



## APPENDIX A

### **Lewisham's determined admissions criteria for nursery schools and nursery classes in community primary schools (children starting nursery during the academic year 2014/15)**

Where there is over-subscription, places will be offered to:

1 Children in Public Care (details must be supplied by the allocated social worker or foster carer). This means a child who is in care to a local authority or who is provided with accommodation by that authority as well as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2 In exceptional circumstances there is discretion to admit children on the grounds of their or their family's severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the nursery is the only one able to meet the child's needs, before an admission decision is made. The admission decision will be made by the headteacher who may consult with the Executive Director for Children and Young People. Supporting documentary evidence must be provided with the application.

3 Children whose brother or sister is on the roll of the main school when the application is made and is expected to be on the roll of the school, or of the junior school in the case of separate infant and junior schools, at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given to those

- i) with exceptional social or medical need and then to those
- ii) living closest to the school

Children applying for a place at Clyde or Chelwood Nurseries will only qualify for a place under the sibling criteria if their older sibling is on the roll of the nursery when the application is made and is expected to be on the roll of the nursery at the intended date of admission. Children in Year 6 of a mainstream primary school and who will have transferred to secondary school by the time the younger child is admitted to the nursery do not confer sibling priority.

Siblings include all blood or adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child applying. Proof of the sibling relationship may be required.

4 Children who live closest to the school.

All distances will be measured in a straight line, using digitised mapping software of the area, from the home to the nearest gate nominated by the school. 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.

Waiting lists will be held in the same order as the admission criteria.

**Tie break** - on the rare occasion where two or more children tie for the last available place, lots will be drawn to decide which child is offered the place.

Head teachers will have discretion over the balance of three- and four-year olds in their nurseries, and the ratio of part-time and any full-time places offered.

Priority will be given to Lewisham residents.

An existing childminder's address, instead of the home address, may only be used to determine "nearness" if the child has an exceptional medical or social need for that particular school. The child's home address must also be in Lewisham.

Three terms is regarded as the minimum time that children should spend in a nursery school or nursery class. The maximum is five terms.

Applications to nursery schools or classes are not dealt with through a co-ordinated scheme and there is no set closing or decision date. Applications are made direct to the nursery. Parents who arrive in the area after the normal time of admission in September should contact the Family Information Service, which will have details of current vacancies in each nursery.

If a child cannot be offered a place, a request can be made for the child's name to be placed on the waiting list, however this is no formal appeal process.



## APPENDIX B

### **Lewisham's determined admissions criteria for community primary school reception classes (children born between 1 September 2009 and 31 August 2010) and who will start school in September 2014**

When there is over-subscription, places are offered to:

1 Children in Public Care (details **must** be supplied by the allocated social worker or foster carer). This means a child who is in care to a local authority or who is provided with accommodation by that authority as well as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2 In exceptional circumstances there is discretion to admit children on the grounds of their or their family's severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with a sub group of the Admissions Forum which includes teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence **must** be provided before the closing date for applications.

3 Children whose brother or sister is on roll of the school on the closing date for applications and is expected to be on the roll of the school (or of the junior school in the case of separate infant and junior schools\*), at the intended date of admission. Children in Year 6 who will have transferred to secondary school by the time the younger child is admitted do not confer sibling priority. If the school is over-subscribed entirely with siblings, priority will be given to those with an exceptional social or medical need (see 2 above) and then to those who are permanently living nearest to the school (see 4 below).

*\* this applies to children attending Sandhurst Infant and Junior Schools, Stillness Infant and Junior Schools and Torridon Infant and Junior Schools.*

Siblings include all blood or adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child applying. Proof of the sibling relationship may be required.

4 Children living nearest to the school.

All distances will be measured in a straight line, using digitised mapping software of the area, from the home to the nearest gate nominated by the school. 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.

**Twins, triplets and other multiple births**– where twins, triplets or children from other multiple births qualify for the last school place to be allocated Lewisham will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as ‘excepted pupils’.

**Tie break** - on the rare occasion where two or more identical applications qualify for the last available place, lots will be drawn to decide which qualifying child is offered the place.

**Waiting lists** - Requests to be placed on a waiting list for a community school must be made via the home LA. In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents’ highest possible preference, Lewisham will ensure that waiting lists do not contain lower ranked preferences except where it (or the home LA) has agreed to a parental request to change the order of preferences. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply.

The reception co-ordinated scheme continues until the end of July 2014. Applications received for reception class beyond July 2014 will be considered as In Year applications.

Waiting lists will be held for the reception year only. Those wishing to apply for a place beyond the reception year will be required to make an in year application.

Waiting lists for Lewisham’s community schools will include those who have moved to the area and were unable to make an ‘ontime’ application. Enquiries about waiting list positions or appeal procedures for community schools in the borough should contact Lewisham’s Admissions Team.



## APPENDIX C

### **Lewisham's determined admissions criteria for community secondary schools for pupils transferring from primary to secondary school in September 2014 (children born between 1 September 2002 and 31 August 2003)**

Where there is oversubscription places will be offered to:

- 1 Children in Public Care (details **must** be supplied by the allocated social worker or foster carer). This means a child who is in care to a local authority or who is provided with accommodation by that authority as well as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 In exceptional circumstances there is discretion to admit children on the grounds of their or their family's severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs before an admission decision is made. The admission decision will be considered in consultation with a sub group of the Admissions Forum, teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence **must** be provided before the closing date for applications.
- 3a 11 – 16 Community Schools - Children whose older brother or sister is on roll of the school on the closing date for applications as well as those whose sibling was a former pupil of the school and who transferred to a 16-18 education provision at the end of the previous academic year. If the school is over-subscribed entirely with siblings, priority will be given (i) to those with exceptional social and medical need and (ii) to those living nearest the school.  
Siblings include all blood and adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child. Proof of the sibling relationship may be required. Or
- 3b 11-18 Community Schools - Children whose brother or sister is on roll of the school on the closing date for applications and will still be on the roll of the school at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given (i) to those with exceptional social and medical need and (ii) to those living nearest the school.  
Siblings include all blood and adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live

at the same address as the child. Proof of the sibling relationship may be required.

#### 4 Children who live nearest to the school.

All distances will be measured in a straight line, using digitised mapping software of the area, from the home to the main school entrance. 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.

**Twins, triplets and other multiple births**– where twins, triplets or children from other multiple births qualify for the last school place to be allocated Lewisham will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as ‘excepted pupils’.

**Tie break** - on the rare occasion where two or more identical applications qualify for the last available place lots will be drawn to decide which qualifying child is offered the place.

When a school is over-subscribed, any vacancy which arises as a result of the withdrawal of a successful application will be offered to the next child on the waiting list in that band. If a school cannot fill all places available in a particular band, applicants from adjoining bands will be offered the places until the school is full.

**Waiting lists** - Requests to be placed on a waiting list for a community school must be made via the home LA. In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents’ highest possible preference, Lewisham will ensure that waiting lists do not contain lower ranked preferences except where it (or the home LA) has agreed to a parental request to change the order of preferences. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply.

The pan London secondary transfer scheme continues until the end of July 2014. Applications received for Year 7 from 1 August 2014 will be considered as In Year applications.

Waiting lists will be held for the first academic year (Year 7) of admission only. Those wishing to be considered for a place beyond Year 7 will be required to make an in year application.

Secondary Transfer -waiting lists for Lewisham’s community schools will include those who have moved to the area and were unable to make an ‘ontime’ application.

Parental enquiries about waiting list positions or appeal procedures for community schools should be made to Lewisham’s Admissions Team.



## APPENDIX D

### **Lewisham's determined arrangements for In Year Admissions to Lewisham community schools**

Applications for places at a maintained school in Lewisham community primary or secondary schools in a year group other than the normal year of entry to primary (Class R to Year 6) and secondary school (Year 7 to Year 11), will be treated as an In Year admission. Applications should be made on a Lewisham In Year Admission Common Application Form (iCAF) and returned direct to the School Admissions and Appeals Team 3<sup>rd</sup> Floor Laurence House SE6 4RU.

From the autumn term of the admission year places for all year groups to a Lewisham community primary or secondary school will be offered to children in the following order:

- a) Children in Public Care (details must be supplied by the allocated social worker or foster carer). This means a child who is in care to a local authority or who is provided with accommodation by that authority as well as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- b) children with severe social and medical need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional setting out the reasons why the school is the only one to meet the child's needs.
- c) siblings of children already on the roll of the school.
- d) children who live nearest the school, the distance being measured in a straight line using digitized mapping software.

Children who are newly arrived in the borough and do not have a school place and have not been offered an alternative school place within a reasonable distance from the family home (ie 2 miles for children in Key Stage 1 and 3 miles for children in Key Stages 2, 3 and 4) will be placed under Lewisham's Fair Access protocol.

## **Generic protocols for admitting children under the In Year Admissions Arrangements**

- Parents wishing to make an In Year application to any maintained school including faith, foundation and free schools and Academies in Lewisham should do so by completing a Lewisham iCAF. Community schools will not hold separate waiting lists and are required to inform Lewisham of their current vacancies.
- As the co-ordinating authority for in year admissions across both primary and secondary phases Lewisham LA will decide which school or federation of schools to approach about an individual admission. In most cases this will be at one of the schools named by the parent on their iCAF. Where it is not possible to offer a Lewisham resident a place at the school named and where the child is not on roll of a local primary school Lewisham will offer the next nearest school to the family home with a vacancy. The parent will also be notified of their statutory right of appeal if the preferred school(s) is (are) full.
- Where the application is for a community school Lewisham will inform the parent of the school to be offered and will determine the date the child will be added to the school's roll. In turn schools must respond to the applicant within 5 school days of the notification and arrange the admission by the date specified.
- Where an application is made for a voluntary aided, foundation or free school or an Academy Lewisham will refer the applicants details to the school who will be required to confirm within **10** school days whether a place can be offered or not. Once a decision has been taken the school will inform Lewisham's Admissions and Appeals Team of the outcome and, where a place can be offered, the Team will contact the applicant direct to inform them of this. The Admissions Authority must inform unsuccessful applicants of their right of appeal.
- Schools must place the child on roll by the date agreed with the School Admissions and Appeals Team.
- Children transferring from one local school to another may not transfer to the new school until the start of the following half term unless both the home school and receiving school agrees.
- Federations will have an important role in apportioning admissions among the schools in the federation.
- If an admission is disputed by a school, the case must be referred to the Admissions Team giving detailed reasons within 5 school days. The child's placement will be discussed at the next Fair Access Panel. Lewisham reserves the right to direct admission if necessary.
- Details will be shared with schools termly about the numbers of admissions taking place. There should not be a disproportionate impact on any school.

## **Transfers between schools**

Children who request a transfer from their current school do not take priority over those who qualify under the Fair Access or In Year Admissions arrangements as detailed above. Applicants will be referred to their home school. These children may require a managed move. Please refer to the Managed Moves Policy.





## APPENDIX E

### Generic admissions arrangements

#### Reception

Timing of Admission – Lewisham will operate one point of entry for reception class. Children born between 1 September 2009 and 31 August 2010 will be expected to accept a full time reception place starting in September 2014.

Deferred admission to primary school - Lewisham offers early admission in reception class to children before they are of statutory school age. Parents/carers have the option of deferring their child's admission to reception class to a later term eg the start of the spring or summer term providing the child is admitted to school during the reception year or they may ask for their child to be admitted on a part time basis up to the point they become of statutory school age. Parents may not defer their child's admission beyond reception year or after the beginning of the term after their child's fifth birthday.

Children who attend a nursery class in a primary school frequently transfer to the main school, however there is no automatic transfer and children attending the nursery are not given priority. Parents of nursery children **must** complete a Common Application Form to apply for a place in the reception class. Applications from parents of children on the roll of the nursery will be considered with other applicants at the appropriate time.

Completing the Common Application Form: parents may make an online application via Lewisham's web site at [www.lewisham.gov.uk](http://www.lewisham.gov.uk) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by 15 January 2014.

#### Secondary Transfer

Children born between 1 September 2002 and 31 August 2003 will be expected to transfer to secondary school in September 2014.

Completing the Common Application Form: parents may make an online application via Lewisham's web site at [www.lewisham.gov.uk](http://www.lewisham.gov.uk) or [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by 31 October 2013.

Early transfer: In very exceptional circumstances Lewisham will consider a request for an early transfer for a younger child (ie born after 31 August 2003) providing that

- The application is supported by the child's primary headteacher and an educational psychologist confirming that the child is academically outstanding and sufficiently physically and emotionally mature to cope with the demands of secondary school
- The parent agrees that their child will transfer to secondary school with the earlier cohort regardless of the outcome of their applications and will not qualify to participate in the transfer scheme the following year.

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning. From 2013 this requires them to continue in education or training to the age of 17. Children who have transferred to secondary school a year earlier than their peers will be required to stay in full-time education, undertake work-based learning such as an Apprenticeship, or part-time education or training if they are employed, self-employed or volunteering for more than 20 hours per week until they are 17.

Parents must consider the implications of an early transfer as secondary schools are not required to keep the child out of year group and may decide to later educate the child in the correct year group.

Later transfer: In very exceptional circumstances Lewisham will consider a request for a deferred transfer for an older child (ie born after 31 August 2002) providing that:

- The application is supported by the child's primary headteacher and an educational psychologist confirming that the child has learning delay or difficulty and their social maturity is well below that of his or her peers.
- The parent agrees that their child will transfer to secondary school with the later cohort regardless of the outcome of their applications and had not participated in the transfer scheme the year before.

In cases described above parents must consider the implications of a deferred transfer as secondary schools are not required to continue to keep the child out of year group and may decide to later educate the child in the correct year.

**In both circumstances described above parents must ensure that the school(s) they wish to apply for will accept an application out of year group.**

Lewisham's banding arrangements: Community maintained secondary schools, Addey and Stanhope, Prendergast Vale College and Trinity Lewisham CE voluntary aided schools operate the same banding arrangements to ensure as far as possible a comprehensive intake ensuring there is an equal number of places available in each band. Pupils at Lewisham primary schools sit tests in June of year 5. These are currently the optional year 5 QCA tests in English and maths. The results of the tests place each pupil in one of five bands (1a, 1b, 2a, 2b and 3), with the aim of producing balanced intakes to secondary schools. Band 1a encompasses pupils who show aptitude in all areas tested and band 3 encompasses pupils who may need additional support to help them reach their potential.

Prendergast Hilly Fields will use Lewisham's banding but the proportion of places available will be determined by the proportion of applicants in each band of ability. This is known as school based banding.

Pupils living outside Lewisham, or attending primary schools outside Lewisham, may still apply for Lewisham schools, via their home LA. Such pupils will be banded according to their score in the optional year 5 QCA tests

(if they take them), or according to an assessment by their primary head teacher, usually based on the child's National Curriculum achievement levels. Children for whom a band cannot be determined from either of the above will be placed in the middle band 2a.

Academies which operate a different banding arrangement will make their own arrangements to test and band applicants.

Secondary school visits: Each Lewisham secondary school will be open on set days early in the autumn term to enable parents to visit and discuss the educational opportunities available. A list of visit dates and arrangements will appear in the "Secondary Schools in Lewisham" booklet.

Parents of pupils attending Lewisham primary schools will have the opportunity to meet their primary head teacher to discuss their preference of schools. Appointments will be made for parents who need assistance in completing their Common Application Form. The on line application or paper Common Application Form must be returned to the Admissions Team by the closing date.

### **Making an Application – Nursery, Primary and Secondary**

All applicants will be required to demonstrate that the address they are applying from is their permanent home address and that they have parental responsibility and therefore eligible to apply for a school place for the child. Applications from children who are not already on the roll of a Lewisham primary school and whose documentation has not been previously verified must be accompanied by the applicants current Council Tax bill to establish permanent home address as well as the child benefit letter or child tax credit letter to establish that the applicant has parental responsibility.

Parents may state the reasons why they wish their child to attend a particular school, including whether there is a sibling already attending the school. If there are exceptional social and/or medical reasons affecting the child or their family why s/he should attend a particular school, these must be supported by documentation from a hospital consultant or social worker, or similar professional, at the time of application clearly demonstrating why the chosen school is the only one which can meet the child's specific needs. For community schools, these cases will be considered by a sub group appointed by Lewisham's Admissions Forum.

**Shared care arrangements:** Lewisham is aware that some parents share the care of their child. Lewisham will normally accept that the child lives with the parent who has parental responsibility and who is in receipt of child benefit and child tax credit. Documentary evidence for example a residence order or other court order may be required.

**Permanent home address:** Proof of permanent home address will be required and will include the current Council Tax statement. In addition Lewisham may require copies of current utility bills.

Lewisham is aware that some parents rent a property close to a popular school to increase the likelihood of their child gaining admission. To establish an applicant's permanent rather than temporary home address the following will be required;

- 1 closing accounts for the original property,
- 2 official confirmation of the end of tenancy or house sale for the original property,
- 3a tenancy agreement via a commercial letting agency for a period of 12 months or more. The period of the tenancy must extend beyond the start of the academic year in which the child is due to be admitted or
- 3b solicitors' confirmation of the completion of the purchase of the new property

Where the tenancy or ownership of the original property has not been surrendered, Lewisham will accept this address as the permanent home address.

In establishing permanent home address Lewisham may also check records held within the Council as well as other external agencies. If a false address has been given and an offer made on the basis of that information, the offer of a place may be withdrawn.

**Appeals:** Appeals for statutory school phases will be heard in accordance with the provisions of the School Standards and Framework Act 1998 and the Education Act 2002, together with the School Admissions Appeals Code. Parents will have the right of appeal to any school that has refused their child a place. Appeals for reception and secondary transfer phases for community schools will be heard during May and June in the summer term.

Parents who have appealed unsuccessfully for a school will not be able to apply and subsequently appeal again for a place at the same school in the same academic year unless there are significant and material changes to the child or family's circumstances. Documentary proof of such changes will be required from the appropriate professional(s) working with the family.



## APPENDIX F

### **Lewisham's proposed admissions arrangements for community school Sixth Forms**

In the event of the school being over-subscribed (having more applications than places available) places will be offered to the following:

- 1 Children in Public Care (details must be supplied by the allocated social worker or foster carer). This means a child who is in care to a local authority or who is provided with accommodation by that authority as well as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Applicants who have an exceptional social or medical need for a place at the school, supported by professional documentation from a hospital consultant, social worker or similar. Decisions on these cases will be taken in consultation with the Executive Director for Children and Young People or her delegated representative.
- 3 Lewisham students who apply to Christ The King Sixth Form College will be guaranteed an interview at either of the Lewisham sites.
- 4 Applicants who at the time of application are on roll of Forest Hill or Sydenham schools will be given priority at Sydenham and Forest Hill Sixth Form (SFH6).
- 5 Applicants who can best demonstrate their suitability for the course involved (factors taken into account will be attendance and previous academic performance).
- 6 If the school is over-subscribed with applicants from the feeder schools only, priority will first go to applicants from those schools with professionally-supported social or medical cases (see above), and then to those who can best demonstrate their suitability for the course involved. For the latter, factors taken into account will be attendance and previous academic performance.
- 7 If two identical applicants qualify for the last available place, home to school distance will be used as a tie break. If the applicants live the exact distance from the school lots will be taken to determine which applicant is offered the remaining place.

Any minimum standards required for entry will be published in the school's prospectus. In the event that an applicant fails to meet such requirements, the school will review the case in the light of reports from the original school.

Lewisham is required to publish the number of places (if any) expected to be available to students not on roll of the feeder schools. For SFH6 it is expected that a maximum of 10 places per school (20 in total) will be available to children attending other schools.

There will be the right of appeal against any refusal of a place at the school, and the appeal will be heard in line with the provisions of the Education Act 2002.

The sixth forms will publish a closing date for receipt of applications and the date of notification of the outcome of their applications. Late applicants will only be considered if there are places unallocated at the time of application.

**Shared care arrangements:** Lewisham is aware that some parents share the care of their child. Lewisham will accept that the permanent home address is that which is held by the secondary school. Lewisham will normally accept that the child lives with the parent who has parental responsibility and who is in receipt of child benefit and child tax credit. Documentary evidence may be required.

**Permanent home address:**

Proof of permanent home address will be required and will include current Council Tax statements, utility bills, residence orders or other court orders. If a false address has been given and an offer made on the basis of that information, the offer of a place may be withdrawn.

Lewisham is aware that some parents rent a property close to a popular school to increase the likelihood of their child gaining admission. To establish an applicant's permanent rather than temporary home address the following is required;

- 1 closing accounts for the original property,
- 2 official confirmation of the end of tenancy or house sale for the original property,
- 3a tenancy agreement via a commercial letting agency for a period of 12 months or more. The period of the tenancy must extend beyond the start of the academic year in which the child is due to be admitted or
- 3b solicitors' confirmation of the completion of the purchase of the new property

Where the tenancy or ownership of the original property has not been surrendered, Lewisham will accept this address as the permanent home address.

In establishing permanent home address Lewisham may also check records held within the Council as well as other external agencies.