on-line, to Royal Greenwich LA by **31 October 2019**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Royal Greenwich LA's scheme, will be up-loaded to the PLR by **13 November 2019**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. Royal Greenwich LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, will determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Royal Greenwich LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Royal Greenwich LA will forward the details to maintaining LAs via the PLR as they are received. Royal Greenwich LA will accept late applications which are considered to be on time if they are received by **12 December 2019** where family or other circumstances made it impossible to apply by the closing date.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 December 2019**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 December 2019**, on the basis that an on-time application already exists within the Pan-London system.
19. Royal Greenwich LA will participate in the application data checking exercise scheduled between **16 December 2019 and 2 January 2020** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Royal Greenwich LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Royal Greenwich LA have provided a list of applicants in criteria order to Royal Greenwich LA, Royal Greenwich LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.



21. Royal Greenwich LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in in Royal Greenwich LA before uploading data to the PLR.
22. Royal Greenwich LA will upload the highest potential offer available to an applicant for a maintained school or academy in Royal Greenwich LA to the PLR by **3 February 2020**. The PLR will transmit the highest potential offer specified by the maintaining LA to the home LA.
23. The LAS of Royal Greenwich LA will eliminate, as a home LA, all but the highest ranked offer where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **14 February 2020** if this is sooner.
24. Royal Greenwich LA will not make an additional offer between the end of the iterative process and **2 March 2020** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Royal Greenwich, Royal Greenwich LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Royal Greenwich LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Royal Greenwich LA will accept that the applicant(s) affected might receive a multiple offer.
26. Royal Greenwich LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2020** in the Pan-London timetable in Schedule 3A.

27. Royal Greenwich LA will send a file to the eadmissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2020** (33 London LAs & Surrey only).

### Offers

28. Royal Greenwich LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. Places will be allocated on the basis of home/school distance. The allocated school will be the nearest school that still has a vacancy after offers have been made.
29. Royal Greenwich LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the home LA or in other participating LAs.
30. Royal Greenwich LA's outcome letter will include the information set out in Schedule 2.
31. On **2 March 2020**, Royal Greenwich LA will send by first class post notification of the outcome to resident applicants.
32. Royal Greenwich LA will provide primary schools with destination data of its resident applicants by the end of the summer term 2019.

### Post Offer

33. Royal Greenwich will request that resident applicants accept or decline the offer of a place by **15 March 2019**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Royal Greenwich LA accepts or declines a place in a school within the area of another LA by **15**

**March 2019**, Royal Greenwich LA will forward the information to the maintaining LA by **22 March 2019**. Where such information is received from applicants after **15 March**, Royal Greenwich LA will pass it to the maintaining LA as it is received.

35. Where a place becomes available in an oversubscribed maintained school or academy in Royal Greenwich LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Royal Greenwich LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Royal Greenwich LA's area, the admission authority will inform Royal Greenwich LA of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Royal Greenwich LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Royal Greenwich LA will offer a place at a maintained school or academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when Royal Greenwich LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Royal Greenwich LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
41. When acting as a home LA, when Royal Greenwich LA has agreed to a change of preferences or preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.

42. When acting as a maintaining LA, Royal Greenwich LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining LA, Royal Greenwich LA will accept a change of preferences or preference order (including re-instated or additional preferences) from home LAs for maintained schools and academies in its area.
44. Royal Greenwich, when acting as a maintaining LA, will automatically add an applicant's name to the waiting list for any school listed as a higher preference than the school offered. Waiting lists are maintained in admission criteria order. Any places that become available will be offered to the child ranked highest on the list. Waiting lists will be maintained until the end of the 2020/21 academic year.
45. Royal Greenwich, when acting as a home LA, will make further offers of any places which become available after National Offer Day from **17 March 2020**.
46. After preferences expressed in accordance with paragraph 7 above have been determined, Royal Greenwich, when acting as a home LA, will consider all additional preferences expressed by applicants before the start of the school term. The number of additional preferences will be unrestricted.

## **SCHEDULE I**

### **Minimum Content of Common Application Form for Admissions to Reception and Year 7 in 2020/21**

#### Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

#### Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone number (day time contact)

Email address

Relationship to child

#### Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

#### Additional information:

Reasons for preferences (including any medical or social reasons)

Does the child have a statement of SEN? Y/N\* (not to be sent via PLR)

Is the child a 'Child Looked After' (CLA)? Y/N

Is the child formerly looked after but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling  
Name of school sibling attends

Other:  
Signature of parent or carer  
Date of signature

## **SCHEDULE 2**

### **Template Outcome Letter for Admissions to Reception and Year 7 in 2020/21**

*From: Royal Greenwich LA*

*Date: **2 March 2020** (secondary) / **16 April 2020** (primary)*

*Dear Parent,*

*Application for a Primary / Secondary School*

*We are writing to let you know the outcome of your application for a secondary school. Your child has been offered a place at X School.*

We are sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants has a higher priority than your child under the school's published admission criteria. Offers which could have been made for any schools which you placed lower in your preference list were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered. If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for

the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let us know what alternative arrangements you are making for your child's education. You must contact this office if you wish to apply for any other school, either in this borough or elsewhere. You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office.*

*Please return the reply slip to us by **16 March 2020** (secondary) / **30 April 2020** (primary). If you have any questions about this letter, please contact \_\_\_\_\_.*

*Yours sincerely,*

(First preference offer letters should include the paragraphs in italics only).

### **SCHEDULE 3**

#### Timetable for Admissions to Reception in 2020/21

<b>Wed 15 Jan 2020</b>	Statutory deadline for receipt of applications
<b>Wed 5 Feb 2020</b>	Deadline for the transfer of application information by the home LA to the PLR (ADT file)
<b>Tues 11 Feb 2020</b>	Deadline for the upload of late applications to the PLR
<b>Wed 12 - Wed 26 Feb 2020</b>	Checking of application data
<b>Fri 20 Mar 2020</b>	Deadline for the transfer of potential offer information from the maintaining LAs to the PLR (ALT file)
<b>Fri 27 Mar 2019</b>	Final ALT file to PLR

<b>Mon 30 Mar - Thurs 9 Apr 2020</b>	Checking of offer data
<b>Tues 14 Apr 2020</b>	Deadline for on-line ALT file to portal
<b>Thurs 16 Apr 2020</b>	Offer letters emailed/posted
<b>Thurs 30 April 2020</b>	Deadline for receipt of acceptances
<b>Thurs 7 May 2020</b>	Deadline for transfer of acceptances to maintaining LAs

### **Timetable for Admissions to Year 7 in 2020/21**

<b>Thurs 31 Oct 2019</b>	Statutory deadline for receipt of applications
<b>Wed 13 Nov 2019</b>	Deadline for the transfer of application information by the home LA to the PLR (ADT file)
<b>Fri 13 Dec 2019</b>	Deadline for the upload of late applications to the PLR
<b>Mon 16 Dec 2019 - Thurs 2 Jan 2020</b>	Checking of application data
<b>Mon 3 Feb 2020</b>	Deadline for the transfer of potential offer information from maintaining LAs to the PLR (ALT file)
<b>Fri 14 Feb 2020</b>	Final ALT file to PLR
<b>Mon 17 Feb - Mon 24 2020</b>	Checking of offer data
<b>Tues 25 Feb 2020</b>	Deadline for on-line ALT file to portal
<b>Mon 2 Mar 2020</b>	Offer letters emailed/posted



**Mon 16 Mar 2020**

Deadline for return of acceptances

**Mon 23 Mar 2020**

Deadline for transfer of acceptances to maintaining  
LAs