



ELTHAM
CHURCH OF ENGLAND
PRIMARY SCHOOL
SINCE 1814

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IN YEAR ADMISSION PROCEDURES at ELTHAM CE PRIMARY SCHOOL

An 'In Year Waiting List' for the whole school is held in the school office.

Should a place become available the list is referred to and a phone call/email will be made to the parent of the next child on the waiting list and the place offered. If accepting the place, the parent will be given the opportunity of visiting the school with the child to have a look around and meet the teacher briefly; they will be given all the relevant admissions forms to be completed and returned together with proof of address and date of birth. A start date will be agreed for their child.

If a parent no longer wishes to accept the place their name will be removed and the place will be offered to the next child on the list.

If a parent wishes to add their child to the waiting list an 'In Year Application Form' is completed and returned to Eltham CE School. If the parent wishes to be considered under the various 'faith' criteria then a Supplementary Information Form [SIF] must also be completed.

Children are ranked on our Waiting List in accordance with our published Oversubscription criteria (<https://elthamcoeschool.co.uk/information-faqs/admissions/>). Re applications under faith - the school will verify the information by writing to the faith leader. Once verified, the child would be ranked accordingly on the Waiting list.

If there are no 'In Year' applications as a faith application and no sibling applications, then applications will be ranked in distance order.

If there is no child on the waiting list in the year that is vacant it will be recorded fortnightly on the School Vacancy return that is sent to Royal Borough of Greenwich admissions. The list is updated on the Royal Borough of Greenwich admissions records. This list can be used by Royal Borough of Greenwich for their Fair Access Panel.

The 'In Year Waiting List' is reviewed at the end of each academic year and the parents contacted to see if they wish to remain on the list for the next year.

As per the **SCHOOL ADMISSIONS CODE**:

Waiting lists

2.15 *Each admission authority must maintain a clear, fair, and objective waiting list until at least 31 December of each school year of admission, stating in their arrangements that*

each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

