

Nursery to Reception

**Applying for a Primary School
Place**

Key Dates

Children born between 1st September 2020 and 31st August 2021 will transfer to primary school in September 2025.

You can apply for schools in any area, but if you live in Royal Greenwich you need to make your application through Greenwich eadmissions. If you live in another borough, you need to make your application through your home authority even if you would like to apply for a place in a Royal Greenwich school.

Stage of Process	Date
Application Period Starts	1 September 2024
Closing date for applications	15 January 2025
Outcome of applications	16 April 2025 (email around 5pm or by logging into your eadmissions account)
Deadline for Accepting the Offer	30 April 2025
Appeal Hearings	June & July 2025

Before you Apply

- Read the primary school's admissions booklet on the Greenwich admissions website.
- You can apply for up to six primary schools, listing them in order of preference.
- Consider each school's admissions policies and previous years' application rates to see whether your child is likely to be offered a place.
- Your preference schools can be in Royal Greenwich or in other areas, but they can't be independent (fee paying) schools.
- You don't have to list six schools, but the more schools you list, the better your chances of being offered a place at one of them.

Tips on using your preferences wisely

Your preferences are up to you, but do be realistic. There's no guarantee you'll be offered a place at a preference school but here are some of our recommendations:

- **don't name a school that you'd not wish your child to attend - any preference may be offered**
- **don't list the same school more than once as duplicates will be deleted**
- **include schools nearest to your home address - otherwise, your child may end up being allocated to a school much further away.**

Choosing a school

- Open days are available now for every school, all dates will be on the school's website.
- Go along to visit all the school's you are interested in.
- Be aware of the admission criteria for that school.

Admissions Criteria

The admissions criteria provides the priority order against which applications are considered.

The most common admission criteria is below:

- **Looked after children**
- **Chronic or acute or social care need (must provide evidence)**
- **Sibling (Living at the same address. Not in Nursery & Not cousins)**
- **Distance (in a straight line form the home address to the school site)**

We recommend the you look at the admissions booklet or go the school's website for full details of their criteria.

How to Apply

Make you application at: eadmissions.org.uk

Welcome to eAdmissions

First time visitors

Create a new account.



[Register](#)

Returning visitors

Sign into an existing account.



[Sign in](#)

Find schools

In your area.



[Find](#)

Important information

From the 1st September 2022 you can apply for a school place for September 2023. You can apply for a place in:

- A Primary school (Reception)
- A Junior school (Year 3)
- A Secondary school (Year 7)
- A University Technical College (Year 10)

. In some areas you can apply for a place in:

- A Nursery class or school (Age 3+)

If you require a school place for your child now (In Year) please contact your home Local Authority.

- Easy to use and quick to apply
- Make your application by midnight on the 15 January 2025 (after this date your application is considered late)
- You can make changes to your application up to the deadline but you must remember to submit each time
- Please complete all fields
- Do not forget to put in sibling details. There is a specific area to put this. Do not just type in as a note that they have a sibling.

Late Applications

Deadline Date: 15 January 2025

Late applications, received by 7 February 2025, that are not late with 'good cause,' and any applications submitted after this date, will be considered from June 2025 onwards. The online system closes on 19 August 2025. If you are submitting your application after this date, your application will be considered as an in-year application.

Appeals

You have the right to appeal against a decision not to offer your child a place at any primary school you listed as a preference.

If you wish to appeal against a decision not to offer your child a place at a community school, you need to complete the appeal form stating your reasons for appealing against the decision.

To appeal online and obtain guidance go to: royalgreenwich.gov.uk/admissions

All appeals are heard by an independent appeal panel in accordance with the Schools Standards & Framework Act 1998.

The deadline for submitting an appeal form is 14 May 2025, so that hearings can take place in June and July. If you submit an appeal form after this date, it is possible that your appeal will not be heard before your child is due to start school in September.

Out of 21 appeals for primary community schools and academies for entry in September 2024, none were successful

Families Information Service

The Families Information Service offers support to parents and carers who may need help with the school admissions process.

The service is available to everyone and provides:

- a wide range of information on local primary schools
- support in making informed and realistic preferences
- help in completing the relevant forms
- information about the appeals process.

If you have questions about which schools will best meet your child's academic and developmental needs, or you require support in making your application, please contact the Families Information Service on **020 8921 6921** or email fis@royalgreenwich.gov.uk

Admissions Service

The Woolwich Centre

35 Wellington Street

Woolwich

London

SE18 6HQ

Phone: 020 8921 8043

Email: school-admissions@royalgreenwich.gov.uk