


Admissions Arrangements  
September 2025 entry

THE  
**C**  **MPASS**  
PARTNERSHIP OF SCHOOLS

**The below admissions arrangements apply to the following schools within the Compass Partnership, for September 2025 entry:**

Alderwood Primary School  
Boxgrove Primary School  
Deansfield Primary School  
Halstow Primary School  
Horn Park Primary School  
Kidbrooke Park Primary School  
South Rise Primary School  
Wingfield Primary School

**Nursery Classes**

This applies to Boxgrove, Horn Park, Kidbrooke, South Rise and Wingfield Primary Schools only. Please note that Deansfield nursery has a separate admissions priority order – please see the School's website for details.

The schools are responsible for offering Nursery placements. The admission limit for [enter school name]'s nursery will be X morning; X afternoon.

Children will usually be admitted into Nursery in the term after their third birthday subject to availability of places. There are three intakes into nursery – September, January and Easter, and 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.

Admissions priority – Nursery

First priority will go to children an education, health and care (EHC) plan naming the school. After this, 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 ceased to be in state care as a result of being adopted.**

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.**

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:

Whether there is overwhelming medical or social care evidence that the school applied for can best meet needs.

Whether there are no alternative places elsewhere where the child's needs can equally be met.

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.**

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.

### **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.

The Compass Partnership of 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**

#### 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 a reception place at any of the schools within the Trust in Greenwich, parents and carers will be required

to complete the Common Application Form (CAF) available from their Local Authority. The CAF will be available online, via the School Admissions Team at their Home Authority from 1<sup>st</sup> September. 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 for Reception to Year 6

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. Places will be offered in accordance with our over-subscription criteria as listed above.

In-Year admissions from reception to Year 6 at the schools within the Trust in Greenwich are managed by the School Admissions Service at the Royal Borough of Greenwich.

### Admissions priority – Reception to Year 6

First priority will go to children with an education, health and care (EHC) plan naming the school. After this, 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 who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

A 'looked after child' is a child who was 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 or social need for a particular school.**

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

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

Rationale:

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

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

Assessment:

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

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

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

**(3) Children who have a sibling (brother or sister) living at the same address who will be attending the school at the time of the child's admission.**

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

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

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

#### **(4) Children of staff**

Children of staff means the children of a member of staff that has been employed at the school for two or more years at the time at which the application for admission to the school is made.

The Trust recognises that giving priority to children of staff may promote staff morale while supporting recruitment and retention. Staff members applying under this category are therefore required to provide the following:

- 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.

For a child of a staff member to qualify under this criterion, they 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 other children in the same household living with them at the same address at the date of their application for entry to the school.

If children come from multiple births (twins, triplets, etc,) and the school would reach its published admission number (PAN) after admitting one or more, but before admitting all of those children, a place will be offered to each of the children, even if doing so takes the school above its PAN.

Refugee children living with a member of staff will also be considered 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 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 as being 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.

### **Point of Admission**

Each school within The Compass Partnership of Schools has a single point of entry and admits 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**

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

### **Waiting Lists**

Waiting lists are maintained by the Local Authority 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.

### **Late Applications**

Late applications will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

### **Deferred entry for Reception places**

Parents/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 or 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 have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Local Authority for information on how to appeal. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

### **Fair Access Protocol**

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

To make an in-year admission please use the Royal Borough of Greenwich portal [Apply for a school place | Royal Borough of Greenwich \(royalgreenwich.gov.uk\)](https://www.royalgreenwich.gov.uk)

### **Published Admission Number (PAN)**

#### **Primary School Published Admission Number**

Alderwood Primary School (30)  
Boxgrove Primary School (60)  
Deansfield Primary School (60)  
Halstow Primary School (60)  
Horn Park Primary School (30)\*  
Kidbrooke Park Primary School (60)

South Rise Primary School (90)  
Wingfield (90/60)\*\*

\*PAN reduced from 60 to 30 from September 2025.

\*\*Reception – Y5 3FE, Y6 2FE