

Applying for a secondary school

Secondary transfer process for entry in September 2022

Stage of process	Date
Application period starts	1 September 2021
Closing date for applications	31 October 2021
Outcome of applications	1 March 2022
Deadline for accepting the offer	15 March 2022
Appeal hearings	May and June 2022
Induction day at secondary school (Greenwich)	6 July 2022

Before you apply

- You can apply for up to six secondary schools, listing them in order of preference.
- Schools offer places based on the distance from your front door to the front of the school. For an indication of addresses offered by each school in the previous admission, [check the secondary school offers map](#).
- 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.

Before you apply

- For entry in September 2022, only [Harris Academy Greenwich](#), [The Halley Academy](#), [Leigh Academy Blackheath](#) and [Stationers' Crown Woods Academy](#) will be using a banding system. Please contact each school for further information

How to apply

- You can apply for schools in any area. If you live in Royal Greenwich you need to apply through the RBG website. If you live in another borough, you need to apply through your home authority even if you wish to apply for a place in a Royal Greenwich school.
- If you have an older child or children already attending the school, you must **make this clear on your application.**

How to apply online

- The easiest way to apply is through the eAdmissions portal - it's quick, easy and secure - and it's the fastest way to hear the results.
- RBG have guidance on their website on how to make an online application (eAdmissions website)
- Make sure that you rank your preferences in the order you genuinely want them to be considered. Any changes you wish to make to your preferences after the closing date will only be considered when all applications, including those submitted late, have been processed.

How to apply using a paper form

If you would rather complete a paper form and live in Royal Greenwich, you must use the Royal Borough of Greenwich's common application form. To request a PDF of this form from the School Admissions Service to print off and complete, email school-admissions@royalgreenwich.gov.uk.

Receipt of a paper form cannot be provided.

Supplementary forms

- You'll also need to complete a supplementary information form if you're applying for a place at:
 - a voluntary aided school as a faith entrant
 - St Mary Magdalene CE, regardless of faith.
- This must be returned to the secondary school by the same date as the deadline for the main application form.

Supplementary forms

- The following secondary schools use a supplementary information form. This can be downloaded from the schools' website:
 - St Mary Magdalene Church of England School
 - St Paul's Academy
 - St Thomas More Catholic School
 - St Ursula's Convent School

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 recommendations:

- Don't 'waste' a preference by naming a school where your child is unlikely to be offered a place
- 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.

Tips on choosing a school

- Visit the schools where possible
- Look on their websites
- Speak to parents who have children already attending the school

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- https://www.royalgreenwich.gov.uk/info/200286/apply_for_a_school_place/1937/apply_for_a_secondary_school_place