



Children & Young People's Select Committee

Access, Inclusion and Participation: School Admissions Report, 2022-23

Date: 19th September 2023

Key decision: No. Information item.

Ward(s) affected: N/A

Contributors: Ruth Griffiths, Head of Access, Inclusion and Participation
Christine Tarrant, Admissions and Appeals Manager

Outline and recommendations

Outline: This report provides an update on school admissions in Lewisham.

Recommendations: The Select Committee is asked to note the work programme related to Lewisham school admissions process:

- The outcomes of each of the admissions schemes.
- The challenges the Service anticipates during the coming academic year and how the Service plans to meet those challenges.

1. Summary

- 1.1 The School Admissions and Appeals Service is responsible for:
- Coordinating the planned admissions round for reception infant to junior, secondary transfer and UTC transfer for all Lewisham residents regardless of their destination as well as applications to Lewisham's mainstream schools from out borough residents;
 - all in year applications for Lewisham and out borough residents, to mainstream schools in Lewisham throughout the academic year with the exception of six schools;
 - representing the Executive Director for Children and Young People at admission appeal hearings; and
 - annually consulting and determining the Council's admissions arrangements and school term and holiday dates.

2. Recommendations

The Select Committee is asked to note the work programme related to Lewisham school admissions process:

- The outcomes of each of the admissions schemes.

- The challenges the Service anticipates during the coming academic year and how the Service plans to meet those challenges.

3. Policy context and background

3.1 The legal framework for School Admissions is the Admissions Code¹

Local authorities have a statutory duty to coordinate applications for the annual planned admissions rounds to mainstream schools for their resident children and to comply with the national closing date and offer date².

Lewisham participates in the pan London admissions scheme, a highly successful collaboration between all 33 London boroughs as well as five county councils bordering London – Surrey, Kent, Hertfordshire, Essex and Thurrock. The scheme follows a defined timetable including statutory deadlines for; closing and offer dates for applicants, as well as exact dates for the electronic transfer of application data via the Pan London Register (PLR) and thorough checking of applications at each stage of the planned admissions processes.

Both primary and secondary schemes include a precise iterative schedule over a two-week period to identify each applicant's highest possible successful preference prior to national offer date. Therefore, it is essential that Lewisham's IT infrastructure is fit for purpose, back-office tools such as the home to school measuring system is 100 per cent accurate, the pupil database is 'clean' and well managed including the identification and resolution of duplicate records, that Lead Admissions Officers are competent, fully trained and capable of managing a highly technical process.

Applications for reception class have been coordinated by the applicant's home local authority in the pan London admissions scheme since the 2011/12 admissions year and since 2005 for secondary admissions.

In the London scheme, parents/carers are eligible to apply for up to six maintained schools within England via their home local authority and to rank them in order of their preference. The ranked order is used during an electronic iterative process, so that the home local authority can offer the highest preference the child qualifies for on National Offer Day (NOD). If the child does not qualify for a place at one of their preferred schools, the home local authority is required to allocate an alternative school place. Lewisham's policy is to offer the closest school to the family home, regardless of whether this is a faith or non-faith school, where there is a vacancy.

Because the success of the scheme relies primarily on interactions across 38 local authorities, involving approximately 190,000 annual primary and secondary applications, Lewisham's Admissions Service is heavily dependent on Lewisham's IT providers' participation and support in relation to:

- Regular maintenance of the pupil database.
- Connectivity with the pan London Register (PLR) and timely upgrades of each relevant application including the home to school measuring facility.
- Providing a robust electronic system (currently EDEM) that enables the local authority to import and export files containing children's information and their applications.

¹ [School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

² 1. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

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3.2 The legal requirement for local authorities to coordinate in year (casual) admissions was removed following the revision to the School Admissions Code in 2014. However, Lewisham continues to coordinate in year admissions to mainstream schools with the exception of the Lethersellers Federation of Schools, Bonus Pastor, Sedgehill Academy and St Mary's Primary School. By administering the application process centrally, Lewisham is able to meet its duty to safeguard and track children as well as planning school places more effectively. The recent "Keeping Children Safe in Education" statutory guidance places a responsibility on all schools to inform the local authority of any pupil who is going to be deleted from the admissions register. This statutory requirement should enable Lewisham to maintain accurate roll information.

3.3 Fair Access

Part of the Fair Access³ provision falls under the responsibility of the Admissions Service which strives to:

- Work with key partners across the service to ensure that vulnerable and hard to place children access education, this includes the Youth Justice Service, Children Social Care (CSC) Service and other local authorities.
- Negotiate with Headteachers and teachers in all Lewisham mainstream schools regarding the admission of pupils of all ages including complex cases.
- Ensure the Admissions and Fair Access Service maintains and develops effective relationships with schools, other Council Directorates and external agencies which facilitate effective joint working and safeguarding of children.
- Maintain a robust data collection of In Year Admissions and Fair Access placements to ensure an open, fair and transparent allocation of all children especially those who are hard to place.

3.4 The Service provides all schools including Academies (where a small charge is levied), access to the School Access Module (SAM). SAM is a secure method of electronically transferring admission application details to schools. It is a web-based application and enables schools to receive their applicant details securely as soon as they are imported to the main pupil database. Home to school distances is automatically calculated once the applicants home address has been 'matched' and these are also provided to all admission authority schools when ranking their applicants against the school's admissions criteria. Admission authority schools are also required to use SAM to rank their applicants in criteria order.

4. Reception admissions – September 2023 intake

4.1 Pan London there were a total of 87,277 applications for primary school places made via the whole coordinated admissions scheme. Despite previous year on year increases in pupil demand, there was a 2.67 per cent decrease compared to last year. In Lewisham there were **99** less applications made on time by Lewisham residents compared to the previous year.

On 17th April 2023, National Offer Day (NOD), after all applicants were offered a school place, there were **527** places still available in Lewisham primary schools. However, since NOD, Lewisham has received more than **316** late applications from parents who were; unaware of the application process, did not know there was a closing date for applications, assumed their child would automatically transfer from their nursery class to the reception class or had moved into the borough since January 2023.

Based on local data there were **3,143** Lewisham children who were placed under the

³ [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-admissions-code)

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planned admissions scheme. The outcomes, with comparisons to other admission rounds, for this cohort of children are as follows:

Lewisham on-time applicants	
2023	3143 Lewisham residents applied on time through the co-ordinated Pan London arrangement
2022	3242 Lewisham residents applied on time through the co-ordinated Pan London arrangement
2021	3295 Lewisham residents applied on time through the co-ordinated Pan London arrangement
2020	3529 Lewisham residents applied on time through the co-ordinated Pan London arrangement
2019	3480 Lewisham residents applied on time through the co-ordinated Pan London arrangement
2018	3698 Lewisham residents applied on time through the co-ordinated Pan London arrangement
First preferences offered	
2023	2686 (85.46%) of the 3143 children were offered their first preference
2022	2796 (86.24%) of the 3242 children were offered their first preference
2021	2863 (89%) of the 3295 children were offered their first preference
2020	2964 (84%) of the 3529 children were offered their first preference
2019	2909 (83.6) of the 3480 children were offered their first preference
2018	3097 (83.7) of the 3698 children were offered their first preference
Preference of any rank offered	
2023	3,082 (98.1%) of the 3143 children were offered one of their preferences
2022	3,165 (97.64%) of the 3242 children were offered one of their preferences
2021	3,220 (97.72%) of the 3295 children were offered one of their preferences
2020	3,407 (96.56%) of the 3529 children were offered one of their preferences
2019	3403 (97.73%) of the 3480 children were offered one of their preferences
2018	3611 (97.6%) of the 3698 children were offered one of their preferences
No preference offered	
2023	61 (1.9%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools
2022	77 (2.36%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools
2021	75 (2.28%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools
2020	122 (3.34%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools
2019	79 (2.27%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools
2018	87 (2.3%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools
Online applications	
2023	3138 (99.84%) made their applications online
2022	3193 (98.48%) made their applications online
2021	3,197 (97.02%) made their applications online
2020	3418 (96.85%) made their applications online
2019	3394 (97.5%) made their applications online
2018	3605 (97.48%) made their applications online

Applications for each school in Lewisham by location and ranked preference is attached as **Appendix 1**. This data includes the school's Published Admissions

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Number (PAN) and any additional bulge class it admitted for September 2023.

In accordance with Lewisham's policy children who were not offered a place at one of their preferred schools were allocated a place at the closest school to their home address and where a vacancy was available at the end of the iterative process regardless of whether this is a faith or non-faith school.

NOD was **Monday 17th April 2023**. The results for those who made an online application were notified of the outcome of their application after 5pm that evening by email from Eadmissions. Those who made a paper application received their notification by email after 5pm on that day.

Lewisham is the admission authority for community schools in the borough and Admissions Officers are responsible for defending any appeal lodged against the refusal not to comply with parental preference. During the summer term 2023, 21 admission appeals were lodged for community schools in Lewisham.

In accordance with infant class size legislation the independent appeal panel may only uphold the appeal where:

- a) it finds that the admission of additional children would not breach the infant class size limit; or
- b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

No appeals for a reception class place were upheld for community schools for September 2023.

5. Summer born admissions, out of cohort requests – September 2023 intake

- 5.1 In September 2021, the Department for Education (DfE) published non statutory guidance regarding the admission of summer born children (those born between 1st April and 31st August). Lewisham Council updated its admission policy for the admission of summer born children to its community schools to advise parents of the options available to them.

Lewisham, as the admissions authority for mainstream community schools, allows delayed admission to reception class for summer born children where the parent has provided reasons that demonstrate they believe a delay is in their child's best interests. Whilst there is no statutory barrier to a child being admitted to school outside their chronological year group, there is no duty on the admission authority to agree such a request. There are no specific criteria adopted in Lewisham to determine whether a request will be agreed and each case is considered on its own merits based on the information provided with the request and in the best interests of the child.

Out of Cohort requests	
2023	22 (on time) 51 in total requests received so far
2022	24 (on time) 47 in total requests received so far
2021	26 (on time) 60
2020	37 (on time) 68

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2019	46 at closing date 71
2018	36
2017	32

By the national closing date, 15th January 2023, Lewisham had received **22** requests from parents wishing to delay their child’s admission to reception class and to participate in the 2023 admissions round instead.

- Lewisham asked for additional information **18** applicants as there was insufficient evidence provided which demonstrated a delayed admission was in the child’s best interest.
- Of the **22** on time requests Lewisham received, **21** were agreed.
- However, **one** applicant withdrew their request as they got an Education, Health and Care Plan (EHCP).

After closing date Lewisham has received a further 29 requests. Some of these requests came from children who were already attending a pre-school provision and whose application and request to delay admission should have been made in January 2023 but were not. Other requests are from parents or schools who feel that the child is not school ready and where a request for an EHCP may be required.

Further non-statutory advice from the DfE was issued in September 2020, which stated that for a summer born child who started in reception a year later than is usual, parents need to apply for a secondary school place and for an “out of year group place” when the child is in Year 5 rather than Year 6.

6. Background secondary transfer admissions – September 2023

6.1 This year, **92,672** pupils applied for secondary school places through the Pan London Admissions Scheme, which is a one per cent decrease compared to last year.

There were **3,053** Lewisham resident children who made an on-time application by the National Closing Date - by **31st October 2022**. The outcomes for these children are as follows:

Total on-time applications	
2023	3053 Lewisham residents applied on time through the co-ordinated Pan London arrangements
2022	3089 Lewisham residents applied on time through the coordinated Pan London arrangement
2021	3120 Lewisham residents applied on time through the coordinated Pan London arrangements
2020	3136 Lewisham residents applied on time through the coordinated Pan London arrangements
2019	3299 Lewisham residents applied on time through the coordinated Pan London arrangements
2018	3122 Lewisham residents applied on time through the coordinated Pan London arrangements.
First preferences offered	
2023	Of the 3053 , a total of 1958 (64%) were offered their first preference
2022	Of the 3089, a total of 1915 (62%) were offered their first preference
2021	Of the 3120, a total of 1937 (62.08%) were offered their first preference
2020	Of the 3136, a total of 1935 (61.7%) were offered their first preference
2019	Of the 3299, a total of 1886 (57.1%) were offered their first preference

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2018	Of the 3122, a total of 1753 (56.1%) were offered their first preference
First, second and third preferences offered	
2023	Of the 3053 a total of 2641 (86.50%) were offered their first, second or third preference.
2022	Of the 3089, a total of 2615 (84.65%) were offered their first, second or third preference.
2021	Of the 3120 a total of 2668 (85.51%) were offered their first, second or third preference.
2020	Of the 3136, a total of 2714 (86.54%) were offered their first, second or third preference.
2019	Of the 3299, a total of 2755 (83.5%) were offered their first, second or third preference.
2018	Of the 3122, a total of 2532 (81%) were offered their first, second or third preference.
Any preference offered	
2023	Of the 3053 a total of 2855 (93.51%) were offered one of their preferences
2022	Of the 3089 a total of 2826 (91.48%) were offered one of their preferences
2021	Of the 3120 a total of 2910 (93.27%) were offered one of their preferences.
2020	Of the 3136 a total of 2941 (93.78%) were offered one of their preferences.
2019	Of the 3299 a total of 3045 (92.3%) were offered one of their preferences.
2018	Of the 3122 a total of 2800 (89.6%) were offered one of their preferences.
Allocated places	
2023	183 (5.99%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy
2022	264 (8.54%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy
2021	210 (6.73%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy
2020	180 (5.7%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy
2019	254 (7.69%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy
2018	317 (10.1%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy.
Online applications	
2023	3049 of the 3053 applicants 98.86% made their application online
2022	3058 (98.99 %) made their applications online
2021	3075 of the 3120 applicants 98.55% made their application online
2020	3113 of the 3136 applicants 99.9% made their application online
2019	3288 of the 3299 applicants 99.6% made their application online
2018	3088 of the 3122 applicants (98.9%) made their application online
Places available in Lewisham schools	
2023	After all offers, there are 97 places available at secondary schools in Lewisham
2022	After all offers, there were 5 places available at secondary schools in Lewisham
2021	After all offers, there are 77 places available at secondary schools in Lewisham
2020	After all offers, there are 143 places available at secondary schools in Lewisham
2019	After all offers, there are 25 places available at secondary schools in Lewisham
2018	After all offers, there are 178 places available at secondary schools in Lewisham.

6.2 Schools Exceeding PAN

There were **150** Lewisham residents without a school place (who were unlikely to be offered a school place within Lewisham or out of the borough) before the end of the

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iterative process. Lewisham had to strategically increase secondary schools' places available to meet the need. This proposal had some risk attached in terms of schools being over their current PAN and the need to either run larger classes or an additional class. However, the Admissions Service worked closely with schools to monitor acceptance rates and utilised late applications, to ensure full classes as best as possible. PANs were adjusted to reflect the attrition rate.

Schools	Usual PAN	Increased PANs during iterative process	Current PAN
Conisborough	180	240	226
Deptford Green	180	230	180
Forest Hill	180	230	230
Prendergast Vale	120	160	143
Haberdasher's Knights Academy	208	228	227
St Matthews	180	195	179

6.3 Secondary transfer applications, 10 November 2022 Lewisham residents applied on time 31st October 2022

School Name	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
Addey & Stanhope School	89	82	68	34	31	25	329
Bonus Pastor Catholic College	276	112	108	64	38	32	630
Conisborough College	77	94	57	37	32	33	330
Deptford Green School	121	102	88	57	41	27	436
Forest Hill School	76	71	54	42	27	31	301
Haberdashers' Hatcham College	166	147	119	76	55	53	616
Haberdashers' Knights Academy	119	82	79	69	50	41	440
Prendergast Ladywell School	183	177	192	128	74	59	813
Prendergast School	156	124	104	78	40	22	524
Prendergast Vale School	37	60	74	59	52	42	324
Sedgehill Academy	111	107	81	83	59	58	499
St Matthew Academy	56	66	85	64	55	32	358
Sydenham School	176	116	83	66	35	26	502
Trinity Lewisham CE School	59	66	68	58	64	50	365
Grand Total	1702	1406	1260	915	653	531	6467

Children who were not offered a place at one of their preferred schools were allocated a place at the closest school to the home address and where a vacancy was available at the end of the iterative process regardless of whether the school was a faith or non-faith school.

National Offer Day was **1st March 2023**. Those who made an online application were notified of the outcome of their application by email after 5pm that evening. Those who made a paper application received their notification by email after 5pm on the same day.

Lewisham is the admission authority for community schools in the borough and

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Admissions Officers are responsible for defending any appeal lodged against the refusal not to comply with parental preference. During the summer of 2023, eight admission appeals were lodged for a community secondary school in Lewisham, four were heard.

Unlike reception admissions (which are governed by Infant Class Size Legislation) the scope of the secondary independent appeal panel is wider and may consider the appellant's social reasons for wanting a place at the school and balances the prejudice of admitting an extra pupil to the school against that of the case of the applicant. No appeal for a Year 7 place in a Lewisham community school was upheld.

6.4 Out of cohort requests

Due to a change in the 2021 School Admissions Code, (which came into force on 1st September 2021)⁴, parents now have to apply for secondary school in the year their child would have been had they not been granted permissions to be educated out of their NC year group. This means parents have to apply in Year 5 instead. The number requesting to continue being educated out of cohort is small but is expected to rise over the next few years as the practice become embedded.

Out of cohort requests	
2023	38
2022	9

7. In Year Admissions during 2022/3 academic year

7.1 Although there is currently no statutory requirement for the local authority to coordinate in year admissions, Lewisham Council has determined that it will do so for all mainstream maintained schools, including faith, foundation and free schools and Academies with the exception of the Lethersellers Federation of Schools, Bonus Pastor, Sedgehill Academy and St Mary's Primary School, who have elected to administer in year applications themselves.

A centrally coordinated scheme is vitally important and it enables the local authority to:

- Safeguard, monitor and track children's placement in school,
- refer cases to the Children Missing Education (CME) Officer when a school offer is not taken up and there is no evidence that the child is attending full time education,
- inform the Place Planning Manager of demands for school places and
- Identify trends in applications including outward or inward migration.

In year admissions relate to all admissions to primary or secondary schools in a year group other than the planned admissions scheme to primary (Class R to Year 6) and secondary school (Year 7 to Year 11).

Applications for reception and Year 7 made once the academic year commences are considered as 'in year applications. Applications are made via the Parent Portal, an electronic application tool accessed via Lewisham's website. Once the parent submits their application this can be downloaded by the Admissions Service. An electronic rather than a paper-based application enables Lewisham to administer the in-year process and place children in school more efficiently.

7.2 In Year Primary

⁴ <https://www.gov.uk/government/publications/school-admissions-code--2>

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Data relating to in year admissions to primary schools by year group during the 2022/23 academic year is as follows:

Year	Applications	Offers/accepted	Awaiting proofs	Withdrawn	Vacancies
R	463	305	5	120	162
1	386	321	2	113	193
2	269	217	5	47	394
3	303	248	4	41	268
4	277	227	3	56	281
5	279	237	3	48	331
6	132	117	0	15	420
Total	2109	1672	22	440	2049

7.3 In Year secondary

Data relating to in year admissions to secondary schools by year group during the 2022/23 academic year is as follows:

Year	Applications	Offers/accepted	Awaiting proofs	Withdrawn	vacancies
7	226	140	1	55	20
8	286	177	4	64	12
9	268	165	3	86	18
10	185	118	1	55	15
11	109	61	1	68	185
Total	1074	661	10	328	250
Grand total	3183	2333	32	768	2299

The service has processed over **168** more in year applications compared to last year. This has caused added pressure as the applications now have to be processed in a shortened timeframe, due to changes in the School Admissions Code.

In some cases, it has become necessary to refer cases to the Fair Access Panel for placement including:

- Siblings where other children in the family have been offered a place but where a vacancy does not exist for the child in question.
- Children who are new to the local authority who cannot be placed within a reasonable distance to the family home.
- Where there are safeguarding concerns relating to the child or their family and it is necessary to transfer the child to a school which is full.
- Where information contained in the application indicates that the child is hard to place and their circumstances meets the Fair Access threshold.

7.4 Ukrainian, refugees and migrant applicants

Lewisham has handled **35** (92 last year) Ukrainian applications so far, which have been processed in a timely manner. The DfE informed local authorities that the applications must be processed without priority and without prejudice. However, these applications are harder to process, as the necessary proofs are not always available due to applicants fleeing their country.

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8. Challenges and actions for the Admissions Service

Challenges for the year ahead	Actions to meet the challenges
<p>The demand for school places</p> <p>Historically Lewisham has a surplus of school places with some schools applying to cap the number of places available or formally consulting on a reduction of their PAN to help improve their financial deficit. However, the shortfall in transfer to secondary school places, required some schools to exceed their PAN. See bullet point 5</p> <p>The deficit in school places has had implications when allocating year 9 and 10 places, with a number of applications being allocated and placed via the fair access process. The insufficiency of school places in Years 8, 9 & 10 is reported to the school place planning lead on a monthly basis. A total of 43 applicants have been placed via the Fair Access Panel.</p>	<p>Meeting the demand for school places</p> <p>The Admissions Service can provide the Place Planning Manager with the following information to allow for appropriate strategic planning:</p> <ul style="list-style-type: none"> ▪ application data for reception, by locality, named school and ranked preference within one week of the final import of applications via the pan London Register. ▪ application data for secondary transfer, by named school and ranked preference within one week of the final import of applications via the pan London Register. ▪ data on the outcomes of the planned admissions processes demonstrating the proportion of preferences met and preferences unmet and therefore allocated a school place prior to National Offer Day (NOD) for both the reception and secondary transfer round. ▪ Data on in year applications by year group.
<p>Independent Review Panel's</p> <p>The change to the Admissions Code which came into effect in 2021 and strengthens the intention of Parliament that 'parental preference' for a school is paramount. Also, that a school must demonstrate a very strong case which meets the Fair Access thresholds - to admit the child would have detrimental effect on the school, the class and the teachers involved in teaching the child. This effect of this has seen the timing for Fair Access Appeals go from half an hour to over two hours plus per appeal. The longest being heard over five hours for very complex cases.</p>	<p>Meeting the challenges from the Independent Review Panel's</p> <p>The Service will work in collaboration with schools to ensure all appeals are attended by the headteacher or school representative, and:</p> <ul style="list-style-type: none"> ▪ Help schools develop their appeal statement so that the information meets the IRP standard ▪ All paperwork is shared 10 days before the date of the appeal ▪ All presenting Officers and school are provided with virtual group training sessions especially new headteachers or those needing a refresher. ▪ provide bespoke virtual training sessions for individual schools ▪ Target those schools where a high number of appeals to offer support.
<p>Challenges from schools</p> <p>The popularity of certain secondary schools in Lewisham continues to be a challenge for the local authority as a whole. Applications for Year 7 by ranked preference is contained in section 5. The overall success rate of Lewisham children obtaining their first preference secondary school on NOD (64.13%) This compares to Bromley (68.70%), Royal Greenwich (65.15%) and Southwark (69.30%).</p> <p>2,056 of 3,053 (67.34% 2023 figure) of Lewisham's Year 6 children (including late applicants) are expected to transfer to a Lewisham secondary school in September 2022. This compares to 67.64% (2022 figure) who transferred to a Lewisham secondary school in September 2022.</p> <p>Neighbouring borough schools where Lewisham</p>	<p>Challenges from schools</p> <p>Lewisham is addressing the local perceptions and popularity of secondary schools by tailored marketing, virtual open days and attending transition to secondary school talks. Many schools have worked hard to organise online Q&As, in person and virtual tours to enable parents and children to make informed decisions. The Admissions and Fair Access Service is also offering school talks and there is a secondary transfer event being organised for Tuesday 5th September 2023.</p> <p>The School Admissions and Appeals Service will provide the Place Planning Manager with application data for all mainstream schools following the final exchange of 'on time' Pan London applications. Schools are able to extract this data for their own school via SAM. By</p>

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children are expected to transfer to and who will admit nearly 30 (one class) of Lewisham children include:

Number of Lewisham children transferring	2022	2023
Schools in Bromley		
Harris Girls Academy Bromley	80	92
Bishop Justice CofE School	60	32
The Ravensbourne School	65	73
Schools in Greenwich		
Eltham Hill School	48	55
Thomas Tallis	49	40
St Ursula's Convent School	27	23
Harris Academy Greenwich*	27	23
Schools in Southwark		
Kingsdale School *	77	103
Harris Boys East Dulwich	39	48
Bacon's College	30	29
St Thomas the Apostle College	33	37
Harris Girls Academy East Dulwich*	29	31
Equal to nearly 19.5 classes of 30 children	Total 564	Total 586

*Kingsdale School increased their PAN for 2023

This is an increase of **22** applicants. In total on national offer day 997 Lewisham children will be attending an out of borough schools.

Although meeting the demand for reception class places has been variable across the borough, with many schools receiving more applications than there are places available, there are some schools who have not recruited well and have experienced budget difficulties as a consequence. Applications for reception class by ranked preference is contained in **Appendix 1**.

Late applications for the planned admissions rounds

For the 2023 academic year Lewisham received just over 316 (so far) primary late and 118 late secondary applications. Applications received after the relevant National Closing Date (31st October 2022 for secondary applications and 15th January 2023 for reception applications) cannot be accepted unless they are considered to be 'late for good reason'.

Late for good reason includes applicants who have recently moved into the area or where a parent has been hospitalised and not able to make an application on time. Those who apply 'late' often

comparing the number of applications by school and preference rank with previous year's applications Lewisham will be able to assess the demand for places and any increase or decrease in popularity of individual schools.

Due to many changes in support staff personnel within mainstream primary schools the Service provides a high level of support to new and/or temporary staff. The Service will look at ways in which to support them via virtual workshops, manuals and guidance notes. The Service will consider providing more detailed and school specific training under a service level agreement.

Late applications for the planned admission rounds

The Service will work in collaboration with nursery and primary schools to ensure all eligible children apply for a reception or secondary school place by the relevant closing date. Schools have access to SAM which enables them to determine whether their 'leavers' have made an application. Admissions Officers will:

- Virtually attend termly SAO workshops and transition school talks.
- Provide virtual group training sessions for new school admin officers or those needing a refresher.

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<p>include siblings of older children and may not qualify for their preference of school and will be offered the closest alternative. There were further complications with late applications and parents wishing to change their preference schools on their application due to the Grammar schools testing applicants later in line with DfE guidance on Covid.</p> <p>The School Admissions Code requires schools which hold admission tests (i.e. schools with ability or aptitude selection criteria) to test early enough to provide results to parents before the deadline for submitting school place preferences (31st October 2022).</p>	<ul style="list-style-type: none"> ▪ Provide bespoke virtual training sessions for individual schools under a Service Level Agreement. ▪ Target those schools where a high number of their nursery or Year 6 children made a late application to offer support. ▪ Offer paper applications to the most vulnerable families and support them with the application process.
<p>Fair Access placements</p> <p>A new Admissions Code which came into effect on 1st September 2021 has tightened what cases can be discussed at the Fair Access Panel, to further strengthen and protect the most vulnerable pupils. Full details of the Fair Access placements and changes to the code are reported in the Fair Access Annual Report 2022/2023.</p>	<p>Fair Access placements</p> <p>The changes in the code have dictated the need to expedite Fair Access decisions. This meant that “Chair Actions” meetings have been implemented. The meetings are held every two weeks or as necessary, to make sure Fair Access decisions conform to the deadlines within the code. The Chair’s Action decisions are then ratified (as appropriate) at the next primary or secondary panel meeting.</p>
<p>Medical/social applications</p> <p>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.</p> <p>The Admissions Service received over 200 medical/social requests for a priority place in a Lewisham secondary school. No requests were agreed.</p> <p>251 medical/social requests for a priority place in a Lewisham primary school. Only one request was agreed.</p>	<p>Medical/social applications</p> <p>Over 450 requests are received which must be processed and those that provide evidence are taken to panel. The whole process takes over four months to process by the service with on average one case being agreed per year.</p> <p>The work taken to process the applications are disproportionate to the outcome. Therefore, the Admissions Service will look at consult on removing the criterion for medical/social for Lewisham schools initially for 2025/26. The proposal will then be sent to Mayor and Cabinet.</p> <p>The Service will work with AA schools who wish to adopt the removal of the criteria to consult appropriately.</p>

8. Financial implications

- 8.1 This is an information only report, as such there are no financial implications arising from this report.

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9. Legal implications

9.1 There are no specific legal implications arising as a result of this report. A summary of all relevant legislation is included in the body of the report.

10. Equalities implications

10.1 There are no crime and disorder implications.

11. Climate change and environmental implications

11.1 There are no climate change and environmental implications.

12. Health and wellbeing implications

12.1 There are no Health and wellbeing implications.

13. Report author(s) and contact

13.1 Ruth Griffiths, Head of Access, Inclusion and Participation
(ruth.griffiths@lewisham.gov.uk)

Christine Tarrant, Admissions and Appeals Manager
(christine.tarrant@lewisham.gov.uk)

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14. Appendices

14.1 Appendix 1

Lewisham Applicants to Lewisham Schools for 2023 planned round									
Locality	Row Labels	PAN Numbers	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
C&NE	All Saints C E Primary School	30	5	22	16	5	9	9	66
C&NE	Beecroft Garden Primary School	60	58	66	53	56	40	23	296
C&NE	Brindishe Green Primary School	90	85	66	82	72	43	23	371
C&NE	Brindishe Lee Primary School	30	38	98	63	42	24	13	278
C&NE	Brindishe Manor Primary School	60	102	100	70	37	29	5	343
C&NE	Gordonbrock Primary School	90	100	73	54	33	35	14	309
C&NE	Holbeach Primary School	60	43	42	31	32	20	30	198
C&NE	John Ball Primary School	90	77	26	22	25	22	22	194
C&NE	Prendergast Ladywell School	60	46	57	44	21	30	17	215
C&NE	St Margaret's Lee CE Primary School	30	50	26	22	22	19	16	155
C&NE	St Mary's Lewisham C E Primary School	30	29	15	12	8	11	9	84
C&NE	St Matthew Academy	30	14	8	7	6	4	6	45
C&NE	St Saviour's Catholic Primary School	30	21	10	11	13	4	7	66
C&NE	St Winifred's Catholic Primary School	60	40	20	26	4	7	9	106
C&NE	Stillness Infant School	90	101	60	68	33	33	14	309
C&NE	Trinity Lewisham CE School	60	34	27	37	39	24	20	181
Locality Total		900	843	716	618	448	354	237	3216
Locality	Row Labels	PAN Numbers	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
NW	Ashmead Primary School	60	54	50	27	24	17	19	191
NW	Childeric Primary School	60	31	10	11	6	4	5	67
NW	Deptford Park Primary School	90	22	11	10	13	7	3	66
NW	Edmund Waller Primary School	60	30	34	21	13	8	5	111
NW	Grinling Gibbons Primary School	30	15	16	14	7	4	4	60
NW	Haberdashers' Hatcham Free School	60	71	45	16	15	4	7	158
NW	Haberdashers' Hatcham Primary	60	37	17	10	8	9	2	83
NW	John Stainer Primary School	60	56	51	65	25	27	9	233
NW	Kender School	60	24	13	11	3	6	3	60
NW	Lucas Vale Primary School	30	15	9	12	7	3	2	48
NW	Myatt Garden School	60	49	44	39	27	19	21	199
NW	Prendergast Vale School	30	40	21	13	13	13	11	111
NW	Sir Francis Drake Primary School	30	20	16	9	17	5	4	71
NW	St James Hatcham C E Primary School	30	12	7	7	4	4	1	35
NW	St Joseph's Catholic Primary School (Lewisham)	30	10	5	5	2	3	3	28
NW	St Stephen's CE Primary School	30	16	8	7	7	5	6	49
NW	Tidemill Academy	60	55	17	20	13	5	5	115

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NW	Turnham Academy	30	16	8	7	3		8	42
Locality Total		870	573	382	304	207	143	118	1727
Locality	Row Labels	PAN Numbers	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
SE	Athelney School	60	37	21	15	8	5	10	96
SE	Baring Primary School	30	24	23	18	16	16	15	112
SE	Coopers Lane Primary School	90	87	35	16	13	6	8	165
SE	Downderry Primary School	60	80	40	36	15	7	9	187
SE	Elfrida Primary School	60	31	26	8	11	10	6	92
SE	Forster Park Primary School	60	27	13	26	23	14	13	116
SE	Good Shepherd Catholic Primary School	30	22	11	5	4	14	6	62
SE	Haberdashers' Knights Primary	30	14	12	8	10	2	6	52
SE	Holy Cross Catholic Primary School	30	39	39	22	18	11	5	134
SE	Launcelot Primary School	60	24	12	13	8	5	13	75
SE	Marvels Lane Primary School	60	36	14	12	10	7	1	80
SE	Rangefield Primary School	60	25	18	19	12	5	6	85
SE	Rushey Green Primary School	90	51	26	45	29	36	19	206
SE	Sandhurst Primary School	90	109	53	37	28	17	16	260
SE	St Augustine's Catholic Primary School And Nursery	30	23	15	12	8	3	5	66
SE	St John Baptist C E Primary School	30	21	13	5	14	5	5	63
SE	Torridon Primary School	90	78	93	41	39	22	16	289
Locality Total		960	728	464	338	266	185	149	2140
Locality	Row Labels	PAN Numbers	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
SW	Adamsrill Primary School	60	43	38	29	33	21	12	176
SW	Dalmain Primary School	60	48	76	63	48	26	31	292
SW	Eliot Bank Primary School	60	56	56	32	23	15	14	196
SW	Fairlawn Primary School	60	40	42	26	33	21	17	179
SW	Haseltine Primary School	60	36	25	26	21	18	12	138
SW	Holy Trinity C E Primary School	30	13	14	14	19	7	6	73
SW	Horniman Primary School	30	37	33	27	21	18	11	147
SW	Kelvin Grove Primary School	90	46	33	43	22	11	12	167
SW	Kilmorie Primary School	90	122	82	66	54	37	26	387
SW	Our Lady & St Philip Neri Catholic School	60	19	17	9	5	6	1	57
SW	Perrymount Primary School	30	28	26	42	26	27	14	163
SW	Rathfern Primary School	60	92	86	65	52	42	17	354
SW	St Bartholomew's CE Primary School	60	74	31	16	11	10	2	144
SW	St George's Church Of England Primary School	30	23	7	7	7	10	7	61
SW	St Michael's CE Primary School	30	12	12	12	8	3	10	57
SW	St William of York Catholic School	30	21	11	3	7	3	10	55
Locality Total		840	710	589	480	390	275	202	2646
Grand Total		3570	2854	2151	1740	1311	957	716	9729

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