



## Children & Young People's Select Committee

### Access, Inclusion and Participation: Lewisham school admissions and Fair Access arrangements

#### Report, 2023-24

**Date:** 21 November 2024

**Key decision:** No. Information item.

**Ward(s) affected:** N/A

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Christine Tarrant, Admissions and Appeals Manager

Lavinia Phillips, Admissions and Fair Access Team Leader

### Outline and recommendations

**Outline:** This report provides an update on school admissions and Fair Access arrangements 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 and Fair Access arrangements.
- 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; and
  - working with key partners across the service to ensure that vulnerable and hard to place children access education through the Lewisham Fair Access Protocols.

## 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 and Fair Access arrangements.
- 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 Code<sup>1</sup>

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 date<sup>2</sup>.

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

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

<sup>2</sup> The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')<sup>1</sup>. 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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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.

- 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 can 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 Access<sup>3</sup> 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.

- 3.5 See point 9 for the 2023-24 Fair Access report.

## 4. Reception admissions – September 2024 intake

- 4.1 Pan London there were a total of **97,227** applications for primary school places made

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<sup>3</sup> [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/671122/school-admissions-code-2019.pdf)

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via the whole coordinated admissions scheme. Despite previous year on year increases in pupil demand, there was a **1.11%** increase compared to last year. In Lewisham there were **90** less applications made on time by Lewisham residents compared to the previous year.

On 16<sup>th</sup> April 2024, National Offer Day (NOD), after all applicants were offered a school place, there were **562** places still available in Lewisham primary schools. However, since NOD, Lewisham has received more than **241 late applications so far** 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 2024.

Based on local data there were **3,053** Lewisham children who were placed under the planned admissions scheme. The outcomes, with comparisons to other admission rounds, for this cohort of children are as follows:

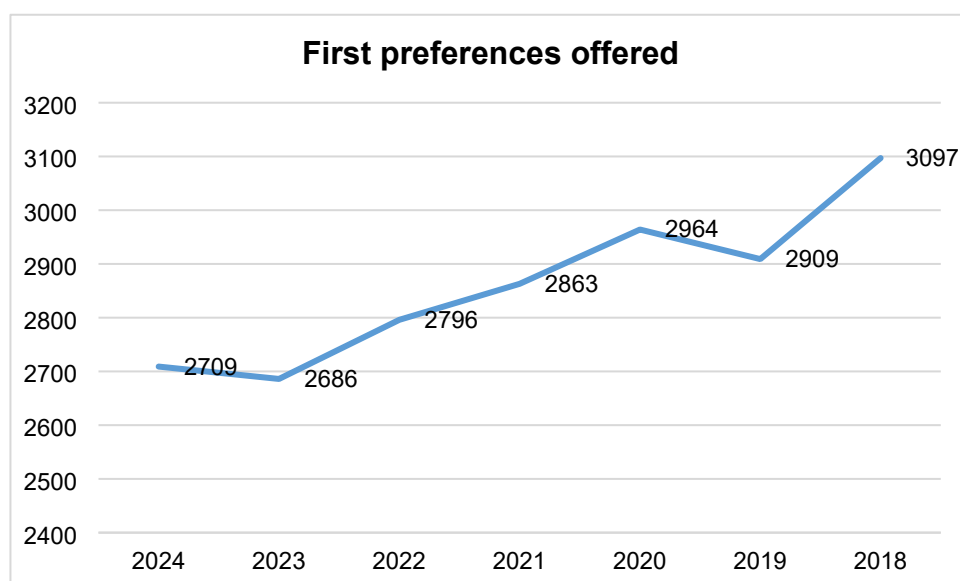
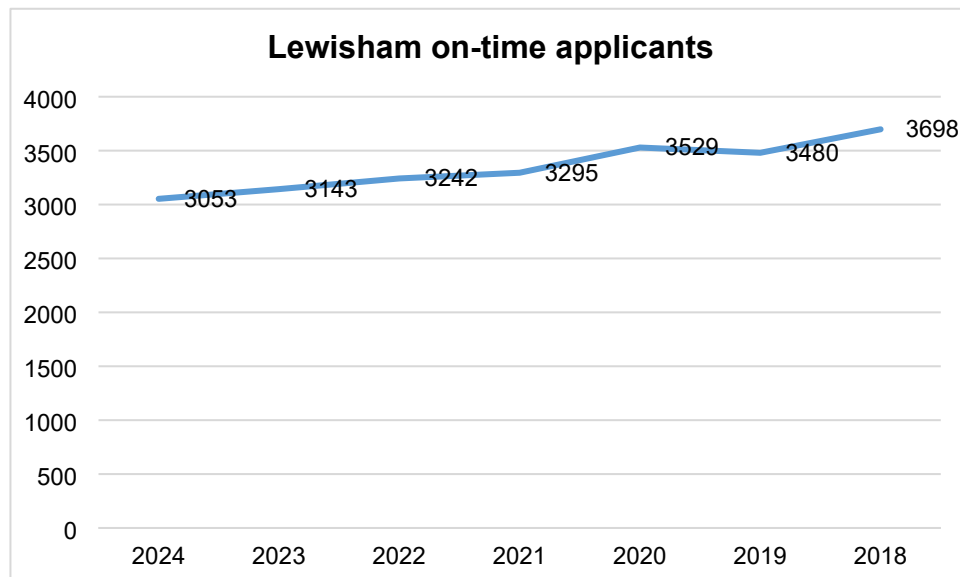
<b>Lewisham on-time applicants</b>	
<b>2024</b>	<b>3053 Lewisham residents applied on time through the co-ordinated Pan London arrangement</b>
2023	3143 Lewisham residents applied on time through the co-ordinated Pan London arrangement
2022	3242 Lewisham residents applied on time through the co-ordinated 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
<b>First preferences offered</b>	
<b>2024</b>	<b>2709 (88.73%) of the 3053 children were offered their first preference</b>
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
<b>Preference of any rank offered</b>	
<b>2024</b>	<b>3,006 (98.46%) of the 3053 children were offered one of their preferences</b>
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
<b>No preference offered</b>	
<b>2024</b>	<b>46 (1.5%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools</b>
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

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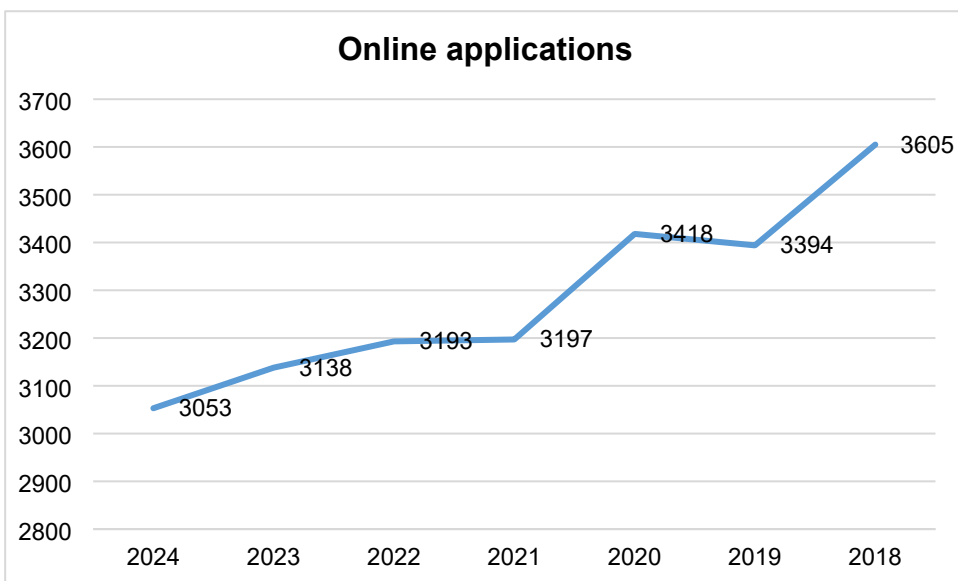
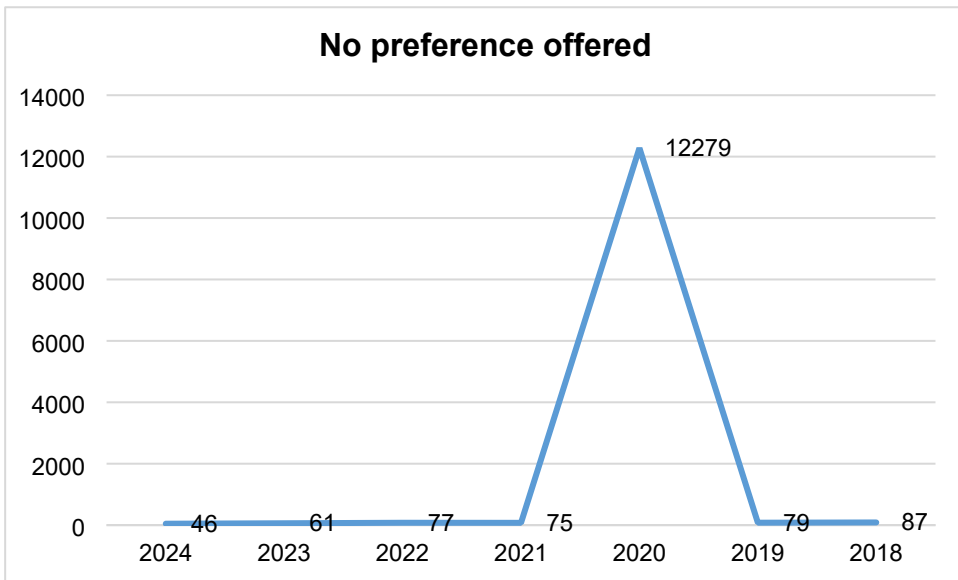
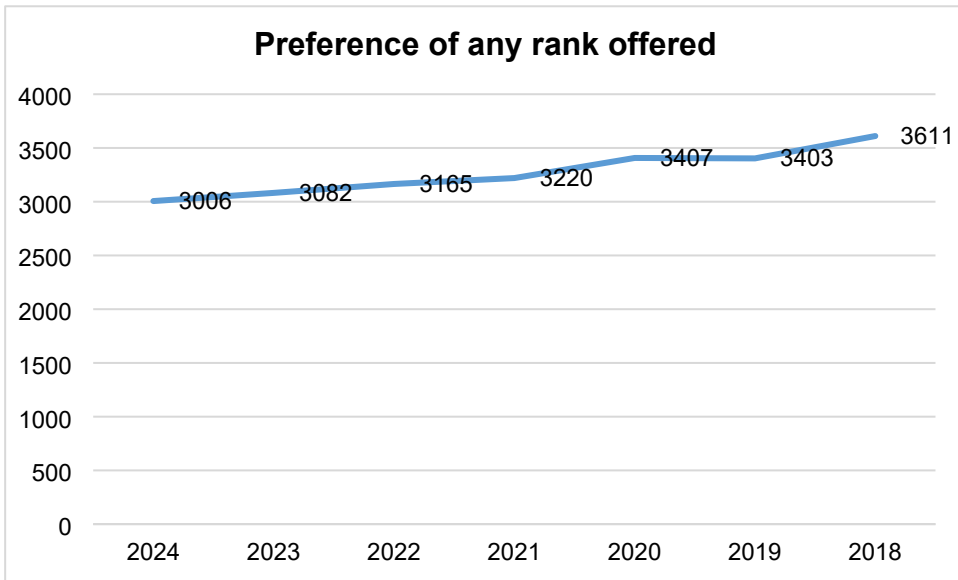
	did not get one of their preferred schools
2021	75 (2.28%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred schools
2020	122 (3.34%) were allocated a place at their closest school with a vacancy because they did not get one of their preferred 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
<b>Online applications</b>	
<b>2024</b>	<b>3053 (99.90%) made their applications online</b>
2023	3138 (99.84%) made their applications online
2022	3193 (98.48%) made their applications online
2021	3197 (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



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Applications for each school in Lewisham by location and ranked preference is attached as **Appendix 1**. This data includes the school's Published Admissions Number (PAN) and any additional bulge class it admitted for September 2024.

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 **Tuesday 16<sup>th</sup> April 2024**. 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 2024, **16** 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 2024.

## **5. Summer born admissions, out of cohort requests – September 2024 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 1<sup>st</sup> April and 31<sup>st</sup> 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.

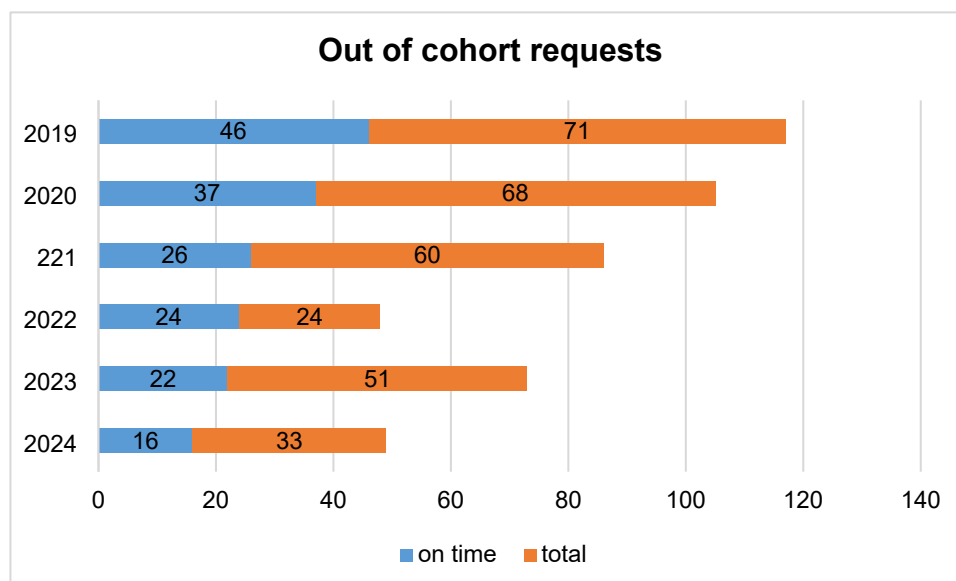
<b>Out of Cohort requests</b>	
<b>2024</b>	16 (on time) 33 in total requests received so far
<b>2023</b>	22 (on time) 51 in total requests received so far
<b>2022</b>	24 (on time) 47 in total requests received so far

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2021	26 (on time) 60
2020	37 (on time) 68
2019	46 at closing date 71



By the national closing date, 15<sup>th</sup> January 2024, Lewisham had received **16** requests from parents wishing to delay their child’s admission to reception class and to participate in the 2025 admissions round instead.

- Lewisham asked for additional information **15** applicants as there was insufficient evidence provided which demonstrated a delayed admission was in the child’s best interest.
- Of the **16** on time requests Lewisham received, **16** were agreed.

After closing date Lewisham has received a further **17** 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.

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 2024

- 6.1 This year **90,348** pupils applied for secondary school places through the Pan London Admissions Scheme, which is a decrease of 2.48% compared to last year. Application numbers are affected by a number of reasons, including the falling birth rate across London. A recent report by London Councils predicted a drop in demand of 4.3% for secondary school places over the next four years. The decrease for pupils entering Year 7 translates to 4,040 places, roughly equivalent to 134 classes.

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There were **3,025** Lewisham resident children who made an on-time application by the National Closing Date - by **31<sup>st</sup> October 2023**. The outcomes for these children are as follows:

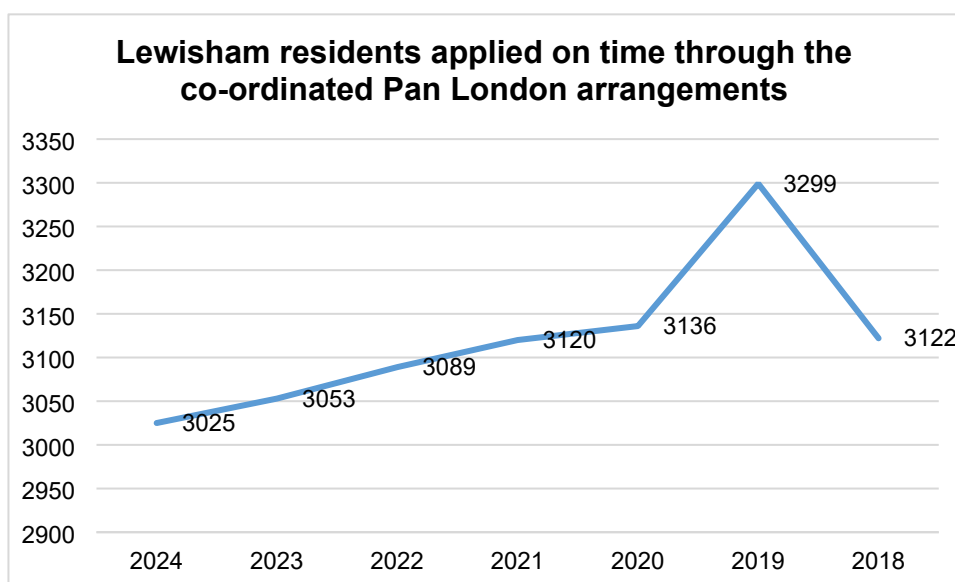
<b>Total on-time applications</b>	
<b>2024</b>	<b>3025 Lewisham residents applied on time through the co-ordinated Pan London arrangements</b>
2023	3053 Lewisham residents applied on time through the co-ordinated Pan London arrangements
2022	3089 Lewisham residents applied on time through the coordinated 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.
<b>First preferences offered</b>	
<b>2024</b>	<b>Of the 3025, a total of 1913 (63.24%) were offered their first preference</b>
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
2018	Of the 3122, a total of 1753 (56.1%) were offered their first preference
<b>First, second and third preferences offered</b>	
<b>2024</b>	<b>Of the 3025 a total of 2622 (86.68%) were offered their first, second or third preference</b>
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.
<b>Any preference offered</b>	
<b>2024</b>	<b>Of the 3025 a total of 2812 (92.96%) were offered one of their preferences</b>
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.
<b>Allocated places</b>	
<b>2024</b>	<b>213 (7.04%) were not offered one of their preferred schools and were</b>

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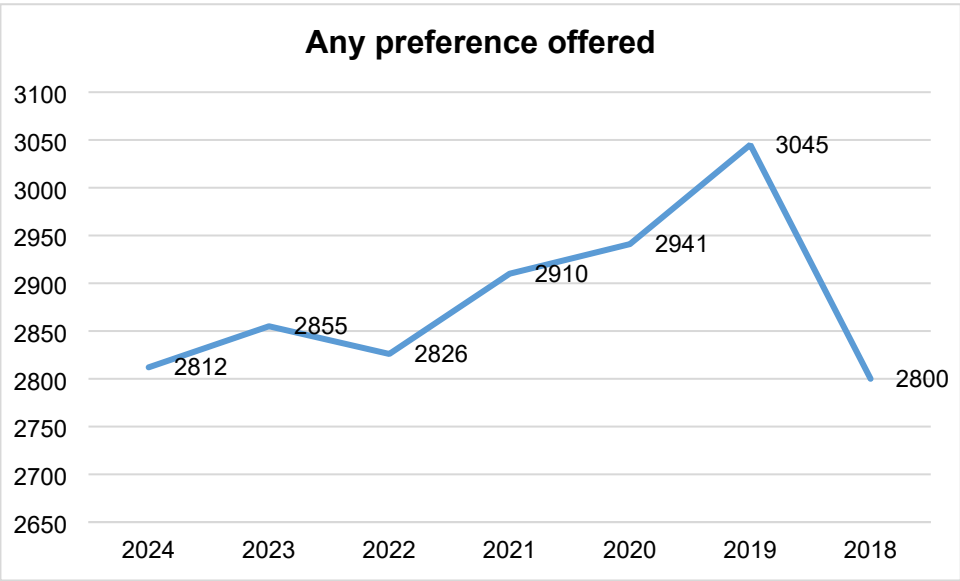
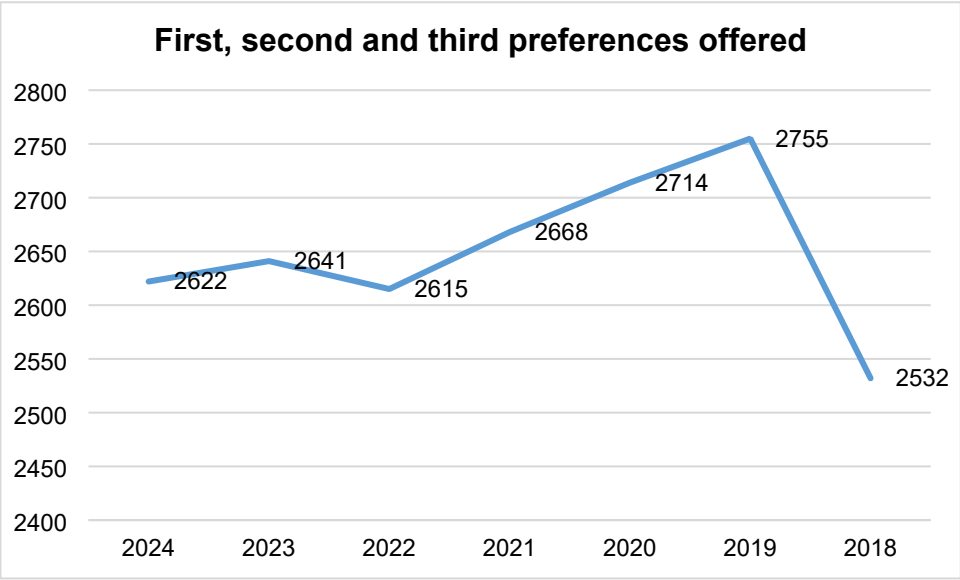
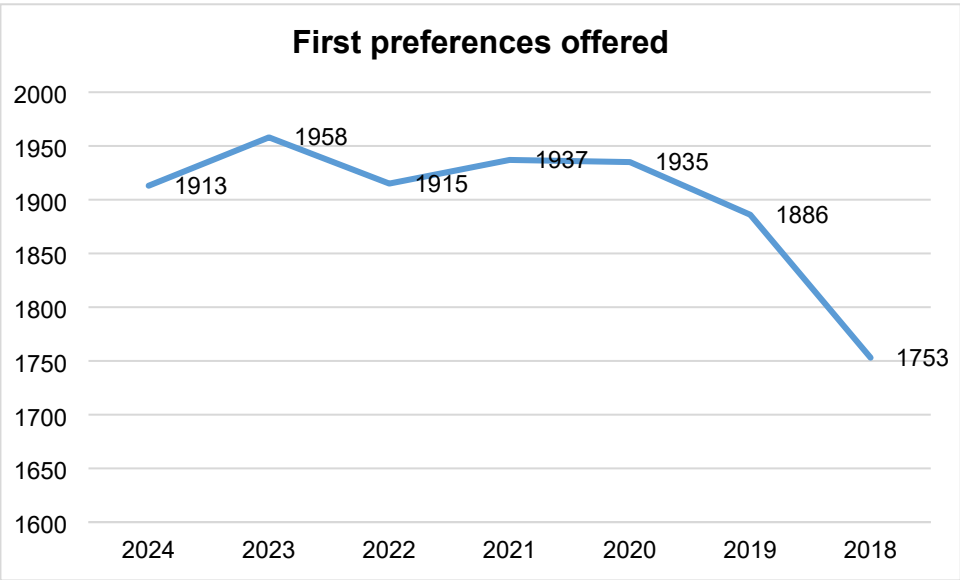
	<b>allocated a place at a school with a vacancy</b>
2023	183 (5.99%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy
2022	264 (8.54%) were not offered one of their preferred schools and were allocated a place at a school with a vacancy
2021	210 (6.73%) 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.
<b>Online applications</b>	
<b>2024</b>	<b>3008 of the 3025 applicants 99.5% made their application online</b>
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
<b>Places available in Lewisham schools</b>	
<b>2024</b>	<b>After all offers, there are 36 places available at secondary schools in Lewisham</b>
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.



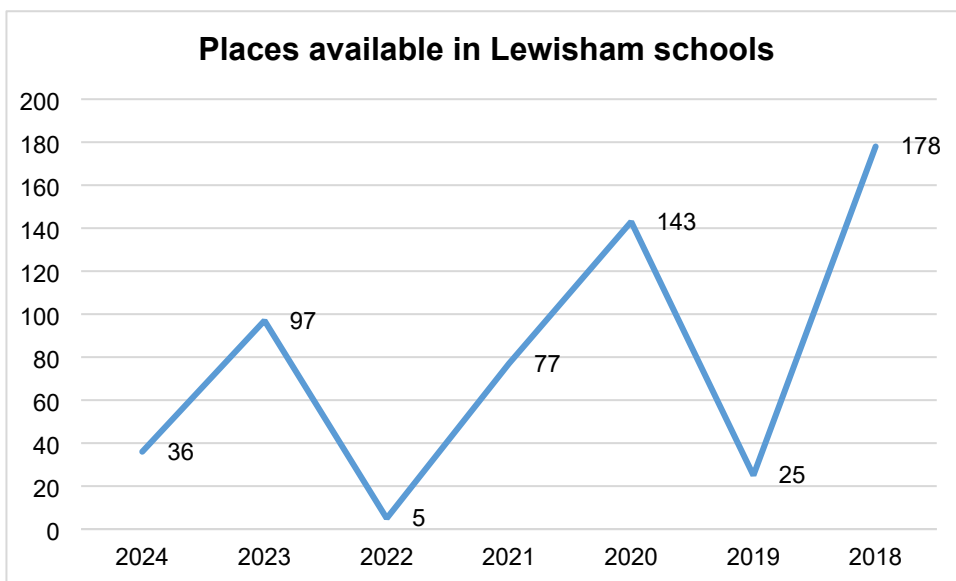
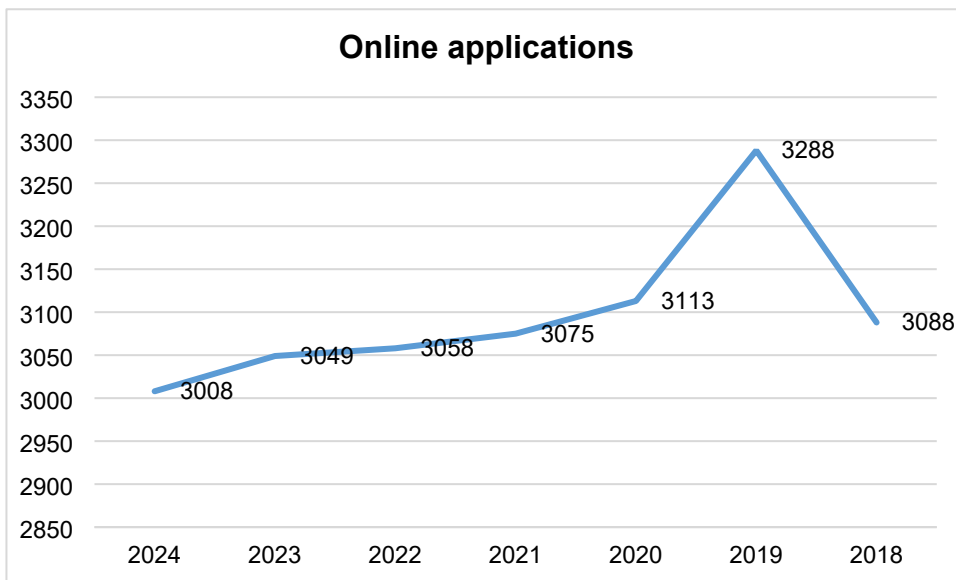
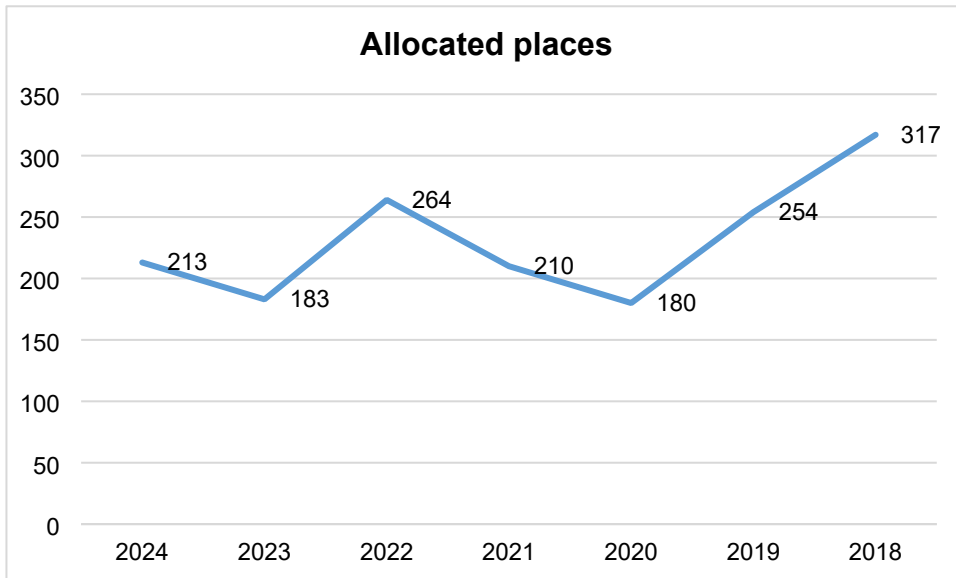
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## 6.2 Schools exceeding PAN

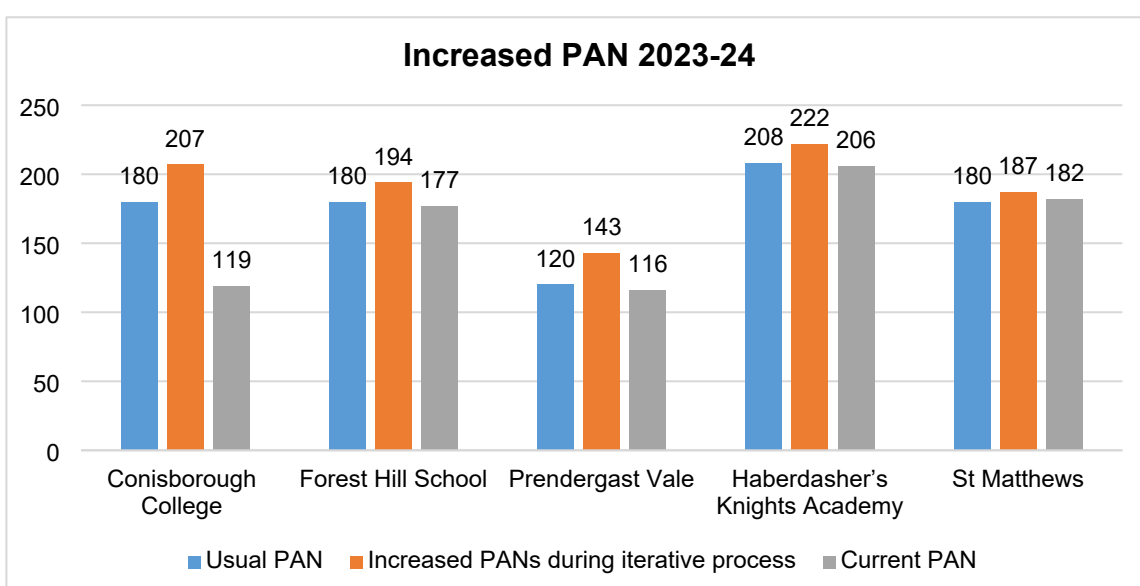
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There were **221** Lewisham residents without a school place (who were unlikely to be offered a school place within Lewisham or out of the borough) before the end of the iterative process. Lewisham had to strategically increase secondary schools' places 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 College	180	207	119
Forest Hill School	180	194	177
Prendergast Vale School	120	143	116
Haberdasher's Knights Academy	208	222	206
St Matthews Academy	180	187	182



### 6.3 Secondary transfer applications, 10 November 2023 Lewisham residents applied on time 31st October 2023

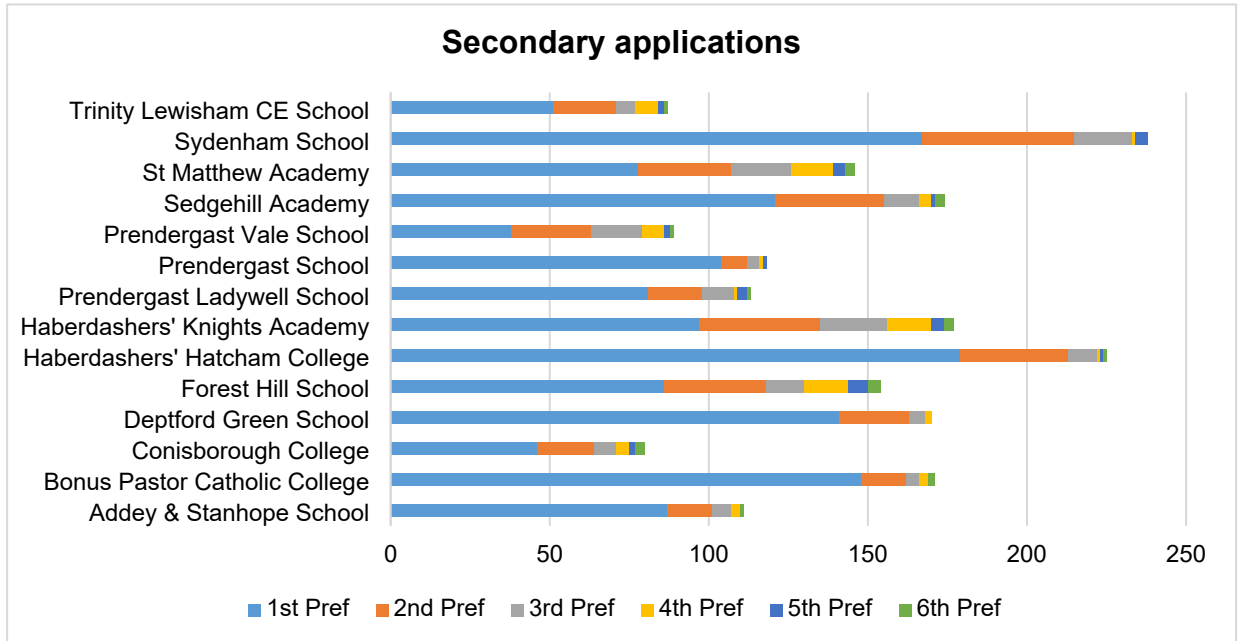
School Name	1st Pref	2nd Pref	3rd Pref	4th Pref	5th Pref	6th Pref	Grand Total
Addey & Stanhope School	87	14	6	3	0	1	<b>111</b>
Bonus Pastor Catholic College	148	14	4	3	0	2	<b>171</b>
Conisborough College	46	18	7	4	2	3	<b>178</b>
Deptford Green School	141	22	5	2	0	0	<b>170</b>
Forest Hill School	86	32	12	14	6	4	<b>184</b>
Haberdashers' Hatcham College	179	34	9	1	1	1	<b>219</b>
Haberdashers' Knights Academy	97	38	21	14	4	3	<b>206</b>
Prendergast Ladywell School	81	17	10	1	3	1	<b>113</b>
Prendergast School	104	8	4	1	1	0	<b>118</b>
Prendergast Vale School	38	25	16	7	2	1	<b>131</b>
Sedgehill Academy	121	34	11	4	1	3	<b>174</b>
St Matthew Academy	78	29	19	13	4	3	<b>160</b>
Sydenham School	167	48	18	1	4	0	<b>238</b>
Trinity Lewisham CE School	51	20	6	7	2	1	<b>87</b>

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<b>Grand total</b>	<b>1418</b>	<b>353</b>	<b>148</b>	<b>75</b>	<b>30</b>	<b>23</b>	<b>2260</b>
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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 **1<sup>st</sup> March 2024**. 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 Admissions Officers are responsible for defending any appeal lodged against the refusal not to comply with parental preference. During the summer of 2024, 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. One 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 1<sup>st</sup> September 2021)<sup>4</sup>, 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	
2024	19

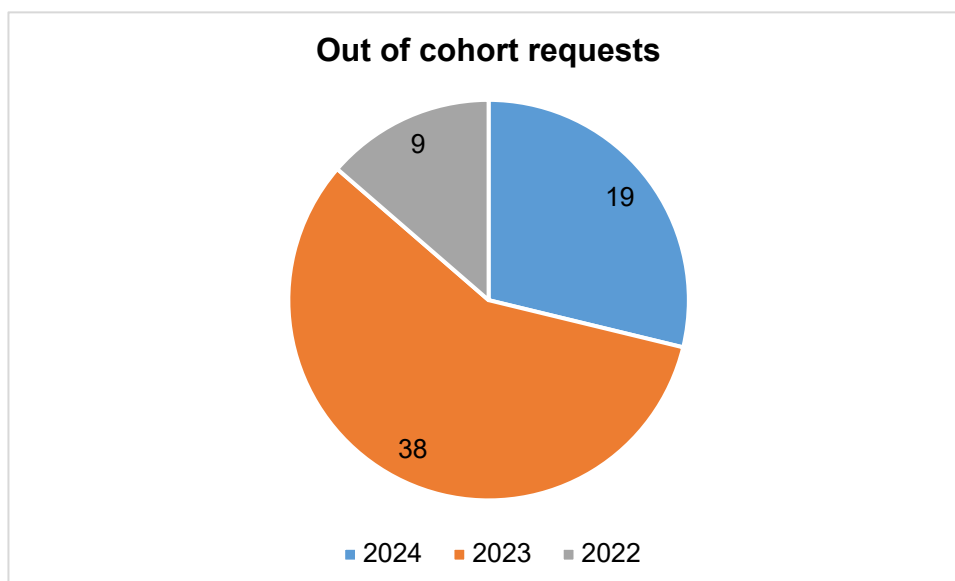
<sup>4</sup> <https://www.gov.uk/government/publications/school-admissions-code--2>

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2023	38
2022	9



## 7. In year admissions during 2023/24 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 except for the Lethersellers Federation of Schools, Bonus Pastor, Sedgehill Academy and St Mary’s Primary School, who have elected to administer in year applications themselves. From September 2024, Conisborough College have also elected to coordinate their own in year applications.

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

Data relating to in year admissions to primary schools by year group during the 2023/24 academic year is as follows:

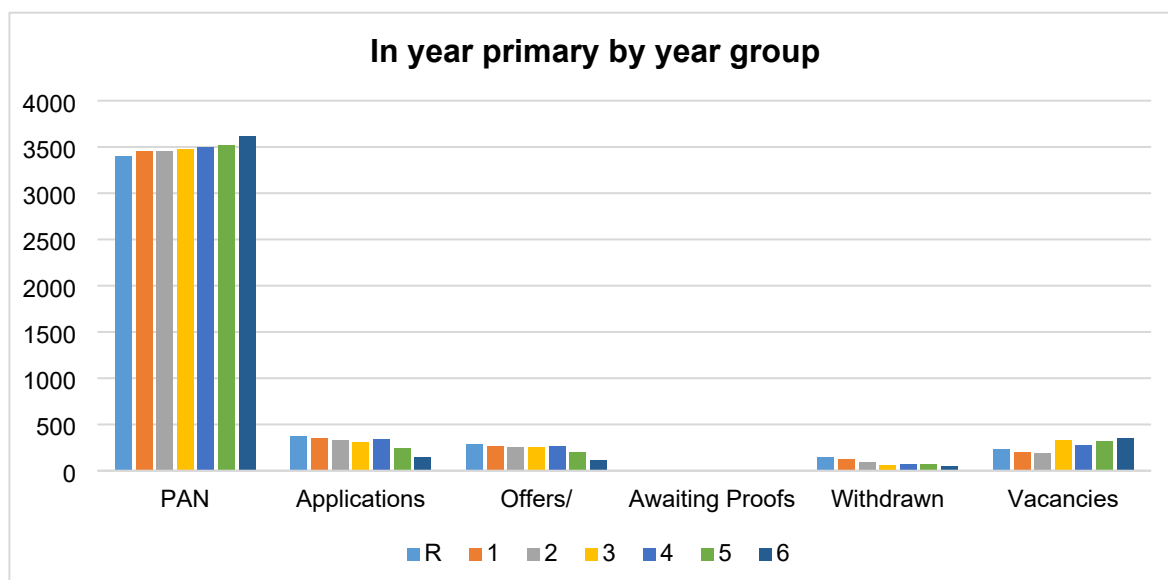
Year	PAN	Applications	Offers/	Awaiting	Withdrawn	Vacancies
------	-----	--------------	---------	----------	-----------	-----------

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			Accepted	Proofs		
<b>R</b>	3395	377	285	4	147	234
<b>1</b>	3456	351	265	3	128	201
<b>2</b>	3449	325	258	1	97	187
<b>3</b>	3475	313	256	3	56	331
<b>4</b>	3492	338	261	4	68	278
<b>5</b>	3522	245	204	3	66	321
<b>6</b>	3614	147	116	1	53	350
<b>Total</b>	<b>24403</b>	<b>2096</b>	<b>1645</b>	<b>19</b>	<b>615</b>	<b>1902</b>



### 7.3 In year secondary

Data relating to in year admissions to secondary schools by year group during the 2023/24 academic year is as follows:

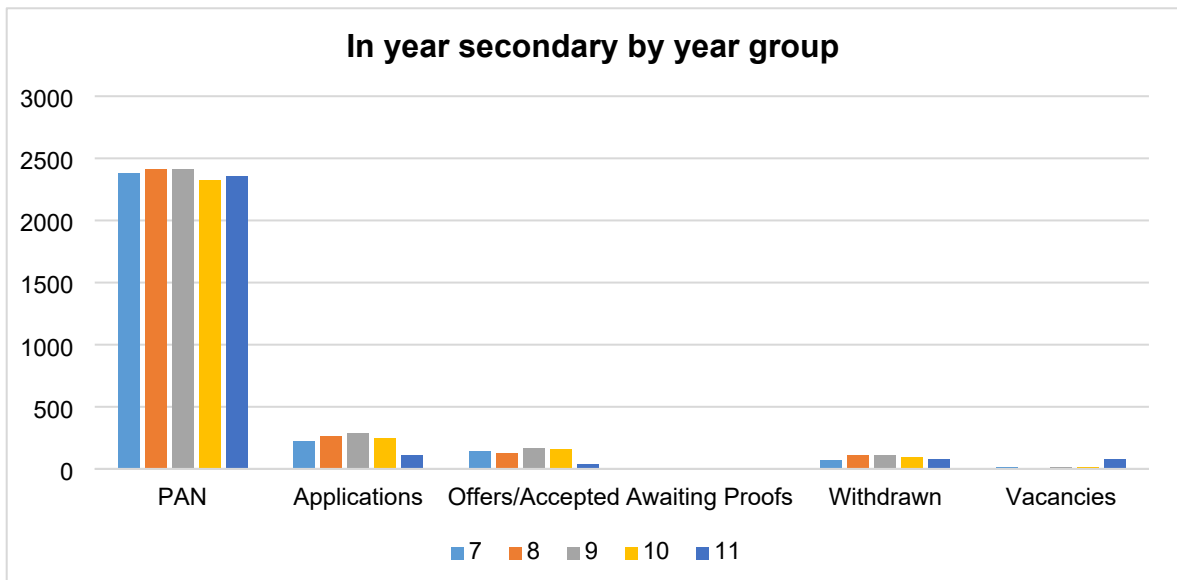
Year	PAN	Applications	Offers/Accepted	Awaiting Proofs	Withdrawn	Vacancies
<b>7</b>	2382	224	141	4	69	12
<b>8</b>	2412	265	127	5	105	5
<b>9</b>	2412	289	168	3	105	11
<b>10</b>	2322	242	157	4	92	11
<b>11</b>	2352	110	34	2	80	77
<b>Total</b>	<b>11,880</b>	<b>1130</b>	<b>627</b>	<b>18</b>	<b>451</b>	<b>116</b>
<b>Grand total (P &amp; S)</b>	<b>36,283</b>	<b>3226</b>	<b>2272</b>	<b>37</b>	<b>1066</b>	<b>2018</b>

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The service has processed over **43** more in year applications compared to last year.

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

- The lack of school vacancies especially in years 8 and 9.
- 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.

## 8. Challenges and actions for the Admissions Service

Challenges for the year ahead	Actions to meet the challenges
<p><b>The demand for school places</b> 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. <b>See bullet point 5.</b></p> <p>The deficit in school places has had implications when allocating years 8 and 9 and some year 10 places, with a number of applications being allocated and placed via the fair access process. The insufficiency of school places in Years 8 and 9 is reported to the school place planning lead on a monthly basis. A total of 34 applicants have been placed via the Fair Access Panel.</p>	<p><b>Meeting the demand for school places</b> 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"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Data on in year applications by year group.</li> </ul>
<p><b>Challenges from schools</b> The popularity of certain secondary schools in Lewisham</p>	<p><b>Challenges from schools</b> Lewisham is addressing the local perceptions and</p>

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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 (63.24%) This compares to Bromley (68.83%), Royal Greenwich (65.09%) and Southwark (73%).

2045 of 3,267(62.59% 2024 figure) of Lewisham's Year 6 children (including late applicants) are expected to transfer to a Lewisham secondary school in September 2024. This compares to 67.34% (2023 figure) who transferred to a Lewisham secondary school in September 2023.

Neighbouring borough schools where Lewisham 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	2024
<b>Schools in Bromley</b>			
Harris Girls Academy Bromley	80	92	<b>96</b>
Bishop Justice CofE School	60	32	<b>33</b>
The Ravensbourne School	65	73	<b>70</b>
<b>Schools in Greenwich</b>			
Eltham Hill School	48	55	<b>51</b>
Thomas Tallis	49	40	<b>60</b>
St Ursula's Convent School	27	23	<b>25</b>
Harris Academy Greenwich	27	23	<b>28</b>
<b>Schools in Southwark</b>			
Kingsdale School	77	103	<b>85</b>
Harris Boys East Dulwich	39	48	<b>60</b>
Bacon's College	30	29	<b>30</b>
St Thomas the Apostle College	33	37	<b>38</b>
Harris Girls Academy East Dulwich	29	31	41
<b>Equal to nearly 20.5 classes of 30 children</b>	Total 564	Total 586	Total <b>617</b>

This is an increase of **31** applicants. In total on national offer day, 1002 Lewisham children will be attending an out of borough school.

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 2024 academic year Lewisham has received 241 (so far) primary late applications and 123 late secondary applications. These are applications received after the relevant National Closing Date (31<sup>st</sup> October 2023 for secondary applications and 15<sup>th</sup> January 2024 for reception applications) and they could not be considered under 'late for good reason' criteria.

popularity of secondary schools by tailored marketing, Lewisham Learning working with school , organising opening days and attending transition to secondary school talks. The School Admissions and Fair Access Service is also offering school talks and there is a secondary transfer event being organised for Wednesday 25<sup>th</sup> September 2024.

The service also provides 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 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

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<p>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 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 (31<sup>st</sup> October 2023).</p>	<p>their 'leavers' have made an application. Admissions Officers will:</p> <ul style="list-style-type: none"> <li>▪ Virtually attend termly SAO workshops and transition school talks.</li> <li>▪ Provide virtual group training sessions for new school admin officers or those needing a refresher.</li> <li>▪ Provide bespoke virtual training sessions for individual schools under a Service Level Agreement.</li> <li>▪ Target those schools where a high number of their nursery or Year 6 children made a late application to offer support.</li> <li>▪ Offer paper applications to the most vulnerable families and support them with the application process.</li> </ul>
<p><b>Fair Access placements</b> 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 are reported in the Fair Access Annual Report 2023/2024.</p>	<p><b>Fair Access placements</b> 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><b>Medical/social applications</b> 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 184 medical/social requests for a priority place in a Lewisham secondary school. No requests were agreed.</p> <p>256 medical/social requests for a priority place in a Lewisham primary school. Only one request was agreed.</p>	<p><b>Medical/social applications</b> Nearly 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. Unfortunately, due to the covenant Lewisham has with service personal the medical/social criteria could not be removed. An alternative to managing the process will be sought.</p> <p>The Service will work with AA schools who wish to adopt the removal of the criteria to consult appropriately.</p>
<p><b>IT outage/connection to the server</b> There have been a number of connectivity issues regarding the parent portal where parents make in-year applications, Synergy and other applications which have affected access to networks, emails and network drives across the Service. These connectivity issues have resulted in slower productivity and outcomes from the service to customers and colleagues.</p>	<p><b>IT outage/connection to the server</b> During the summer Synergy and the Parent Portal will be moving to a web-based application, this move should alleviate the problems faced with connectivity and outage of usage. Whilst providing the team with the necessary tools to undertake their work effectively without the continuing delays.</p>
<p><b>Schools not providing outcome to applications.</b> There are a number of schools who consistently do not provide up to date on roll figures nor provide information of when they admit a child, especially those schools out of</p>	<p><b>Schools not providing outcome to applications.</b> The team is having to use other forms of information gathering to update Synergy such as Study Bugs and the schools census to ascertain the</p>

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in-year coordination. This causes delay in making other offers and frustration in the team who are not able to undertake their work effectively and within the statutory timeframes.

information. These activities prove to be time consuming and does always provide the appropriate information.

## 9. Fair Access Protocol (FAP)

### 9.1 Statutory background

Every local authority has a statutory duty to have a Fair Access Protocol, as outlined in section 3.17 of the revised School Admissions Code 2021: *The Fair Access Protocols may only be used to place the following groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures.*

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol; (New)
- b) children living in a refuge or in other relevant accommodation at the point of being referred to the Protocol;
- c) children from the criminal justice system;
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
- e) children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;
- f) children who are carers;
- g) children who are homeless;
- h) children in formal kinship care arrangements;
- i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code;
- k) children for whom a place has not been sought due to exceptional circumstances;
- l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted;
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

It is implemented in partnership with **all schools** in Lewisham and all schools must agree (including Academies) to adhere to its decisions.

Fair Access Panels make key decisions about vulnerable and challenging young people. Separate Fair Access Protocols are reviewed annually by the Primary and Secondary Panels. Panels consist of key local authority staff, senior school leaders and professionals from fields such as Children with Complex Needs, Youth Offending and Children Looked After (CLA).

The protocols have been agreed with all schools in the borough to ensure that (outside normal admissions arrangements) unplaced children and young people, especially the most vulnerable and those at risk, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, Lewisham must ensure that no school, including

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those with available places, is asked to take a disproportionate number of children and young people who have been excluded from other schools, or who have challenging behaviour.

The Fair Access Protocols also establish that all schools in the borough will admit children and young people who are hard to place under the agreed Fair Access Protocol, whether the school is oversubscribed. The protocol includes how the local authority will refer children and young people to Alternative Provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

If a pupil's former or current school is in the UK / Republic of Ireland, the school will be asked to complete the section 9 of the Lewisham application form. On receipt of this, and if the pupil meets the fair access threshold, the pupil should be considered under the Fair Access Protocol. If it transpired later that the section 9 part of the application form is inaccurate or misleading this will be taken up by the school concerned.

Pupils who are not resident in Lewisham, who meet the Fair Access threshold will be referred to Fair Access Panel with the view that the pupil should be consider by home authority's Fair Access Protocol.

## 9.2 **Terms of reference and decision-making process**

The composition of both Primary and Secondary Fair Access Panel continues to improve following annual reviews. See below.

### 9.2.1 **Secondary Fair Access Panel composition**

The Fair Access Panel is chaired by the Head of Access, Inclusion and Participation. All secondary schools are represented at each panel meeting, either by the headteacher, senior leader or federated partner, with delegated responsibility and a range of partner service representatives, including:

- Abbey Manor College (Secondary PRU)
- School Admissions and Fair Access
- Attendance
- Safeguarding and Inclusion
- Outreach Inclusion Service
- Youth Justice Service
- Lewisham SEN

### 9.2.2 **Primary Fair Access Panel composition**

For Primary Fair Access Panel, there is a fixed membership from schools, reviewed annually. The current panel includes:

- |                                     |   |
|-------------------------------------|---|
| ▪ School Admissions and Fair Access | ▪ Oakbridge Federation – Rangefield and Forster Park Primary School |
| ▪ Attendance                        | ▪ Outreach Inclusion Service  |
| ▪ Safeguarding and Inclusion        | ▪ Lewisham SEN  |
| ▪ Beecroft Gardens                  | ▪ Rockbourne Park   |
| ▪ Deptford Park School              | ▪ Perrymount School   |
| ▪ Kilmorrie School                  | ▪ Sandhurst School  |
| ▪ Myatt Garden                      | ▪ St Saviour's RC School  |
| ▪ Holbeach                          | ▪ St William of York  |
| ▪ Our Lady and St Philips Neri      | ▪ Twin Oaks School  |

## 9.3 **Key successes/changes made in 2023/24**

Over the course of the current academic year, Fair Access Panel processes continues to be transparent, collaborative, and challenging, in terms of best practice. An annual

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review to support improvement and change to better meet needs of both children and schools has been implemented to secure continuous development of the protocols and processes.

Part of the Fair Access provision falls under the responsibility of the Schools Admissions and Appeals Manager. The service 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.

#### 9.4 **Continued good practice**

9.4.1 **Virtual meetings:** During Covid, virtual meetings were a success and the decision by each panel was to continue this way of meeting for the foreseeable future. The decision will be reviewed on a regular basis. Virtual meetings allowed the panel to share information, experiences and data in real-time without the need for being physically located in the same room. The meetings were fully attended and the panel felt that as a consequence of the successful outcomes from the meetings that they should continue virtually, as a way of encouraging full attendance and collective agreements. The virtual meetings have increased participation at panel for those who have experienced travel restrictions due to events such as; staff cover, impaired mobility or childcare. In the new academic year, face to face meetings will be reintroduced.

9.4.2 **Chairs Action:** When pertinent to do so and to meet the new admissions code timetable, the Head of Service, who Chairs the FAP panel, undertakes devolved responsibility, which allows for decisions to be made when the panel could not meet. Any decisions taken under Chairs Action, is later debated and if approved ratified at the next full panel meeting. Chairs Action allows for continued delivery of service.

Chair's Action meetings continued to take place on average of once a week due to the changes in the Admissions Code, where outcomes should be relayed to applicants within 10 days (maximum of 15 days). This allows the Panels to stand "de facto" to look at cases outside of FAP's scheduled meetings, to continue to meet statutory deadlines.

9.4.3 **Quality of referrals to Alternative Provision (AP)** - The quality of referrals for a place at an AP from the schools has gone from strength to strength. The percentage of referrals not agreed are considerably lower, as schools are now working within the parameters of good practice and through partnerships have provided peer to peer review on applications. This has also been achieved in collaboration with other service areas such as outreach, safeguarding etc. A revised referral form based on the amended Protocol is now in use, along with a form for Admission Appeals. Referrals are rejected by the pre-FAP process when there is insufficient evidence of Fair Access indicators and the information contained does not meet the statutory threshold.

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- 9.4.4 **Continued collaborative working - identification of children and young people's needs and suitability of provision.** The success of the FAP process and panel relies largely on the collaborative partnerships with other teams, schools, and wider Lewisham colleagues. Each component i.e. Lewisham Outreach Inclusion Support, SEND Advisory, Occupational Therapy, CAMHS, SLT, EP etc. has their part to play in ensuring that the most appropriate outcomes are reached for each applicant and for the schools.

The collaboration process has helped colleagues learn from each other and opened new channels of communication. It has also helped the team to problem-solve by working together to make unified decisions. Improved representation of stakeholder services at Panel meetings has improved the ability of the Panels to identify the correct provision and work intelligently to prevent unnecessary delays in assessing applicants. This has included SEN representation at all Panel meetings and SEND Advisers now attend all meetings in rotation.

Lewisham Panels remain transparent and cooperative with other boroughs. This has included inviting professionals from out of borough (e.g., council officers and out of borough school staff) to help promote better outcomes for pupils.

- 9.4.5 **Headteacher support and challenge:** There remains strong Headteacher peer-to-peer support and challenge at Primary and Secondary Fair Access Panel meetings. This leads to better and more transparent and fair outcomes for all schools and provides new headteachers with knowledge of Lewisham's practices.
- 9.4.6 **Fair Access Independent Review Panels (IRP):** The change to the Admissions Code which came into effect in 2021 and strengthen the intention of Parliament that parental preference for a school is paramount and that a school must demonstrate they have a very strong case which meets the Fair Access thresholds and 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. The service has worked in collaboration with schools to ensure all appeals are:
- Attended by the headteacher or school representative.
  - 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.

## 9.5 Performance analysis

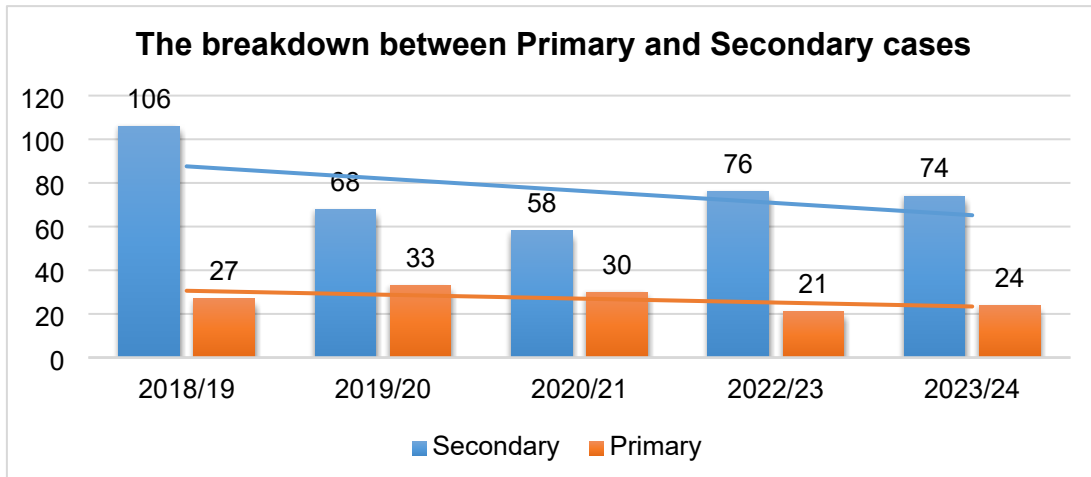
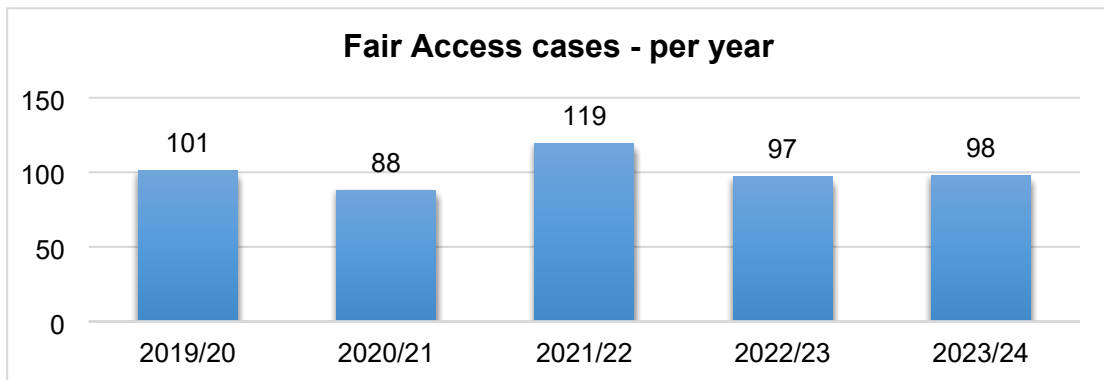
### **Number of Fair Access cases discussed**

In 2023-24 98 cases were heard which is in line with the previous year which was 97. The breakdown between Primary and Secondary cases are as follows:

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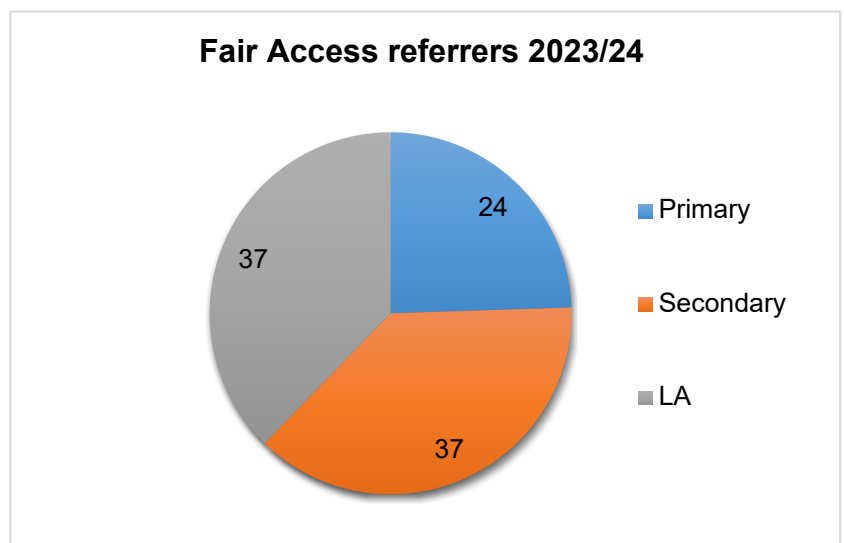
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#### 9.6 Fair Access referrers

These included Primary and Secondary schools, Lewisham Admissions and other agencies (including the FAP team and Alternative Providers). The secondary referrals to the Fair Access Panel, were generally appeals against in-year admissions where the school has highlighted a fair access indicator and challenged the admission on this ground. There were three reintegrations from Abbey Manor College.

Fair Access referrers 2023/4	
Primary	24
Secondary	37
LA	37



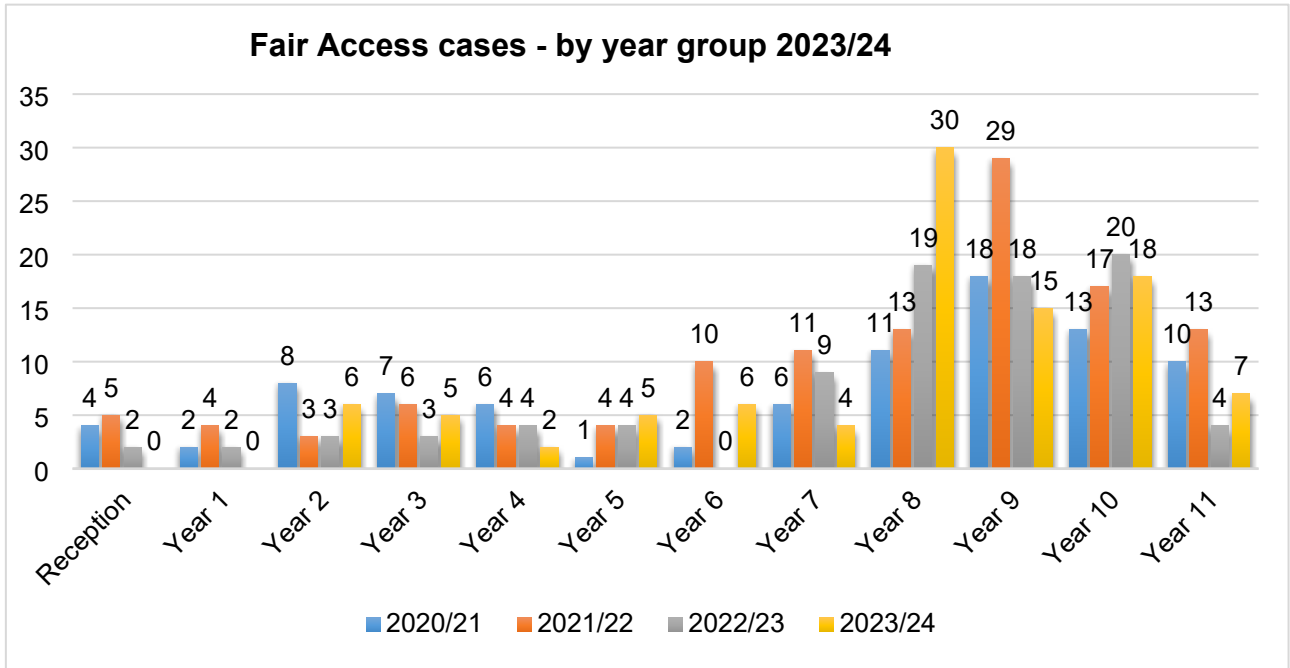
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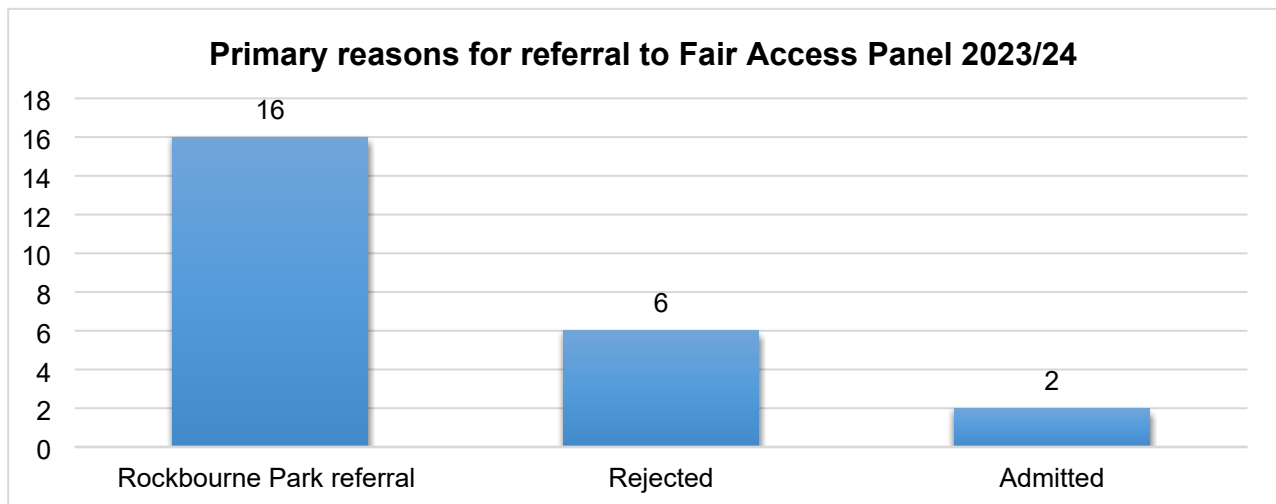


9.7 Characteristics of cases referred to Fair Access Panel by year group



The data shows that the Year Groups 8 to 10 remain the highest referring year groups. With some fluctuations in year nine. The deficit in school places due to the reduction in PAN numbers of some schools has also had implications when allocating places, with a number of applications being processed and placed via the fair access process.

9.9 Reasons for referral to Fair Access Panel – primary



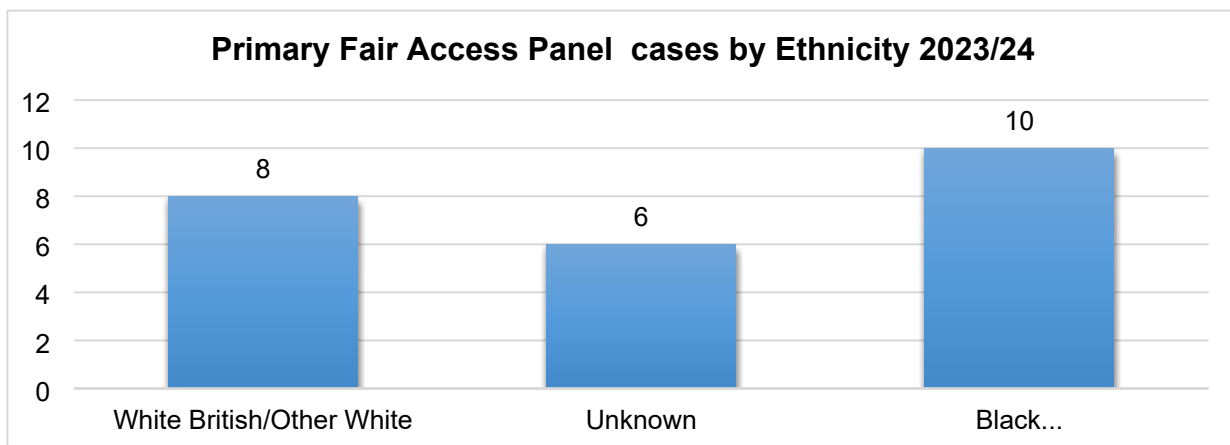
The majority of the referrals to the Primary Fair Access Panel are for a placement at Rockbourne Park (Primary Alternative Provision).

9.10 Referral to Fair Access Panel by Ethnicity– Primary

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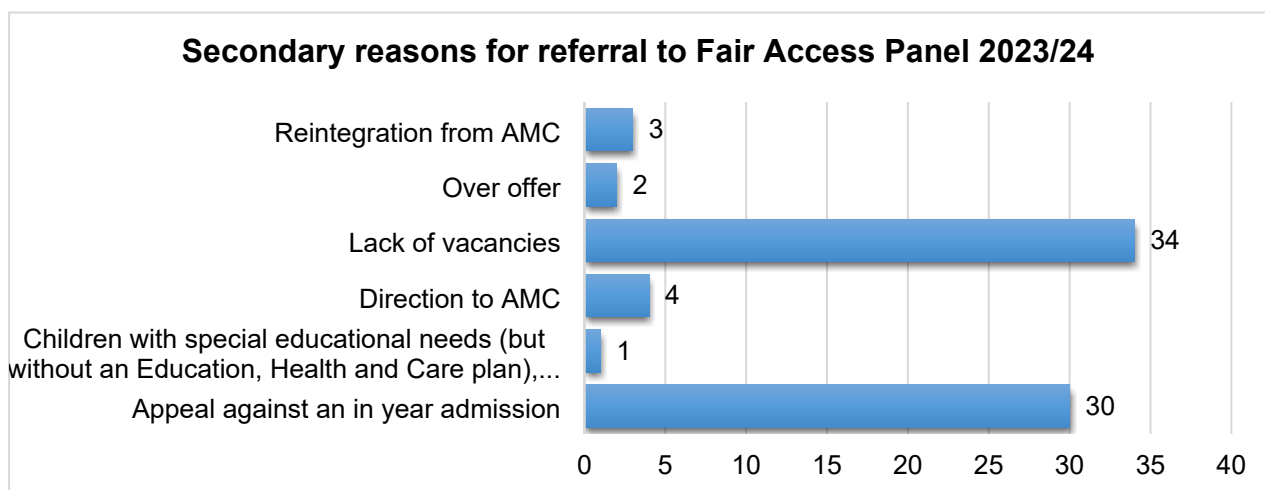
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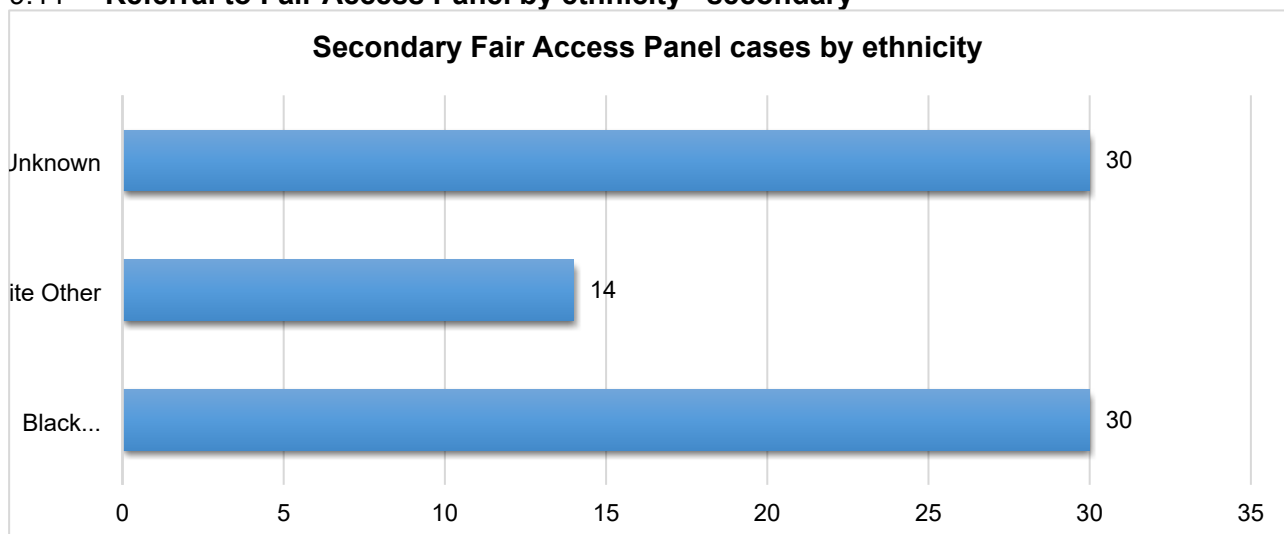
The data shows that number of pupils being referred to the Primary Fair Access Panel by ethnicity is of a similar rate.

#### 9.10 Reasons for referral to Fair Access Panel – secondary



Lack of vacancies and appeals against in year transfers were most of the cases heard at the Secondary Fair Access Panel.

#### 9.11 Referral to Fair Access Panel by ethnicity– secondary



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The data indicates the number of Black British/ Black Caribbean / any other Black Background applicants referred to the secondary Fair Access Panel is synonymous with the permanent exclusion figures for Lewisham. However, this year there are a larger number of applicants who have decided not to declare the ethnicity of the young person, so we are unable to make a direct comparison to last year.

## 9.12 FAP challenges for 2023/24

### 9.12.1 Changes to the School Admissions Code, September 2021

The changes set out in the School Admissions Code 2021 September 2021<sup>5</sup>, required admission authorities to review their practices and update their admission policies and procedures. It is important to ensure own admission authorities have appropriate governance structures and delegations in place to deal with the new approach to in-year admissions and FAP arrangements. The changes include:

- Introducing more detail on the process for managing in-year admissions
- Changes to improve the effectiveness of Fair Access Protocols

The changes to the new code has taken two years to embed into the Fair Access processes but the challenges have provided a fairer decision making structure for the placement of vulnerable children.

### 9.12.2 Referral criteria for primary and secondary FAP

A consequence of the changes in legislation means that the Fair Access Panel may only be used to place the following groups of vulnerable and/or hard-to-place children, where they are having difficulty in securing a school place in-year, **and** it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Those listed are new additions to the original FAP threshold list:

- a) Children either subject to a Child in Need Plan or a Child Protection Plan<sup>81</sup> or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol; (New)
- j) Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code;
- l) Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted;
- m) Previously looked after children for whom the local authority has been unable to promptly secure a school place.

9.12.3 **Year 11 applications:** Due to the changes in the new code, Year 11s can no longer be automatically discussed at FAP, unless they meet the new thresholds for vulnerability. All state-funded schools must comply with the School Admissions Code (“the Code”) and the law on admissions. Taking account of the exceptions mentioned above the Code makes clear that all state funded schools, including schools designated with a religious character, which have enough places available must offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria.

To try and be compliant with the new code and the new ten-day rule, the team has been sending Year 11 applications to schools, as well as simultaneously

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<sup>5</sup> <https://www.gov.uk/government/publications/school-admissions-code--2>

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referring the applicants to Lewisham College and Baseline (for post-16 advice) as appropriate. The team also send a letter to the parent letting them know which route the application will take.

*The code states:*

*2.25 Where a local authority receives an in-year application for a school which manages its own in-year admissions, it must promptly forward the application to the relevant admission authority, which must process it in accordance with its own in-year admission arrangements.*

The reason for sending the application to the preference school is so that if the parent/s wants to appeal and it is an admissions authority (AA) school to accept or reject the application. Therefore, Lewisham will not be superseding the authority of the school that is its own admissions authority.

However, Section 19 of the education Act 1996 states:

*Local authority shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them. Subsection (1) does not apply in the case of a child— (a) who will cease to be of compulsory school age within the next six weeks, and (b) does not have any relevant examinations to complete.*

This means that around 20th May until the last Friday in June children who are no longer of compulsory school age can leave school. They must however do one of the following until they are 18; stay in full-time education, e.g., at a college, start an apprenticeship. Therefore, the School Admissions Team will be reviewing its process for managing Year 11, in year applications.

#### 9.12.4 **The demand for school places**

The deficit in school places has had implications when allocating years 8 and 9 places, with several applications being allocated and placed via the fair access process. The insufficiency of school places in Years 8,9 and 10 is reported to the school place planning lead monthly. A total of 34 applicants have been placed via the Fair Access Panel. This was also attributed to some schools reducing their PAN's which affected the number of vacancies available. The referrals to FAP for lack of school places are usually 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 and where information contained in the application indicates that the child is hard to place and their circumstances meets the Fair Access threshold.

#### 9.13 **Outcomes – the difference it makes for children and young people**

The responsibility of the Schools Admissions and Fair Access Team is to develop and implement fair access processes in line with the Admissions Code. This will ensure objectives of fair access are met consistently and effectively within appropriate timescales and in the best interest of the most vulnerable children and young people.

Many of the applications submitted to the Admissions and Fair Access Team are requests for children to transfer from their current school. A proportion of applications also have additional needs including previous exclusions, significant special

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educational needs but without an Education Health and Care Plan, poor attendance and/or behaviour is not enough to take case to Fair Access. Acting in a gatekeeping role, Admissions Officers undertake significant casework to investigate a child's school history before deciding whether the application meets the Fair Access threshold. However due to the provisions in the code they are not always able to collect the relevant information within the new restricted timeframes. They oversee the risk management of high risk cases of children not in education, to safeguard vulnerable children and young people referred through fair access processes.

#### 9.14 **Fair Access conclusion**

There were additional challenges throughout the year, from staff changes, more forensic Independent Appeal Panels to the deficit in school places. However, the service continued to work in close partnership with all its schools, other stakeholders and surrounding boroughs; endeavouring to be more joined up in processes and approach.

### **10. Financial implications**

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

### **11. Legal implications**

11.1 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.

### **12. Equalities implications**

12.1 There are no crime and disorder implications.

### **13. Climate change and environmental implications**

13.1 There are no climate change and environmental implications.

### **14. Health and wellbeing implications**

14.1 There are no Health and wellbeing implications.

### **15. Report author(s) and contact**

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## 14. Appendices

### 14.1 Appendix 1 - Lewisham Applicants to Lewisham schools for 2024 planned round

Locality	School	PAN	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
C&NE	All Saints C E Primary School	30	20	25	13	10	9	4	81
C&NE	Beecroft Garden Primary School	60	62	73	62	36	16	20	269
C&NE	Brindishe Green Primary School	90	91	67	72	52	39	27	348
C&NE	Brindishe Lee Primary School	30	42	73	57	39	22	15	248
C&NE	Brindishe Manor Primary School	60	75	82	65	34	18	14	288
C&NE	Gordonbrock Primary School	90	87	76	49	37	25	22	296
C&NE	Holbeach Primary School	60	46	30	25	29	19	22	171
C&NE	John Ball Primary School	90	73	42	29	34	13	23	214
C&NE	Prendergast Ladywell School	60	53	52	36	36	25	19	221
C&NE	St Margaret's Lee CE Primary School	30	42	27	35	22	24	11	161
C&NE	St Mary's Lewisham C E Primary School	30	34	19	13	11	10	3	90
C&NE	St Matthew Academy	30	8	4	4	3	3	7	29
C&NE	St Saviour's Catholic Primary School	30	19	20	5	10	8	9	71
C&NE	St Winifred's Catholic Primary School	60	31	11	12	8	12	11	85
C&NE	Stillness Infant School	90	98	43	57	51	19	14	282
C&NE	Trinity Lewisham CE School	60	51	40	38	24	26	19	198
	<b>Total Locality</b>	<b>900</b>	<b>832</b>	<b>684</b>	<b>572</b>	<b>436</b>	<b>288</b>	<b>240</b>	<b>3052</b>
Locality	School	PAN	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
NW	Ashmead Primary School	60	60	40	47	16	25	13	201
NW	Childeric Primary School	60	44	11	7	5	10	7	84
NW	Deptford Park Primary School	90	12	11	11	12	4	6	56
NW	Edmund Waller Primary School	60	41	30	25	6	9	7	118
NW	Grinling Gibbons Primary School	30	25	23	18	17	4	2	89
NW	Haberdashers' Hatcham Primary	60	51	15	18	7	5	6	102
NW	Haberdashers' Knights Primary	30	13	17	12	10	4	9	65
NW	John Stainer Primary School	60	42	30	44	30	31	19	196
NW	Kender School	60	29	14	13	7	3	3	69
NW	Lucas Vale Primary School	30	11	14	9	15	11	12	72
NW	Myatt Garden Primary School	60	42	36	35	33	22	12	180
NW	Prendergast Vale School	30	38	15	18	12	13	7	103
NW	St James Hatcham C E Primary School	30	14	11	6	6	3	3	43
NW	St Joseph's Catholic Primary School (Lewis	30	16	9	9	4	5	1	44
NW	St Stephen's CE Primary School	30	20	16	12	7	5	5	65
NW	Tidemill Academy	60	51	32	21	15	7	3	129
NW	Turnham Academy	30	10	6	5	3	2	3	29
NW	Twin Oaks Primary School	30	19	18	7	4	11	7	66
	<b>Total Locality</b>	<b>840</b>	<b>538</b>	<b>348</b>	<b>317</b>	<b>209</b>	<b>174</b>	<b>125</b>	<b>1711</b>
Locality	School	PAN	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
SE	Athelney School	60	39	12	19	9	6	5	90
SE	Baring Primary School	30	25	24	10	10	14	12	95
SE	Coopers Lane Primary School	90	71	34	24	13	6	4	152
SE	Downderry Primary School	60	85	62	30	18	11	6	212
SE	Elfrida Primary School	60	33	19	10	11	4	5	82
SE	Forster Park Primary School	60	32	12	12	23	12	7	98
SE	Good Shepherd Catholic Primary School	30	26	10	10	8	2	2	58
SE	Haberdashers' Hatcham Free School	60	48	46	17	17	12	7	147
SE	Holy Cross Catholic Primary School	30	40	26	26	20	10	4	126
SE	Launcelot Primary School	60	24	13	23	12	6	2	80
SE	Marvels Lane Primary School	60	42	18	8	7	7	6	88
SE	Rangefield Primary School	60	19	27	11	10	7	3	77
SE	Rushey Green Primary School	90	55	38	49	25	22	23	212
SE	Sandhurst Primary School	90	113	43	36	34	24	15	265
SE	St Augustine's Catholic Primary School And	30	24	9	6	8	4	4	55
SE	St John Baptist C E Primary School	30	14	10	6	3	9	2	44
SE	Torrison Primary School	90	65	91	42	35	22	19	274
	<b>Total Locality</b>	<b>990</b>	<b>755</b>	<b>494</b>	<b>339</b>	<b>263</b>	<b>178</b>	<b>126</b>	<b>2155</b>
Locality	School	PAN	1st Preference	2nd Preference	3rd Preference	4th Preference	5th Preference	6th Preference	Grand Total
SW	Adamsrill Primary School	60	36	36	39	32	11	8	162
SW	Dalmain Primary School	60	35	69	66	28	29	14	241
SW	Eliot Bank Primary School	60	43	32	32	20	7	9	143
SW	Fairlawn Primary School	60	35	26	17	17	12	12	119
SW	Haseltine Primary School	60	51	15	23	17	13	12	131
SW	Holy Trinity Church Of England Primary Sch	30	9	14	15	9	6	3	56
SW	Horniman Primary School	30	23	28	19	13	18	9	110
SW	Kelvin Grove Primary School	90	40	24	30	19	15	5	133
SW	Kilmorie Primary School	90	115	65	43	34	26	23	306
SW	Our Lady & St Philip Neri Catholic School	30	26	10	4	4	2	5	51
SW	Perrymount Primary School	30	26	31	18	21	25	9	130
SW	Rathfern Primary School	60	78	77	71	36	24	19	305
SW	St Bartholomew's CE Primary School	60	60	36	16	9	7	4	132
SW	St George's Church Of England Primary Sch	30	22	7	5	5	10	11	60
SW	St Michael's CE Primary School	30	22	15	13	3	8	2	63
SW	St William of York Catholic School	30	13	9	10	10	7	5	54
	<b>Total Locality</b>	<b>810</b>	<b>634</b>	<b>494</b>	<b>421</b>	<b>277</b>	<b>220</b>	<b>150</b>	<b>2196</b>
	<b>Grand Total</b>	<b>3540</b>	<b>2759</b>	<b>2020</b>	<b>1649</b>	<b>1185</b>	<b>860</b>	<b>641</b>	<b>9114</b>

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