

# **Gordon Primary School**

## **Admissions Information**

**Admissions information for the nursery and for the main school differ so please read the following information carefully.**

### **1, Admission to the Gordon Primary School Nursery**

Gordon Primary School nursery has 52 part-time places (26 morning and 26 afternoon places). Children can be admitted during the term they have their 3rd birthday and parents/carers will be contacted prior to admission to confirm the start date.

Nursery education is not statutory. Parents/carers who are interested in a nursery place for their child can register their interest with us when the child is 2 years 6 months old.

If there are more applicants than places available, we will give priority in the following order:

1. Children with an official diagnosis of an educational, medical or social need requiring education in a nursery class.
2. Children who are 'looked after' or a child who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. A child who is 'looked after' is a child who is in the care of a local authority, including foster care.
3. Children who have a sibling living at the same address who will be on roll at the school at the time when the child is due to start nursery education. The term 'sibling' means a full, half or step brother or sister, or a child living as part of the family unit.
4. Children living within the borough of Royal Greenwich ranked according to the distance between the home and school.
5. Children living in other boroughs ranked according to distance between the home and school.

If it is necessary to choose between applicants within any of the groups 2 to 5 above, priority will be given to those who live nearest to the school. Where a child has not received any Early Years educational provision and is nearing reception class age, we may prioritise this child over a younger child.

The distance between the home and school is measured as a straight line from the front gate of the child's home to the main entrance of the school. 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 benefits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required. An existing registered child-minder's address, instead of the home address, may be used to determine the position of the child's home in relation to the school.

### **2, Applying for a place in a Reception Class**

**Children in the nursery are not automatically guaranteed a place in the main school.**

Your child's entry into a primary school is not decided by the school itself. This is decided by the local council. Parents/carers wishing to apply for a place should complete a *Common Application Form* obtainable from the School Office, Greenwich Admissions or public libraries. This needs to be completed and returned to the Royal Greenwich Council's Admissions section. An online version of the application form can be found on the Royal Greenwich website.

Gordon Primary School is a very sought after school. Applications for entry to our reception classes regularly exceed the available places. When there are more applicants than places, Royal Greenwich Council applies the following admission criteria. In priority order the criteria are:

1. Children for whom the school is named on a Statement of Special Educational Needs;
2. Children in care of the Local Authority;
3. Siblings in the school on the date of admission;
4. Pupils for whom it is the nearest community school;
5. Other applicants, ranked according to the distance between the home and the school.

Further information can be found in the booklet "Choosing a Royal Greenwich Primary or Nursery School" available from all Royal Greenwich Schools. You can also refer to the Royal Greenwich Council website.

### **3, Admissions during the School Year**

If you would like to apply for a place at Gordon Primary School outside of the normal admissions process, you need to complete an in-year admission form.

In-year application forms can be downloaded from the Royal Greenwich website.

### **4, Changing Schools**

Changing schools can be disruptive and may not be in your child's best interests. We recommend that before requesting a transfer, you discuss your reasons with the senior staff at your child's current school. They will be happy to discuss any concerns and help to resolve any issues.

### **5, Fair Access**

A fair access protocol exists to ensure that children without a school place, especially the most vulnerable, are offered a place at an appropriate school as quickly as possible.

The fair access panel meets fortnightly and it includes representatives from Royal Greenwich schools, the local authority and other agencies.

The panel considers all the information available and the child's individual circumstances to make a decision about what school would best meet the child's needs.

Children admitted through the fair access panel get priority over children who wish to transfer to another school and those who are waiting for an appeal.

## **6, Fair Appealing against Admission Decisions**

Nursery education is non-statutory and there is no right of appeal.

If your application for a place in the main school is unsuccessful you have the right to appeal. The appeal needs to be made to the Royal Greenwich Council and details of the appeals process are available on the Royal Greenwich Council website.

## **7, Contact the School Admissions Service**

The Royal Greenwich Council website is: <http://www.royalgreenwich.gov.uk/admissions>

You can also contact the Admissions Service via:

- email: [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)
- telephone: 020 8921 8043