

# Southwark community primary schools

Admission arrangements for September 2018 intake

[www.southwark.gov.uk](http://www.southwark.gov.uk)

A child with a Statement of Special Educational Needs whose Statement names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. A child with an Education, Health and Care Plan whose plan names a school must be admitted to the school in accordance with section 37 of the Children and Families Act 2014. This is a separate process from the coordinated admission arrangements set by Southwark Council.

## 1.1 Oversubscription criteria (for all years excluding nursery)

In the event of there being more applications than places available, places will be allocated in the following order of priority:

- (i) Children in public care (looked after children) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after [see note (a)]
- (ii) Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note b]
- (iii) Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the headteacher that these can best be addressed at a particular school [see note c]
- (iv) Children living nearest to the school as measured by a straight line from the child's home to the main school gate/entrance [see note d]

## Notes

- (a) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

References to previously looked after children in the School Admissions Code 2014 means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

- (b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child.

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address.

Siblings attending the nursery or in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion.

- (c) Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

- (d) The LA uses the eastings and northings linked to an applicants address to calculate a straight line distance measurement to all of our community schools in Southwark which is generated by our Capita pupil database.

Due to Ivydale School being based at two sites, the distance for this school only will be calculated using a straight line from each applicant's home address to the main gate/entrance of both school sites. The shorter of the two distances will then be used.

If a child lives in a block of flats where a communal entrance is used, the LA will use the grid references for the block, not for the individual flat. When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority

- (e) Tie break - Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as

described under criterion 4. If however there is a tie break lots will be drawn to decide which child is offered a place.

- (f) A child's attendance at a co-located nursery class does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.
- (g) Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, Southwark community schools will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.

## **1.2 Proof of address**

Any offer of a school place will be conditional until proof of address has been provided within 15 days of the date of the offer of the place. Original copies of the following documentation will be required:

- Council tax bill; and
- One other proof of address such as a bank statement, TV licence or credit/store card statement

Occasionally, if the LA has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the LA discover that a parent has stated a fraudulent address the offer of a school place will be withdrawn.

## **1.3 Dates of entry**

Southwark LA will provide for the admission of children into the Reception year group in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his/her birthday (or on his/her birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Families of children who are offered a school place before they are of compulsory school age can request that their child's entry to Reception is deferred until later in the same academic year or until the child reaches compulsory school age. Families can also request that their child takes up the place part time until the s/he reaches compulsory school age.

Where entry is deferred until later in the same academic year, the child's school place will be held and not offered to another child. Families will not however be able to defer their child's entry into Reception beyond the academic year for which the original application was accepted.

For further information on deferring a child's Reception place until later in the same academic year please read Southwark's policy on "Deferring entry to primary school". Families with summer born children should read Southwark's policy on the "Admission of children outside their normal age group" for further information on how they can delay their child's entry to Reception until the following academic year. Both policies can be viewed at [www.southwark.gov.uk/info/200289/primary\\_school\\_admissions](http://www.southwark.gov.uk/info/200289/primary_school_admissions).

However, we do anticipate changes to this section following the Government's consultation in respect of the admission of summer born children. For further updates please view our website at [www.southwark.gov.uk/info/200172/school\\_admissions/3890/admission\\_of\\_children\\_outside\\_their\\_normal\\_age\\_group](http://www.southwark.gov.uk/info/200172/school_admissions/3890/admission_of_children_outside_their_normal_age_group).

#### **1.4 Waiting lists**

Southwark LA will continue to co-ordinate admissions beyond offer date. The LA will hold waiting lists for all oversubscribed community schools until the end of 31 August 2018, after this date any remaining waiting lists will be returned to the schools.

Children will only automatically be placed on the waiting lists of those schools which have been stated as higher preferences on their application unless there are exceptional circumstances which will be considered by the LA. Each child on the waiting list will be ranked in line with the oversubscription criteria stated at paragraph 1.1 above. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Any parent/carer wishing to know of their child's ranking on the waiting list and the criteria that applies to them has the right to be informed should they request this information.

#### **1.5 Capacity of primary school places**

The London Borough of Southwark has experienced an increase in demand for places. This growth is forecast to continue and may require an increase to the number of forms of entry provided in Southwark's primary schools should additional places for September 2018 be needed. We would aim to have finalised the locations of additional forms of entry for September 2018 later in 2017. We will publicise any details on our website ([www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)).