



## APPENDIX A

### **Lewisham's determined admissions criteria for nursery schools and nursery classes in community primary schools (children starting nursery during the academic year 2016/17)**

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

1 A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). Details **must** be supplied by the allocated social worker or foster carer.

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 (as defined in paragraph 2 above) and then to those
- ii) permanently living closest to the school (as defined in paragraph 4 below)

**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 whose permanent home address is 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 permanent address, may only be used to determine "nearness" if the child has an exceptional medical or social need for that particular school. The permanent 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.

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 there is no formal appeal process.



## APPENDIX B

### **Lewisham's determined admissions criteria for community primary school reception classes (children born between 1 September 2011 and 31 August 2012) and who will start school in September 2016**

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

1 A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). Details **must** be supplied by the allocated social worker or foster carer.

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 panel of 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:

- i) those with an exceptional social or medical need (see 2 above) and then to
- ii) 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 to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. 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** - 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. Waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application.

The reception co-ordinated scheme continues until the end of the summer term 2016. Applications received for reception class beyond the end of the summer term 2016 will be considered as an In Year applicant for each subsequent year.

Waiting lists will be held for the first term of the reception year only. Those with a continuing interest in a place at a school beyond this time will be required to make an in year application.



## APPENDIX C

### **Lewisham's determined admissions criteria for community secondary schools for pupils transferring from primary to secondary school in September 2016 (children born between 1 September 2004 and 31 August 2005)**

Where there is oversubscription places will be offered to:

- 1 A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). Details **must** be supplied by the allocated social worker or foster carer.
  
- 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 panel of 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.  
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.

In all cases 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 to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. 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.

**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** - 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. 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.

The pan London secondary transfer scheme continues until the end of the summer term 2015. Applications received for Year 7 beyond the end of the summer term 2015 will be considered as In Year applications.

Waiting lists will be held for the first term of the Year 7 only. Those with a continuing interest in a place at a school beyond this time will be required to make an in year application.



## APPENDIX D

### **Lewisham's determined admissions arrangements for community school's sixth form**

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

- 1 A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b)being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989)..Details must be supplied by the allocated social worker or foster carer.
- 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.
- 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.

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's sixth form, 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.





## APPENDIX E

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

Applications for places at a maintained school, including faith, foundation and free schools and Academies 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) A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989).Details must be supplied by the allocated social worker or foster carer.
- 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 to a central nodal point in the school premises.

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.



## APPENDIX F

### **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 arrange the admission by the date specified in the offer letter.
- 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 determined by 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 their federation.
- If an admission is disputed by a school, the case must be referred to the Fair Access Panel completing the appropriate referral form giving detailed reasons why the school should not admit the child within 7 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 and the parent asked to discuss their reasons for transfer with the Headteacher. Children who are requesting a transfer due to their challenging behaviour may require a managed move. Please refer to the Managed Moves Policy.



## APPENDIX G

### Generic admissions arrangements

**Lewisham LA will continue to participate in the pan London admissions scheme (known as The Scheme) for reception and secondary transfer admissions. Please refer to the scheme for details of how this operates.**

#### Reception

Timing of Admission – Lewisham will operate one point of entry for reception class. Children born between 1 September 2011 and 31 August 2012 will be expected to accept a full time reception place starting in September 2015.

Parents of children who permanently live in Lewisham **must** apply for a reception class place (Year R) by participating in the coordinated reception scheme by making an online application.

Deferred admission to primary school - Lewisham offers early admission in reception class to children before they reach 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. However the child must be admitted to school during the reception year and not beyond it. Alternatively the parent may ask for their child to be admitted on a part time basis up to the point they reach 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 who permanently live in Lewisham **must** apply for a reception place by participating in the coordinated reception scheme either by making an online application or by completing Lewisham's Common Application Form. Applications from parents of children on the roll of the nursery will be considered with other applicants at the appropriate time.

The application period for the reception admissions co-ordinated scheme will commence on 1 September 2015 and close on 15 January 2016.

#### Secondary Transfer

Children born between 1 September 2004 and 31 August 2005 will be expected to transfer to secondary school in September 2016.

Parents of children who permanently live in Lewisham **must** apply for a secondary school place (Year 7) by participating in the coordinated secondary transfer scheme by making an online application.

The application period for the secondary transfer co-ordinated scheme will commence on 1 September 2015 and close on 31 October 2015.

**Earlier Admission:** In very exceptional circumstances Lewisham will consider a request for admission out of cohort for a younger child (*ie for reception children this will be those born after 31 August 2012 and for Year 7 those born after 31 August 2005*).

- The application may be supported by the child's nursery/primary headteacher and/or an educational psychologist confirming that the child is academically outstanding and sufficiently physically and emotionally mature to cope with the demands of primary/secondary school
- The parent agrees that their child will transfer to primary/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 which requires them to continue in education or training to the age of 18. 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 18.

Parents must consider the implications of an early transfer as the 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 admission:** In very exceptional circumstances Lewisham will consider a request for a deferred admission for an older child (*ie for reception this will be those born before 1 September 2011 and for Year 7 those born before 1 September 2004*).

- The application may be supported by the child's nursery/primary headteacher and/or 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 primary/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 headteachers of primary/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.

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 and published on Lewisham’s website.

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 must be made by the notified closing date.

### **Making an Application –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 transferring to reception class or secondary school and not already on the roll of a Lewisham primary school and whose documentation has not been previously verified must be accompanied by:

- i. the applicants current Council Tax bill to establish permanent home address and
- ii 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.

**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 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 last known address,
- 2 official confirmation of the end of tenancy or house sale for the last known address,
- 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 last known address has not been surrendered, Lewisham will accept this last known 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 the summer term prior to the child's admission to school.

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 H**

**DETERMINED ADMISSIONS LIMITS 2016/17**

<b>Primary Schools</b>	<b>Admissions Number</b>
Adamsrill	90
All Saints	30
Ashmead	30
Athelney	60
Baring	30
Beecroft Gardens	60
Brindishe Green	90
Brindishe Lee	30
Brindishe Manor	60
Childeric	60
Coopers Lane	90
Dalmain	60
Deptford Park	90
Downderry	60
Edmund Waller	60
Elfrida	60
Eliot Bank	60
Fairlawn	60
Forster Park	90
Good Shepherd	30
Gordonbrock	90
Grinling Gibbons	30
Haberdashers' Aske's Temple Grove Free School	60
Haseltine	60
Holbeach	90
Holy Cross	30
Holy Trinity	30
Horniman	30
John Ball	90
John Stainer	60
Kelvin Grove	90
Kender	60



<b>Primary Schools</b>	<b>Admissions Number</b>
Kilmorie	90
Launcelot	60
Lucas Vale	60
Marvels Lane	60
Myatt Garden	60
Our Lady & St Philip Neri	45
Perrymount	30
Rangefield	60
Rathfern	60
Rushey Green	90
Sandhurst Junior	90
Sandhurst Infant	90
Sir Francis Drake	60
St Augustine's	30
St Bartholomew's	60
St George's	60
St James Hatcham	30
St John the Baptist	30
St Joseph's	30
St Margaret's	30
St Mary's	30
St Mary Magdalen	30
St Michael's	30
St Saviour's	30
St Stephen's	30
St William of York	30
St Winifred's Junior	45
St Winifred's Infant	45
Stillness Junior	90
Stillness Infant	90
Tidemill Academy	60
Torridon Junior	90
Torridon Infant	90
Turnham	66

<b>Secondary Schools</b>	<b>Admissions Number</b>
Addey and Stanhope	120
Bonus Pastor	155
Conisborough College	180
Deptford Green	234
Forest Hill	240
Prendergast Hilly Fields College	116
Sedgehill	306
Sydenham	240

### **All-age Schools**

The published admissions number for all-age schools is set for the reception intake. Admissions to Year 7 for new applicants will depend on the number of children automatically transferring from the Academy's Primary Phase in Year 6

	<b>Reception</b>	<b>Total Year 7 admissions</b>
Haberdashers' Aske's Hatcham College	60	208
Haberdashers' Aske's Knights Academy	60	208
Prendergast Ladywell Fields College	60	240
Prendergast Vale College	30	120
St Matthew Academy	60	180
Trinity	60	120