



Royal Greenwich Trust School

Admission Arrangements for entry from September 2019

The school will admit 150 students into Year 7 in September 2019. First priority will go to children with a statement of Special Educational Needs or Education, Health and Care Plan naming the school. Remaining places, will be given in the following priority 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 an English or Welsh local authority, including foster care.

- (2) 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.

- (3) Children or their immediate family member with an acute medical or social need for a place at the school.

The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one to meet the child's needs and the implications if the child did not obtain a place at the school.

- (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. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. 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

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two applicants live an equal distance from the school, 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 as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For children 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.

Application process

Applications for Year 7 places at the school will be made in accordance with the Royal Greenwich's co-ordinated admission arrangements. Applicants will need to complete the online or paper Common Application Form (CAF) provided by their home LA.

Late Applications

The school follows Royal Greenwich's procedures for considering late applications as stated in the booklet "Secondary Schools in Royal Greenwich".

In-Year Admissions

Applicants applying for a place at the school as an in-year admission need to apply direct to the school. The school participates in Royal Greenwich's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over children on the school's waiting list and those pending appeal.

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Children Educated outside their normal year group

Applicants applying for children to be educated outside their normal age group must still make an application for a school place, putting the request separately to the Royal Borough of Greenwich in writing and providing supporting documentation should you wish to do so.

The school follows the Royal Greenwich's procedures as stated (at page 54) in the booklet "Secondary Schools in Royal Greenwich":

The admission authority for each of your preference schools will make a decision based on the individual merits of the case. They will take account of your views; information about your 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 admissions authority will also take into account the views of senior staff within the school and other professionals.

The Royal Borough of Greenwich will write to advise you of the decision regarding the year group of your child should be admitted to and the reasons why this decision was reached. If the admissions authority does not agree to your request, there is no formal right of appeal.

Waiting lists

An applicant's name will be added to the school's waiting list ranked in the same order as the published admission criteria. Any vacancy that arises will be offered to the next applicant on the waiting list. 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 operated until the end of the academic year in which the child starts. Applicants will need to re-apply if they wish to remain on the waiting list for the following academic year.

Appeals

Parents children not offered a place at the school have the right to appeal to an independent Appeal Committee under the 1998 School Standards and Framework Act. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal

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Committee, c/o the school within 20 school days of the notification of the decision. Should an appeal be unsuccessful, the governing body will not consider a further appeal for the same academic year unless there have been significant and material changes in the family's circumstances.

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Post 16 Admission Arrangements

The school will admit 200 external applicants into Year 12 in September 2019. Applicants will need to meet the entry requirements and agree to enter into a Learning Agreement. After the admission of students with a statement of Special Educational Needs or Education, Health and Care Plan naming the school, 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 residence (now termed child arrangements order) 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 the centre than there are places available on that course, priority will be given in the following order, to:

- (i) Students in Year 11 at that school.

- (ii) Students who attend another Royal Greenwich secondary school.

- (iii) Students or their immediate family member with an acute medical or social need for a place in the school's Post 16 provision.

The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one to meet the young person's needs and the implications if the young person did not obtain a place in the school's the Post 16 provision.

- (iv) Students based on home to school distance (as a straight line measurement from the centre of the home address to the centre of the school site).

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

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