School Admissions Arrangements September 2027 entry

DOCUMENT CONTROL			**POLICY LEVEL**	**Trust** / School **Statutory** / Non-statutory
Approved by	Trustees		Approved date	
			Next review date	
Published location	Trust school websites			
Version	Date issued	Author	Update information	
1.1	April 2026	MG / JM	Reviewed whole policy and updated to reflect Royal Borough of Greenwich 2027/28 admission arrangements. Expanded information included – e.g. late applications.	

The below admissions arrangements apply to the following schools within the Endeavour Partnership Trust for September 2027/28 entry:

- Windrush Thamesmead Primary School
- Windrush Charlton Primary School
- Hawksmoor Primary School

The Endeavour Partnership Trust is the admission authority for all schools within the Trust. These arrangements are determined in accordance with the School Admissions Code 2021 and the School Admission Appeals Code 2022. This policy is also informed by the Royal Borough of Greenwich school admission arrangements for entry from 2027/28.

Nursery Classes – General Principles

This applies to Windrush Thamesmead Primary only. The school is responsible for offering Nursery placements. The admission limit for Windrush Thamesmead Primary nursery will be 25 morning and 25 afternoon places. The universal **15-hour early learning entitlement** is available to all children, with **30-hour provision** available for eligible working families.

Applications for Nursery places must be made directly to the school. The following principles apply:

- Children will usually be admitted into Nursery in the term after their third birthday subject to availability of places. Children will not be admitted to the school nursery before their third birthday. The school does not have provision for two year olds.
- There are three intakes into Nursery- September, January and Easter. Places will be offered in the term before the children are due to start.
- Documentation will be required to support applications including children's birth certificate or passport and proof of address. This will consist of Council Tax Statement, Council Tax Benefit letter, or Council Tax exemption certificate.
- Where fewer applications are received than places available, all applicants will be offered a place. Where there are more applicants than places available, places will be allocated using the oversubscription criteria below.
- 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. There is no formal appeals 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. We will consider offering up to 15, 30 hour places for eligible families. Families that do not qualify for the 30 hours will still be eligible for the existing universal 15 hours. **If your child meets the criteria for a 30 hour place it is important to understand that if they have SEND needs, they may be offered a reduced hours timetable until such time appropriate support can be put in place.**

Nursery Classes – Allocation of Places

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: The Trust 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.

Primary Schools

All schools within The Endeavour Partnership Trust will admit pupils in accordance with their published admission number (PAN) each year if sufficient applications are received. The following PANs are in place:

School	PAN
Hawksmoor Primary School	30
Windrush Charlton Primary School	60
Windrush Thamesmead Primary School	30

Admission through the normal point of entry, i.e. Reception year:
Children are normally admitted to the Reception year at school in the September following their fourth birthday.

For a child to be considered for Reception place in any of the schools within the Trust in Greenwich, parents and carers applications must be made via the **Common Application Form (CAF)** through the applicant's home local authority.

- Parents may express preferences in line with local authority guidance
- Applications must be submitted by the published national deadline
- Offers are made on National Offer Day
- The CAF will be available online via the School's Admissions Team, at their Home Authority form September 1st.
- Parents and carers may express up to six preferences for primary schools on the CAF. To be treated as on-time the CAF must be submitted by the statutory deadline.

In-year admissions:
An in-year admission is the admission of a pupil to a school that takes place outside of the normal annual admissions round. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. Parents can ask to change their child's school at any time.

When an in-year application is made for a place at and there are more applicants than places available,

a place will be offered in accordance with the primary oversubscription criteria outlined in this policy. To make an in-year admission please use the Royal Borough of Greenwich portal:

https://www.royalgreenwich.gov.uk/info/200286/apply_for_a_school_place/450/apply_for_in-year_school_admissions

In- Year admissions from Reception to Year 6 at the schools within the Trust in Greenwich are coordinated by the Royal Borough of Greenwich.

Admissions priority – Reception to Year 6

If there are more applicants than places available, schools in Endeavour Partnership Trust will give priority in the order of the oversubscription criteria set out below:

After the admission of pupils with an education, health and care (EHC) 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: The Trust 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 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.

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

4. **Children of staff**

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.

A vacant post for which there is a demonstrable skill shortage means a persistently unfilled specialist teaching role due to an insufficient supply of qualified candidates, resulting in schools having to rely on temporary staff or non-specialist teachers to deliver the curriculum and maintain educational standards.

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 Trust 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 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.

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.

Clarity on children from multiple births in non-infant classes

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.

Point of Admission

Each school within The Endeavour Partnership Trust has a single point of entry and admits children 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 school where your child has a Reception place.

Co-ordinated Admissions

Each school in The Endeavour Partnership Trust, within Greater London, will participate in the Pan-London Primary Co-ordinated Admissions Scheme.

Waiting Lists

Waiting lists will be maintained in the same order as the oversubscription criteria outlined in this policy. 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.

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.

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.

Late Applications

Applications received after the closing date will be treated as **late**. Applications may be considered as **late with good cause** where exceptional circumstances prevented submission (e.g. serious illness, bereavement, new arrival to the UK). Evidence will be required.

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

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'.

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.

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.

Deferred Entry for Reception Places

Parents and carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age.

Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of Children Outside their Normal Age Group; Including for 'Summer-Born' Children

Parents and carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.
When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgment of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Appeals

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.

Appellants should contact school-appeals@royalgreenwich.gov.uk for information on how to appeal. Information on the timetable for the appeals process can be found at www.royalgreenwich.gov.uk/admissions.

Fair Access Protocol

The schools participate in the Local Authority's Fair Access Protocol. Children admitted under the Fair Access take a higher priority than those on the school's waiting list and any pending appeals.

To apply for an in year admission place please use the Royal Borough of Greenwich portal:
Apply for a school place Royal Borough of Greenwich