

In-Year Admissions Process Flowchart

Application Received via Royal Greenwich Admissions Portal.

Please note that for added security you will need to download Microsoft Authenticator to apply online

Details Confirmed?

Your application will be screened for proof of address which will be checked against our council tax records. We will also need details of your child's current school

YES →

Places available?

Once we have received all the information and supporting evidence required to process your application, we will check whether we can offer a place at one of your preferred schools. If there are no places available at your preferred school(s), in some instances, we may need to exercise our statutory duty and allocate a place at the nearest school with an available vacancy.

We will write to you with the outcome of your application **within 10 to 15 school days**

YES →

Outcome Received What Happens Next?

You will receive an outcome email confirming the offer with any relevant information, including your right of appeal, where applicable. We will also notify the school of the decision.

The school will then contact you to arrange the admission process and agree a start date. You will be required to provide the school with proof of your child's date of birth.

NO ↓

If your application is incomplete, we will write to you to request any outstanding information or evidence.

Please be aware that missing evidence and delays in providing the requested information may affect our ability to process your application within the published admissions timescales.

Outcome Received What Happens Next?

You will receive an official outcome email which outlines the reasons for not being able to offer a school preference and your right of appeal. Your child's name will automatically be added to the waiting list for any primary community or academy schools we manage and any secondary community school listed as a higher preference.

Your child must continue at their current school.

Additional Action for In-Year Secondary Admissions

If your child is not enrolled at a school, we will send a separate email with further advice and guidance. This will include a list of Own Admission Authority Schools that may have spaces.

You will need to apply directly to the relevant own admission authorities to secure a place for your child.

We will support you through this process.

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School Place still not Secured?

Where you have not been able to secure a school place through the casual admission round and your child is at risk of not securing one, we may consider as a last resort, referral to the Fair Access Panel which could result in a school being named for your child.

Important: Parents must ensure children of compulsory school age receive suitable education appropriate to age and ability.