

ADMISSIONS POLICY

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Policy Aims and Ethos

This policy aims to:

- Explain the University School’s Trust (hereby referred to as either “the Trust” or “the UST”) overall principles regarding admissions
- Set out each school’s individual arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

The Trust’s overall principles for admissions are focussed on inclusivity and serving the local community of the schools. As part of this ethos, all schools within the Trust abide by the admissions arrangements of each individual school’s Local Authority.

Links to Legislation

This policy adheres to the advice from the Department of Education found in;

- School Admissions Code (2014)
- School Admission Appeals Code (2012)

Links to the full copy of the above legislation can be found in Appendix 4.

Further details regarding local procedures and policies can be found through the individual school and local authority websites.

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Definitions

Looked After Children

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously Looked After Children

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

Compulsory School Age

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Admissions Authority

The admission authority is the organisation that determines which criteria will be used if there are more applications than places. The UST is the admissions authority for all schools within the Trust, however, the Trust enters into agreement with the local authority of each school and directs the local authority to oversee the process in line with the local authority procedures.

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How to apply

The schools within the UST follow the admission processes and procedures of their local authority and use the services provided by the Local Authority to oversee the admissions process. The specific processes and procedures for each school can be found in appendix 2 of this policy or on the individual school websites.

Admissions outside of normal age groups

Requests for admissions outside of normal age range will be processed by the Local Authority of each individual school. Contact details for the local authorities of each school can be found in appendix 1.

Allocation of places

Pupil Numbers

The school has an agreed published admission number for the number of pupils that can be admitted at each entry point. The specific numbers and entry points for each school can be found in appendix 3.

Oversubscription Criteria

All admission authorities must have a clear set of oversubscription criteria in the event that there are more applications than places available. The criteria will then be applied to determine which students are offered a place at the school.

The Trust uses the Local Authority to manage this process using the criteria set by the local authority. The specific processes and procedures for each school can be found in appendix 2 of this policy or on the individual school websites.

In-year admissions

You can apply for a place at any time outside the normal admissions round.

If there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria of that individual school. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the local authority of the school in question.

The specific processes and procedures for each school can be found in appendix 2 of this policy or on the individual school websites.

Appeals

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If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing.

Detail regarding the timetable for appeals and the address appeals are to be sent to can be found via the websites listed in appendix 1 of this policy or on the individual school websites.

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Appendix 1 – Roles and Responsibilities

Role	Responsibility Holder	Contact Detail
Admissions Authority	University Schools Trust	admissions@ust.london
Delegated Admissions Services Provider for Royal London Borough of Greenwich	Royal London Borough of Greenwich School Admissions Service	https://www.royalgreenwich.gov.uk/homepage/30/school_admissions school-admissions@royalgreenwich.gov.uk
Delegated Admissions Services Provider for London Borough of Tower Hamlets	London Borough of Tower Hamlets School Admissions Service	https://www.towerhamlets.gov.uk/lgn/education_and_learning/schools/school_admissions/school_admissions.aspx

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Appendix 2 – Procedures and Processes

Part A – Royal Greenwich Trust School

Admission Arrangements for entry from September 2020

The school will admit 150 students into Year 7 in September 2020. 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 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

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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.

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 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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**Admissions to Year 12 (Age 16)
Oversubscription Criteria**

Royal Greenwich Trust Sixth Form (hereafter, RGT6 or ‘the sixth form’) is a selective, coeducational, non-denominational sixth form with academy status.
RGT6 provides a coeducational and wide ranging sixth form education for students in Years 12, 13 and 14.

Applicants who decide to apply for a place at RGT6 and their parent(s) or carer(s) should read this section carefully alongside the RGT6 prospectus so that they understand the selection process, timeline and the selection criteria.

Any enquiries should be made in writing to;
Sixth Form Admissions, Royal Greenwich Trust School, 765 Woolwich Road, Charlton, London, SE7 8LJ
Or via email to admin@rgtrustschool.net

Capacity and oversubscription criteria

SPWT6 will admit up to 150 students into Year 12 in 2020 (please note that this number is regularly reviewed and may be subject to change).

Places will be allocated to students who have met the overall entry criteria to SPWT6 and the individual subject criteria. Details of these can be found on the school website or in the SPWT6 prospectus.

If more students apply to RGT6 than can be accommodated, the following criteria will be applied in order. Please note that these are all subject to meeting the entry criteria discussed previously.

1. Students who attended and completed their KS4 examinations at RGT6*.
2. Students who attended and completed their KS4 examinations at another UST secondary school*.
3. Students looked after by the local authority, previously looked-after children who left care under a residence or special guardianship order, or those adopted from local authority care.
Confirmation of a child’s looked-after status will be required
4. Students who have a strong medical or social reason to attend the school. This can include the parents’, carers’ or other family members’ medical conditions and the family’s social needs.
Confirmation of a child’s looked-after status will be required
5. Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use of to the school, using a computerised digitised map. Please note that you cannot compare distances to those calculated using any personal or online geographical information system software you may have access to such as satellite navigation systems.

*The first 100 places will use criteria 1 to 5. Places after that will be allocated using criteria 3 through 5.

RGT6 may conduct interviews with students to discuss their option choices and suitability but they will not be used to inform application decisions.

RGT6 reserves the right to admit students out of priority order once subjects reach capacity as the school may be able to offer places to other students whose option choices are still possible. This will be done in order or priority as outlined above.

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Part B – St Paul’s Way Trust School

Admissions Policy for St Paul’s Way Trust and Foundation Schools

This admissions policy follows the University Schools Trust admissions policy.

St Paul’s Way Trust School is an all-through school for students aged 3-18. Our vision for our students is that they begin their educational careers developing a life-long love of learning and that through the development of the 6 key ‘graduate strands’, they gain the confidence to become successful global citizens.

Foundation School

Admissions to Nursery (Age 3)

Nursery children are able to start in the term following their 3rd birthday (subject to places being available) but usually start in the September following their 3rd birthday. We have a 26 place Nursery class and offer a mixture of places:

- Full-time (30 hours per week) funded by the government for working parents
- Part-time places (usually either morning or afternoon – 15 hours per week).

Since 2019 applications for Nursery places are made directly with the local authority (links can be found in appendix 1). If there are more applicants than places, places are allocated on the basis of the Local Authority’s over-subscription criteria as shown below;

1. Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order.
2. Children for whom it is deemed there is strong educational, medical or social reason to attend the school applied to.

This can include the parents’, carers’ or other family members’ medical conditions and the family’s social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application.

3. Children living within the catchment area who have a sibling attending the school and who will continue to do so on the date of admission.

Sibling means a whole, half or step-brother or step-sister who reside at the same address.

4. Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/ or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

Priority will be limited to one place for each nursery class. The staff applicant must complete the relevant section on the application form and attach documentation supporting admission on these grounds. It is the staff applicant’s sole responsibility to provide this information. Without the provision of the relevant documents, the child will not be considered on these grounds.

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5. Children who live within the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area.
6. Other children from within the catchment area of the school.
7. Children living outside of the catchment area of the school applied to.

Tie-break - In the event of oversubscription within categories 3, 4, 5, and 6 above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised Ordnance Survey map is used to measure the distance from the home address to the school's designated official entrance. In the event of two distances being the same, a decision will be made by random allocation.

Admissions to Reception (Age 4)

Children usually start in Reception class in the September following their 4th birthday. We have 60 places in Reception, across two classes. Applications for Reception places are made via the local authority online application system (visit www.eadmissions.org.uk). If there are more applicants than places, we allocate places on the basis of the Local Authority's Primary Over-Subscription Criteria (see below).

As we are part of an all-through school, pupils with a place in the Primary phase of the school are guaranteed to keep their place in Year 7.

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Local Authority Primary Over-Subscription Criteria

Children with a statement of special educational needs or an education, health and care plan, which names the school applied to, will be placed before all other applicants.

The remaining places will be filled in the priority order below.

1. Children looked after by the local authority, previously looked after children who left care under a residence or special guardianship order, or those adopted from local authority care.
2. Children for whom it is deemed there is strong medical or social reason to attend the school applied to.

This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application, explaining why the particular school is most suitable with regards to the family's circumstances.

3. Children living nearest the school who have a sibling attending the school (including the school of separate infants and junior schools) and who will continue to do so on the date of admission
Includes the sibling of a child who does not live within the school's catchment area, but who was admitted before the start of the 2015/16 school year. For this purpose, sibling means a whole, half or stepbrother or step-sister resident at the same address.

4. Children who live within the catchment area of the school and for whom the school applied for is their nearest community school within the catchment area.

5. Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/ or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage

Priority will be limited to one place for each form of entry in any year, with an additional maximum limit of no more than:*

- 4 children throughout the Primary school (for single and 1 ½ form entry schools)
- 8 children throughout the Primary school (for 2 form entry schools)
- 12 children throughout the Primary school (for 3 form entry schools, and upwards)

Planned Admission Number	Max per year group	Max per school
30 to 45	1	4
60	2	8
90	3	12

**Exception to the above will apply to children of multiple birth or those born in the same academic year.*

6. Other children from within the catchment area of the school.
7. Children living outside of the catchment area of the school applied to.

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Trust School

Admissions to Year 7 (Age 11)

St Paul’s Way Trust School is an all ability co-educational school for girls and boys aged 11-19. The number to be admitted each year to Year 7 is 240.

The school’s unique relationship with higher education institutions enable it to offer an exciting, relevant and robust learning experience providing a wide range of curricular and extra- curricular opportunities, particularly in its specialist areas of science, visual and performing arts. This now includes a specialist music course aimed at giving a broader range of performance opportunities for children with musical talent.

The school welcomes applications from families who wish to join its vibrant and successful community and work in strong partnership.

A total of 12 places (three in each band of ability) will be allocated to children with a proven aptitude in music. See section on ‘Music Aptitude’.

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Oversubscription Criteria

St Paul’s Way Trust School has adopted the local authority’s policy of banding to ensure that it takes an even balance of children in different ability ranges. The available 240 places are divided equally across the four bands of ability. Therefore 60 children from each band will be admitted according to the criteria set out below. Of the 240 places, 60 places are automatically allocated to students already at St Paul’s Way Trust School moving from year 6 to year 7. The remaining 180 places will be allocated according to the criteria set out below whilst ensuring that the local authority’s policy on banding is maintained.

A child with a statement of special educational needs or Education, Health and Care Plan naming St Paul’s Way Trust School will be offered a place, unless there are particular reasons why the local authority is unable to do so. The place will be provided in the appropriate band of ability.

The remaining places in each band will be allocated (in descending order of priority) as follows:

1. Children looked after by the local authority, previously looked-after children who left care under a residence or special guardianship order, or those adopted from local authority care.
Confirmation of a child’s looked-after status will be required
2. Children who have a strong medical or social reason to attend the school. This can include the parents’, carers’ or other family members’ medical conditions and the family’s social needs. Parents must complete the relevant section on the application form and attach medical and/ or social reports from a suitable professional (e.g. a doctor or social worker) to support the application.
Applications under this category are considered by the primary to secondary transfer committee, comprising a headteacher, a member of the attendance and welfare service and a medical professional. The committee will decide whether the application should be given priority under this category.
3. Children living nearest the school who are the eldest child in the family. The number of children admitted under this category will reflect 25% of the intake of the school in each band.
4. Children who have a brother or sister that already attends the school and will still be at the school in September 2018.
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address. The address used should be the one that the child usually lives at and attends school from.
5. Children whose parent is a member of staff who has been employed at the school concerned for a period of two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
Priority will be limited to three places in each year. The staff applicant must complete the relevant section on the application form and attach documentation supporting admission on these grounds. It is the staff applicant’s sole responsibility to provide this information. Without the provision of the relevant documents, the child will not be considered on these grounds.
Children who live nearest the school as measured by the shortest walking route.
6. Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use of to the school, using a computerised digitised map. Please note that you cannot compare distances to those calculated using any personal or online geographical information system software you may have access to such as satellite navigation systems.

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Admissions to Secondary based on Music Aptitude

Music applicants will be assessed through a three-stage process that has been designed to be taken by children regardless of any previous experience or formal training in music. All applicants should have an interest in music and will be expected to take up the musical opportunities offered to them should they gain a place at the school.

If fewer than 3 children qualify to be admitted in any band the unused places will be filled by music applicants in adjacent bands. If fewer than 12 children qualify for music places, the number of places available under the other admission criteria will be increased in each band accordingly.

The music aptitude test will consist of:

Stage1: Listening Test

All applicants will sit a multiple-choice test which is independently designed to assess aspects of musical aptitude. No prior knowledge or training in music theory or notation is required and students respond to the questions by ticking their answers. The top 50 scoring students in this test will proceed to Stages 2 and 3.

Stage 2: Workshop

Students, in groups of eight, will participate in a practical workshop run by a member of staff from SPWT. An external, independent musician will also observe these sessions. Using tuned percussion instruments, students will be assessed through the ways in which they instinctively respond as musicians to the tasks set during the workshop.

Stage 3: Performance

Students will be asked to perform a piece or pieces of their choice for up to 5 minutes on any instrument or voice. They may choose something that they have learnt in individual lessons, through a Wider Opportunities project at their school, through being a member of a music group or club, or something that they have taught themselves at home. It is an opportunity for them to share and express their enthusiasm for music rather than any previous experience or training. This session will be run by a member of staff from SPWT and observed by an external, independent musician. Students will be assessed on their instinctive musicality, the sense of style in their performance and the way in which they naturally communicate to the audience.

All applicants for a music place must complete a Music Application Form that can be obtained from the school office or downloaded from the St Paul's Way Trust School website (www.spwt.net). The detailed instructions and deadlines are available online. They must also complete the Local Authority's secondary transfer form, which can be obtained from the Local Authority's Pupil Admissions Team on tel: 020 7364 5006 or completed online at: www.towerhamlets.gov.uk/ school admissions from the 1st September in the year of application.

Children who have been unsuccessful in obtaining a music place can be considered for a place under the other admission criteria, provided they have named St Paul's Way Trust School as one their preferences on the Local Authority's secondary transfer form.

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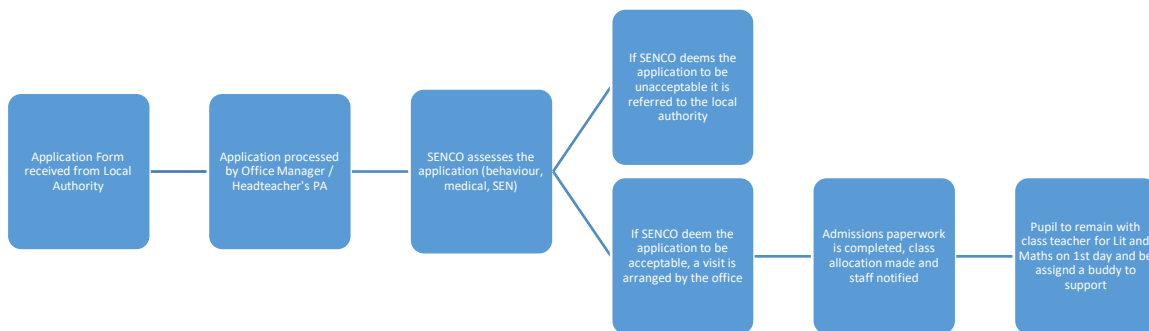
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Mid Phase Admission to the Foundation and Secondary School

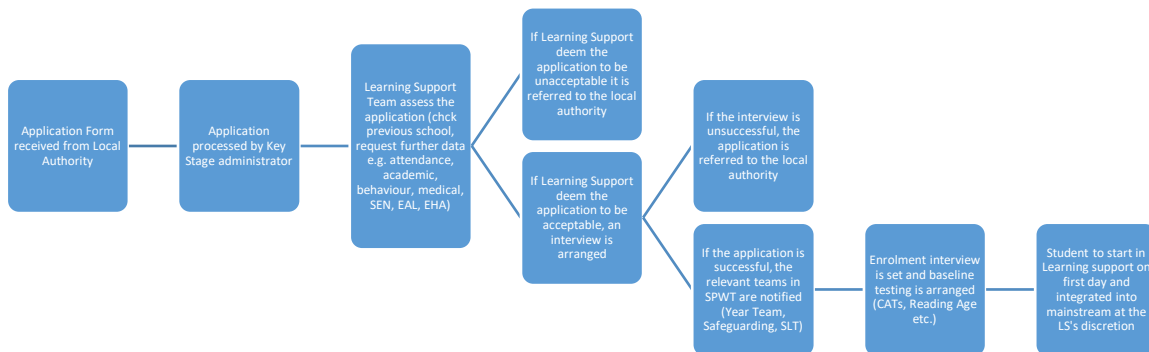
Each year a small number of places may become available for mid-phase admissions (i.e. in years other than Nursery, Reception and Year 7). Applications for in-year admissions must be made through Tower Hamlets Pupil Services, who coordinate this process. To make an in-year application, please complete the relevant in-year common application form.

See below for the internal mid phase admissions procedure for the Trust School.

Primary Mid Phase Admissions Procedure Non FAP



Secondary Mid Phase Admissions Procedure Non FAP



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Admissions to Year 12 (Age 16) Oversubscription Criteria

St Paul’s Way Trust Sixth Form (hereafter, SPWT6 or ‘the sixth form’) is a selective, coeducational, non-denominational sixth form with academy status.

SPWT6 provides a coeducational, A-level only, sixth form education for students in Years 12 and 13.

Applicants who decide to apply for a place at SPWT6 and their parent(s) or carer(s) should read this section carefully alongside the SPWT6 prospectus so that they understand the selection process, timeline and the selection criteria.

Any enquiries should be made in writing to;
Sixth Form Admissions, St Pauls Way Trust School, 125 St Pauls Way, London, E3 4FT

Or via email to admin@spwt.net

Capacity and oversubscription criteria

SPWT6 will admit up to 150 students into Year 12 in 2020 (please note that this number is regularly reviewed and may be subject to change).

Places will be allocated to students who have met the overall entry criteria to SPWT6 and the individual subject criteria. Details of these can be found on the school website or in the SPWT6 prospectus.

If more students apply to SPWT6 than can be accommodated, the following criteria will be applied in order. Please note that these are all subject to meeting the entry criteria discussed previously.

1. Students who attended and completed their KS4 examinations at SPWT*.
2. Students who attended and completed their KS4 examinations at another UST secondary school*.
3. Students looked after by the local authority, previously looked-after children who left care under a residence or special guardianship order, or those adopted from local authority care.
Confirmation of a child’s looked-after status will be required
4. Students who have a strong medical or social reason to attend the school. This can include the parents’, carers’ or other family members’ medical conditions and the family’s social needs.
Confirmation of a child’s looked-after status will be required
5. Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use of to the school, using a computerised digitised map. Please note that you cannot compare distances to those calculated using any personal or online geographical information system software you may have access to such as satellite navigation systems.

*The first 100 places will use criteria 1 to 5. Places after that will be allocated using criteria 3 through 5.

SPWT6 may conduct interviews with students to discuss their option choices and suitability but they will not be used to inform application decisions.

SPWT6 reserves the right to admit students out of priority order once subjects reach capacity as the school may be able to offer places to other students whose option choices are still possible. This will be done in order or priority as outlined above.

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Appendix 3 – Published Admission Numbers for the Trust

School	Entry Point	Admission Numbers
Royal Greenwich Trust School	Year 7	150
	Year 12	150
St Pauls Way Trust School	Nursery*	26
	Reception	60
	Year 7	240
	Year 12	100

*Nursery places can be full time or part time. The number given in the table above is the number of full time places available. The full time places can be split between part time students.

For example, one student may attend morning sessions while another attends afternoon sessions. This would count as the equivalent of one full time admission.

Please note that neither the morning session nor the afternoon session can be above the admission number.

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Appendix 4 – Links to statutory guidance documents

Schools Admission Code 2014 –

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

Schools Admission Appeal Code 2012 –

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school admission appeals code 1 february 2012.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

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Approval Signature

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