

Cabinet

Tuesday 6 February 2024

11.00 am

Rooms GO2A, B and C, 160 Tooley Street, London SE1 2QH

Supplemental Agenda No. 1

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Date: 30 January 2024

Item No. 10.	Classification: Open	Date: 6 February 2024	Meeting Name: Cabinet
Report title:		Southwark coordinated admission schemes for primary, junior and secondary admissions 2025	
Ward(s) or groups affected:		All	
Cabinet Member:		Councillor Jasmine Ali, Deputy Leader and Cabinet Member for Children, Young People, Education and Refugees	

FOREWORD - COUNCILLOR JASMINE ALI, DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE, EDUCATION AND REFUGEES

This report sets out the proposed Pan London coordinated admission schemes for primary, junior and secondary schools in Southwark for 2025 admissions.

The council has a statutory duty to coordinate admissions for Southwark residents on behalf of all maintained schools and academies in the borough. The report sets out arrangements for coordination, includes the timetable to be followed and confirms how local authorities will work together to ensure application information is received, processed and transferred between the authorities, the applicant and the schools.

According to the Council's constitution, these schemes must be agreed by Cabinet for implementation from September 2024 when the admissions application process commences for the September 2025 intake.

All of the details for agreed schemes for 2025 are now set out in this report. I would like to thank the Education Admissions team for their report and propose that Cabinet agree the coordinated admissions schemes as set out in the attached report.

RECOMMENDATIONS

1. That the Cabinet notes that the coordinated admission schemes for Primary (Reception), Junior (Year 3), Secondary (Year 7) and 14-19 University Technical College (UTC) transfer (Year 10) have worked effectively for Southwark residents during the last academic year and have not been changed for the 2025/26 admissions year.
2. That the Cabinet agrees the 2025/26 coordinated admission schemes for Primary (Reception), Junior (Year 3), Secondary (Year 7) and 14-19 UTC transfer (Year 10) admissions attached as Appendix 1, Appendix 2,

Appendix 3 and Appendix 4 of this report.

BACKGROUND INFORMATION

3. The coordination of admission arrangements must adhere to the requirements of the School Standards and Framework Act 1998, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as amended) and the School Admissions Code 2021. These arrangements apply to admission authorities of all maintained schools and non-maintained state funded schools.
4. At the Cabinet meeting on 19 March 2013, the Leader of the Council delegated authority to the cabinet member for children's services to agree the Secondary and Primary Admissions Schemes for 2015 admissions and onwards where there were no changes made from the previous year. Although there are no proposed changes to the admissions arrangements 2025 or the coordinated admission schemes for 2025, these reports are being brought to Cabinet for determination due to the proposed amendment of the primary Published Admissions Numbers (PANs) for September 2025.
5. The Council is the admissions authority for Southwark community primary schools only and also has a statutory responsibility for coordinating school admission applications on behalf of all Southwark residents applying for a place at a primary, junior, secondary and 14-19 UTC transfer at a maintained school/non maintained state funded school in England. This includes admissions at normal points of entry, e.g. to primary reception year including Year 3 transfer and secondary Year 7 including 14-19 University Technical College transfer. Arrangements for these coordinated admissions are negotiated and agreed across all 33 London local authorities to form a pan-London admissions scheme.
6. Coordination provides families with a single point of application to schools where up to six preferences may be made on a common application form. The Council is also responsible for confirming a single school offer to each child on offer date, which, for the September 2025 intake, is 3 March 2025 for Secondary including Year 10 and 16 April 2025 for Reception and Junior applications. The exception to this coordinated admissions process would be applications to any new free schools currently being established for September 2025 which are not able to be included in the co-ordinated admissions process which will begin in September 2024.
7. There are currently no new free schools due to open within Southwark for 2025. Should any new free school with an opening date of September 2025 be subsequently confirmed they will be expected to operate a separate application process alongside the Council's co-ordinated primary and secondary admission schemes. This will enable families to submit an expression of interest directly to the schools in addition to listing up to six preferences via Southwark's Primary (Reception) and Secondary (Year 7)

coordinated admission schemes. The Council would then work collaboratively with the free school after national offer day to contact families to determine a single school place i.e. (the offer through coordination or at the new school). This method worked successfully for Haberdashers' Aske's Borough Academy which opened in September 2019 and is the most recent free school to open in the borough.

8. Local authorities like all other admission authorities must determine their final admission arrangements and coordinated admission schemes (Primary -Reception, Junior, Secondary - Year 7 and 14-19 UTC transfer) by 28 February 2024 for September 2025 admissions, and notify the Secretary of State if a coordinated scheme has been secured also by this date.
9. There are no proposed changes to the council's coordinated admission schemes (Primary-Reception, Junior, Secondary-Year 7 and 14-19 UTC transfer) for September 2025.

KEY ISSUES FOR CONSIDERATION

10. The School Admissions Code 2021 sets out requirements for local authorities to provide a system to enable the efficient admission of pupils to schools at normal point of entry (Reception, Year 3, Year 7 and Year 10 transfer). A coordinated admissions scheme for 2025 admissions must be in place with details of how this will operate within each local authority.
11. Coordinated admissions schemes must enable parents in a home local authority to apply to any school in England. The coordinated admission schemes must set out how information will be received, processed and transferred between the local authority, the applicants, the schools and neighbouring boroughs for Primary (Reception), Junior, Secondary (Year 7) and 14-19 UTC transfer (Year 10). Any offer of a school place must be made by the home local authority.
12. Coordinated admission schemes provide a fair and efficient school admissions process whilst almost entirely eliminating the risk of multiple offers being made to individual families.
13. Local authority officers across London developed the key principles, including a mix of mandatory and optional clauses for each for coordinated scheme to be considered and implemented by individual local authorities. Coordinated admission schemes for Primary (Reception), Junior, Secondary (Year 7) and 14-19 UTC transfer (Year 10) which meet the PAN London requirements are attached respectively as appendices 1, 2, 3 and 4 of this report.
14. The current coordinated admission schemes for Primary (Reception), Junior, Secondary (Year 7) and 14-19 UTC transfer (Year 10) admissions have worked well and enabled successful management of school admissions. No changes have been made to these arrangements other

than dates throughout the documents to reflect the 2025 academic year.

Policy framework implications

15. The Council's Delivery Plan 2022-26 presents a set of commitments, which will help the Council work towards a fairer, safer and greener Southwark. It is a requirement that reports to Cabinet explicitly refer to the Delivery Plan and how the report and or the actions outlined will help deliver key aspects of the plan. The school admissions process supports families to secure access to school places, thus enabling children and young people in the borough to thrive. This is in line with theme 7 of the Council's Delivery Plan – 'Supporting families'.

Community, equalities (including socio-economic) and health impacts

Community impact statement, including equalities (including socio-economic) impact statement

16. The coordinated admissions process is designed to produce fair and equitable access to school places for all children. Allocation of places is delivered through the strict application of admissions and oversubscription criteria of each school through a central PAN London computer. All admission authorities are expected to implement clear admission arrangements that achieve equity and fair access for all pupils in line with the School Admissions Code 2021.
17. Support is provided to families that find it difficult to navigate the admissions system through our school admission officers, school staff and the Southwark Information, Advice and Support (SIAS) Team. This involves a significant amount of training, outreach support and drop in sessions for families throughout the year, all of which have been conducted virtually since the pandemic. SIAS officers also provide support to specific EAL communities with the use of interpreters as well as parents / parents of children, who may have a protected characteristic under the Equality Act 2010. In addition, Southwark residents also have direct access to one to one telephone or video call support from the school admissions team during the application stage of the admissions process – this is on request and through referrals from schools and other agencies.
18. For families without access to a computer or internet at home, Southwark libraries and one stop shops also offered free internet usage with admissions staff on hand to help. The online application system enables a streamlined service to be delivered so officers are able to provide high quality direct assistance to families and advise on the admissions process in person, thus improving the service as a whole and in particular for those families who may have difficulty navigating the admissions system.
19. The Public Sector Equality Duty, at section 149 of the Equality Act, requires public bodies to consider all individuals when carrying out their day to day work – in shaping policy, in delivering services and in relation

to their own employees. It requires public bodies to have due regard when carrying out their activities to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between people with protected characteristics and those with none. The Council's Approach to Equality ("the approach") commits the Council to ensuring that equality is an integral part of our day to day business.

20. "Protected characteristics" are the grounds upon which discrimination is unlawful - the characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. In this case, the characteristics covering gender reassignment, marriage and civil partnership, pregnancy and maternity, and sexual orientation are unlikely to be issues for consideration. Managing the post offer admissions process with the use of a timetable has the potential to advance equality of opportunity, and foster good relations between people with protected characteristics and those with none.
21. Comprehensive Equality impact assessments relating to the admissions service have been carried out, no negative impacts of the new co-ordinated admissions schemes have been identified, so no mitigating actions are required, and no equality objectives will derive from these specific proposals.
22. Officers have had due regard to the requirements of the Equality Act in preparing the co-ordinated admissions schemes and will have due regard when carrying out the proposed activities, to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between people with protected characteristics and those with none. The provision of fair and equitable co-ordinated admissions schemes:
 - a) "advances the cause of the elimination of discrimination" by removing potential discrimination based on the protected characteristics
 - b) "advances equality of opportunity" by ensuring that all groups, irrespective of background, have equal access to school places
 - c) "fosters good relations" by implementing a demonstrably fair and equitable policy for the co-ordination of admissions across the borough for people with protected characteristics and those without.

Health impact statement

23. There are no specific identified health impacts resulting from any of the proposals or recommendations, so a health impact statement is not necessary for this report.

Climate change implications

24. Following the council assembly meeting on the 14 July 2021, the council has now committed to considering the climate change implications of any decisions made.
25. No direct measures have been taken to reduce or enhance the impact on climate change as part of this school admissions report, as no substantive negative effects have been identified. Additionally as no direct measures have been taken to reduce or enhance the impact on climate change as part of this admissions process, no monitoring will be required.
26. There are no substantive negative effects anticipated as a result of the recommendations and proposals.

Resource implications

27. This is not applicable for this report.

Legal implications

28. Please see concurrent from the Assistant Chief Executive of Governance and Assurance.

Financial implications

29. All costs associated with the admissions process are chargeable to the Schools Budget and are therefore met from the Dedicated Schools Grant (DSG). There are no direct financial implications for the council's revenue budgets.

Consultation

30. A full consultation on 2025 school admission arrangements for Southwark community primary schools was carried out in accordance with the requirements set out in the School Admissions Code, 2021 between 14 December 2023 and 24 January 2024.
31. Although Southwark's coordinated admission schemes for Primary (Reception), Junior, Secondary (Year 7) and 14-19 UTC transfer (Year 10) for September 2025 remain the same as the previous year with no proposed changes, for the purposes of consistency these schemes were included in the Council's consultation on admission arrangements. The consultation was published on the Council's online consultation hub and on the school admissions web page. The consultation was circulated by email to all maintained nursery, primary and secondary schools in the borough, neighbouring local authorities, the diocesan boards and Southwark Councillors and MPs. A formal notice about the consultation was published in Southwark News and the consultation was also publicised on the Council's social media pages alongside the resident

newsletter. Six responses were received by 25 January 2024 confirming agreement/disagreement to each of the proposals set out in the consultation document. Responses from the consultation are summarised in Appendix 5 of this report.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Head of Procurement

32. As no services are being procured, no comment is required.

Assistant Chief Executive of Governance and Assurance

33. The recommendations in this report are included in the matters reserved to full Cabinet in Part 3C of the Council's Constitution.

34. Cabinet is advised that the legal framework surrounding the admissions schemes is set out in the School Standards and Framework Act 1998, the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as amended) and the School Admissions Code 2021, as stated within the body of the report. Cabinet is advised that the proposed admissions schemes for 2025 comply with the applicable law.

35. Cabinet is asked to note that the Council is required to consult on admission arrangements at least once every 7 years or should any changes be proposed. The last consultation in respect of Southwark's coordinated admission schemes for Primary (Reception), Junior, Secondary (Year 7) and 14-19 UTC transfer (Year 10) was carried out for the 2023 arrangements. Although the Council's coordinated admission schemes for 2025/26 remain the same as the previous year with no proposed changes, for the purposes of consistency these schemes were included in the Council's consultation on admission arrangements which opened on 14 December 2023 and closed on 25 January 2024. Responses to this consultation are set out in Appendix 5 to this report to which Cabinet should have regard when making this decision.

36. Cabinet is reminded of the public sector equality duty under section 149 Equality Act 2010 when making this decision. This requires that, when exercising any of the council's functions, due regard be given to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between people with protected characteristics and those with none. In particular Cabinet will note the adjustments in place to enable full access to support and information for all communities in Southwark, outlined in the Community Impact Statement. That Statement also makes clear that whilst an equality impact assessment has been carried out in relation to the coordinated admission scheme, no negative impacts on people with a particular protected characteristic have been identified. Cabinet is referred to the Equality Impact Assessment at Appendix 5.

Strategic Director of Finance REF: [CAS23/42]

37. This report seeks approval from Cabinet to the Primary (Reception), Junior, Secondary (Year 7) and 14-19 UTC transfer (Year 10) coordinated admission schemes for 2025 admissions attached as appendix 1, appendix 2, appendix 3 and appendix 4 of this report. Paragraph 29 confirms that the costs associated with the admissions process are met from the Dedicated Schools Grant, and that there is no direct financial implication on the council's revenue budgets.

Other officers

38. There have been no other officers appropriate to advise.

REASONS FOR URGENCY

39. The consultation on admission arrangements must run for a period of at least six weeks and be completed by 31 January in the year preceding the year the change is to be effected (i.e. 31 January 2024 for September 2025 admissions).

REASONS FOR LATENESS

40. Results from the consultation will be available from week commencing 22 January 2024 (approximately) and no later than 31 January 2024.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
1. The School Standards and Framework Act 1998	Children and Families Directorate, Children and Adult Services, 4 th floor, 160 Tooley Street, London SE1 2QH	Neil Gordon-Orr 020 7525 5234
Link: http://www.legislation.gov.uk/ukpga/1998/31/contents		
2. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012 (England)	Children and Families Directorate, Children and Adult Services, 4 th floor, 160 Tooley Street, London SE1 2QH	Neil Gordon-Orr 020 7525 5234
Link: http://www.legislation.gov.uk/ukpga/1998/31/contents		
3. The School Admissions Code	Children and Families	Neil Gordon-Orr

Background Papers	Held At	Contact
2021	Directorate, Children and Adult Services, 4 th floor, 160 Tooley Street, London SE1 2QH	020 7525 5234
Link: https://www.gov.uk/government/publications/school-admissions-code--2		

APPENDICES

No.	Title
Appendix 1	Southwark coordinated admissions scheme - Reception 2025-26
Appendix 2	Southwark coordinated admissions scheme - Junior 2025-26
Appendix 3	Southwark coordinated admissions scheme – Year 7 2025-26
Appendix 4	Southwark coordinated admissions scheme – Year 10 2025-26
Appendix 5	Summary of responses to Southwark Council's Admissions consultation 2025-26

AUDIT TRAIL

Cabinet Member	Councillor Jasmine Ali, Deputy Leader and Cabinet Member for Children, Young People, Education and Refugees	
Lead Officer	David Quirke-Thornton Strategic Director of Children and Adult Services	
Report Authors	Rizwana Natha, Compliance Officer, Education Access and Statutory Services Neil Gordon-Orr, Assistant Director, Education Access and Statutory Services	
Version	Final	
Dated	30 January 2024	
Key Decision?	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive (Governance and Assurance)	Yes	Yes
Strategic Director of Finance	Yes	Yes
List other officers here	N/A	N/A
Cabinet Member	Yes	Yes
Date final report sent to Constitutional Team		30 January 2024

PAN-London co-ordinated admissions system

Southwark Council's scheme for co-ordination of admissions to Reception in maintained schools and academies in 2025/26

Definitions used in the Scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Scheme to which authorities must subscribe in order to be considered as ‘Participating

Authorities' and to benefit from use of the Pan-London Register

“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are communicated to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants

against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 February 2025**.

9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **5 February 2025**.
10. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2025**.

Processing

11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **15 January 2025**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **5 February 2025**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable (available upon request) for the processing of preference data and the application of published oversubscription criteria.
14. * This LA will accept all late applications. Late applications received after 15 January 2025 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 16 April 2025. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted **between 16 January 2025 and 12 February 2025** may be considered under the exceptional circumstances category.
15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 February 2025**.

17. * Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 February 2025**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **14 and 20 February 2025** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **18 March 2025**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **26 March 2025**.
23. This LA will not make an additional offer between the end of the iterative process and the **16 April 2025** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. This LA will participate in the offer data checking exercise scheduled between **27 March and 11 April 2025** in the Pan-London timetable in Schedule 3B.
26. This LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2025**. (33 London LAs & Surrey LA only).
27. The file should additionally contain offers to late applicants who can be offered a place on **16 April 2025**. Home LAs are required to make those offers, but they are not included in the report of on time outcomes generated from the LAS.

Offers

28. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. If it is not possible to offer the resident applicant a school they listed as a preference, this LA will offer an alternative place at a school with capacity. This is likely to be the nearest school to the resident applicant's home and situated within this LA which has a vacancy.
29. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. This LA's outcome letter will be sent by email and include the information set out in Schedule 2.
31. This LA will, on **16 April 2025 after 5pm**, send notification of the outcome to resident applicants by email.
32. * This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2025.

Post offer

33. This LA will request that resident applicants decline the offer of a place by **30 April 2025**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **30 April 2025**, this LA will forward the information to the maintaining LA by **7 May 2025**. Where such information is received from applicants after **1 May 2025**, this LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, this LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area where the application has been submitted on time. Where the application has been submitted late, this process is not automatic and it will be done following a request from the home LA as per the timetable set out at paragraph 45 of this Scheme.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

38. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until 10 July 2025. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.
46. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, as per the timetable set out below:

Date application submitted	When will the application be processed?	When will the offer be made?	When will the waiting list position be available?
Between 16 April – 12 May 2025	Week commencing 19 May 2025	June 2025	Week commencing 23 June 2025, available from Southwark LA

Date application submitted	When will the application be processed?	When will the offer be made?	When will the waiting list position be available?
13 May 2025 onwards	Week commencing 23 June 2025 onwards	July 2025 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

47. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term as per the timetable at paragraph 46. The number of additional preferences will be unrestricted.

Schedule 1

Minimum content of common application form for admissions to Reception 2025/26.

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

Schedule 2

Template outcome letter (sent by email) for admission to Reception in 2025/26

From: Southwark Council

Date: **16 April 2025**

Dear Parent/Carer,

Application for a Primary School

I am writing to let you know the outcome of your application for a primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **30 April 2025**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

If you have any questions about this letter, please contact me on _____.

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

Schedule 3B

Timetable for admission to Reception in 2025/26

Date and working days	Process	Paragraph
Wed 15 Jan 2025 <i>15 days</i>	Statutory deadline for receipt of applications	11
Wed 5 Feb 2025 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Wed 12 Feb 2025	Deadline for receipt of late applications considered as “on-time” by parents to Home LA	8,16
Thurs 13 Feb 2025	Deadline for the upload of late applications considered as “on-time” to the PLR	8, 16
Fri 14 –Thurs 20 Feb 2025	Checking of application data	18
<i>Mon 17 to Fri 21 Feb 2025</i>	<i>Half Term</i>	
Fri 21 Feb 2025 <i>17 days</i>	Ranking applications	19, 20,
Tues 18 Mar 2025 <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Wed 26 Mar 2025	Final ALT file to PLR	22
Thurs 27 Mar - Fri 11 Apr 2025	Checking of offer data	25
<i>Mon 7 April to Mon 21 April</i>	<i>Easter Holidays</i>	
Mon 14 Apr 2025	Deadline for on-line ALT file to portal	26
Wed 16 April 2025 <i>10 days</i>	Offer notifications sent.	23, 30
Wed 30 April 2025 <i>5 days</i>	Deadline for acceptances	32, 33
Mon 7 May 2025	Deadline for transfer of acceptances to maintaining LAs	33

PAN-London co-ordinated admissions system

Southwark Council's scheme for co-ordination of admissions to Junior in maintained schools and academies in 2025/26

Definitions used in the Scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Scheme to which authorities must subscribe in order to be considered as ‘Participating

Authorities' and to benefit from use of the Pan-London Register

“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are communicated to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these are used to collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Protocol. This will in all cases include validation of resident applicants

against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 February 2025**.

9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **5 February 2025**.
10. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2025**.

Processing

11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **15 January 2025**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **5 February 2025**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable (available upon request) for the processing of preference data and the application of published oversubscription criteria.
14. * This LA will accept all late applications. Late applications received after 15 January 2025 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 16 April 2025. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted **between 16 January 2025 and 12 February 2025** may be considered under the exceptional circumstances category.
15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 February 2025**.

17. * Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 February 2025**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **14 and 20 February 2025** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **18 March 2025**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **26 March 2025**.
23. This LA will not make an additional offer between the end of the iterative process and the **16 April 2025** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in this LA, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. This LA will participate in the offer data checking exercise scheduled between **27 March and 11 April 2025** in the Pan-London timetable in Schedule 3B.
26. This LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2025**. (33 London LAs & Surrey LA only).
27. The file should additionally contain offers to late applicants who can be offered a place on **16 April 2025**. Home LAs are required to make those offers, but they are not included in the report of on time outcomes generated from the LAS.

Offers

28. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. If it is not possible to offer the resident applicant a school they listed as a preference, this LA will offer an alternative place at a school with capacity. This is likely to be the nearest school to the resident applicant's home and situated within this LA which has a vacancy.
29. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. This LA's outcome letter will be sent by email and include the information set out in Schedule 2.
31. This LA will, on **16 April 2025 after 5pm**, send notification of the outcome to resident applicants by email.
32. * This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2025.

Post offer

33. This LA will request that resident applicants decline the offer of a place by **30 April 2025**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **30 April 2025**, this LA will forward the information to the maintaining LA by **7 May 2025**. Where such information is received from applicants after **1 May 2025**, this LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, this LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area where the application has been submitted on time. Where the application has been submitted late, this process is not automatic and it will be done following a request from the home LA as per the timetable set out at paragraph 45 of this Scheme.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

38. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until 10 July 2025. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.
46. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, as per the timetable set out below:

Date application submitted	When will the application be processed?	When will the offer be made?	When will the waiting list position be available?
Between 16 April – 12 May 2025	Week commencing 19 May 2025	June 2025	Week commencing 23 June 2025, available from Southwark LA

Date application submitted	When will the application be processed?	When will the offer be made?	When will the waiting list position be available?
13 May 2025 onwards	Week commencing 23 June 2025 onwards	July 2025 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

47. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term as per the timetable at paragraph 46. The number of additional preferences will be unrestricted.

Schedule 1

Minimum content of common application form for admissions to Junior 2025/26.

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

Schedule 2

Template outcome letter (sent by email) for admission to Junior in 2025/26

From: Southwark Council

Date: **16 April 2025**

Dear Parent/Carer,

Application for a Junior School

I am writing to let you know the outcome of your application for a junior school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **30 April 2025**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

If you have any questions about this letter, please contact me on _____

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

Schedule 3B

Timetable for admission to Junior in 2025/26

Date and working days	Process	Paragraph
Wed 15 Jan 2025 <i>15 days</i>	Statutory deadline for receipt of applications	11
Wed 5 Feb 2025 <i>5 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9, 10, 12
Wed 12 Feb 2025	Deadline for receipt of late applications considered as “on-time” by parents to Home LA	8,16
Thurs 13 Feb 2025	Deadline for the upload of late applications considered as “on-time” to the PLR	8, 16
Fri 14 –Thurs 20 Feb 2025	Checking of application data	18
<i>Mon 17 to Fri 21 Feb 2025</i>	<i>Half Term</i>	
Fri 21 Feb 2025 <i>17 days</i>	Ranking applications	19, 20,
Tues 18 Mar 2025 <i>6 days</i>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Wed 26 Mar 2025	Final ALT file to PLR	22
Thurs 27 Mar - Fri 11 Apr 2025	Checking of offer data	25
<i>Mon 7 April to Mon 21 April</i>	<i>Easter Holidays</i>	
Mon 14 Apr 2025	Deadline for on-line ALT file to portal	26
Wed 16 April 2025 <i>10 days</i>	Offer notifications sent.	23, 30
Wed 30 April 2025 <i>5 days</i>	Deadline for acceptances	32, 33
Mon 7 May 2025	Deadline for transfer of acceptances to maintaining LAs	33

Pan-London co-ordinated admissions system

Southwark Council's scheme for co-ordination of admissions to Year 7 in maintained schools and academies in 2025/26

Definitions used in the scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Scheme to which authorities must subscribe in order to be considered as ‘Participating

Authorities' and to benefit from use of the Pan-London Register

“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are communicated to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA's Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
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8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including

'first preference first' arrangements. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

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10. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2024**.
11. This LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **14 November 2024**.

Processing

12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **31 October 2024**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be uploaded to the PLR by **14 November 2024**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3A, determine its own timetable (available upon request) for the processing of preference data and the application of published oversubscription criteria.
15. * This LA will accept all late applications. Late applications received after 31 October 2024 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 1 March 2025. However, this LA can accept a late application as on time where it considers there are exceptional circumstances. Applicants must notify this LA in writing if they are submitting a late application under exceptional circumstances, providing their reasons and any supporting documents so that they can be considered by this LA. Only late applications submitted

between 1 November 2024 and 12 December 2024 may be considered under the exceptional circumstances category.

16. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on time within the terms of the home LA's scheme is **17 December 2024**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 December 2024**, on the basis that an on-time application already exists within the Pan-London system.
19. This LA will participate in the application data checking exercise scheduled between **17 December 2024 and 2 January 2025** in the Pan-London timetable in Schedule 3A.
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21. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
22. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **31 January 2025**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **13 February 2025**. Where a management decision is made that additional iterations are necessary, these will continue no later than **17 February 2025**.
24. This LA will not make an additional offer between the end of the iterative process and **3 March 2025** which may impact on an offer being made by another participating LA.
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any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

26. This LA will participate in the offer data checking exercise scheduled between **14 (18) February and 26 February 2025** in the Pan-London timetable in Schedule 3A.
27. This LA will send a file to the eAdmissions portal with outcomes for all resident applicants who have applied online no later than **27 February 2025**. (33 London LAs & Surrey LA only).
28. The file should additionally contain offers to late applicants who can be offered a place on 3 March 2025. Home LAs are required to make those offers, but they are not included in the report of on-time outcomes generated from the LAS.

Offers

29. This LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. If it is not possible to offer the resident applicant a school they listed as a preference, this LA will offer an alternative place at a school with capacity. This is likely to be the nearest school to the resident applicant's home and situated within this LA which has a vacancy.
30. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
31. This LA's outcome letter will include the information set out in Schedule 2.
32. After **5pm** on **3 March 2025** this LA will send notification of the outcome to resident applicants by email.
33. *This LA will provide primary schools with destination data of its resident applicants by the end of the summer term **2025**.

Post Offer

34. This LA will request that resident applicants decline the offer of a place by **17 March 2025**, or within two weeks of the date of any subsequent offer.
35. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **17 March 2025**, this LA will forward the information to the

maintaining LA by **24 March 2025**. Where such information is received from applicants after **17 March 2025**, this LA will pass it to the maintaining LA as it is received.

36. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
37. When acting as a maintaining LA, this LA will automatically place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area where the application has been submitted on time. Where the application has been submitted late, this process is not automatic and it will be done following a request from the home LA as per the timetable set out at paragraph 47 of this Scheme.
38. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
39. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
40. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
41. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
42. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
43. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
44. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
45. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
46. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until 10 July 2025. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after children or

previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

47. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, as per the timetable set out below:

Date application submitted	When will the application be processed?	When will the offer be made?	When will the waiting list position be available?
Between 3 March – 12 May 2025	Week commencing 19 May 2025	June 2025	Week commencing 23 June 2025, available from Southwark LA
13 May 2025 onwards	Week commencing 23 June 2025	July 2025 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

48. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term as per the timetable at paragraph 47. The number of additional preferences will be unrestricted.

Schedule 1

Minimum content of common application form for admissions to Year 7 in 2025/26

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

Schedule 2

Template outcome letter (sent by email) for admissions to Year 7 in 2025/26

From: Southwark Council

Date: 3 March 2025

Dear Parent/Carer,

Application for a Secondary School

I am writing to let you know the outcome of your application for a secondary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **17 March 2025**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out

your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

If you have any questions about this letter, please contact me on _____.

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

Schedule 3A

Timetable for admissions to Year 7 in 2025/26

Date & working days	Process	Paragraph
Thurs 31 Oct 2024 <i>10 days</i>	Statutory deadline for receipt of applications	12
Thurs 14 Nov 2024 <i>20 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Thurs 12 Dec 2024	Deadline for receipt of late applications considered as "on-time" by parents to Home LA.	9,17
Tues 17 Dec 2024	Deadline for the upload of late applications considered as "on-time" to the PLR.	9, 17
Tues 17 Dec 2024 – Thurs 2 Jan 2025	Checking of application data	19
Fri 3 Jan 2025 <i>20 days</i>	Ranking applications	19, 20, 21
Fri 31 Jan 2025 <i>10 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Thurs 13 Feb 2025	Final ALT file to PLR*	23
Fri 14 to Mon 17 Feb 2025	*Additional iterations if needed	23
<i>Mon 17 to Fri 21 Feb 2025</i>	<i>Half Term</i>	
Fri 14 (Tues 18) – Wed 26 Feb 2025 <i>6 days</i>	Checking of offer data	26

Date & working days	Process	Paragraph
Thurs 27 Feb 2025 <i>2 days</i>	Deadline for on-line ALT file to portal	27
Mon 3 Mar 2025 <i>10 days</i>	Offer notifications sent.	24, 31
Mon 17 Mar 2025 <i>5 days</i>	Deadline for acceptances	33, 34
Mon 24 Mar 2025	Deadline for transfer of acceptances to maintaining LAs	34

Pan-London co-ordinated admissions system

Southwark Council's scheme for co-ordination of admissions to Year 10 in maintained schools and academies in 2025/26

Definitions used in the scheme

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Protocol”	the document containing the address verification policy agreed by LIAAG and the policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Scheme to which authorities must subscribe in order to be considered as ‘Participating

Authorities' and to benefit from use of the Pan-London Register

“the Notification Letter”	the agreed form of letter sent to applicants by email on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are communicated to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. This LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted online. This will include all the fields and information specified in Schedule 1 to this LA's Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
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41. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
42. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
43. When acting as a home LA, when this LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
44. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
45. When acting as a maintaining LA, this LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
46. This LA will continue to co-ordinate admissions beyond offer date and will hold waiting lists for all oversubscribed maintained schools or academies in this LA's area until 10 July 2025. After this date, any remaining waiting lists will be returned to the schools or academies in the area. Each child on the waiting list will be ranked in line with the published oversubscription criteria for that school or academy. Looked after children or

previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

47. This LA, when acting as a home LA, will make the initial offer of places which become available after National Offer Day, as per the timetable set out below:

Date application submitted	When will the application be processed?	When will the offer be made?	When will the waiting list position be available?
Between 3 March – 12 May 2025	Week commencing 19 May 2025	June 2025	Week commencing 23 June 2025, available from Southwark LA
13 May 2025 onwards	Week commencing 23 June 2025	July 2025 (before the end of the Summer term)	Before 10 July, waiting list positions will be provided to applicants by Southwark LA. After this date, waiting list positions will be provided to applicants by the individual school.

48. After preferences expressed in accordance with paragraph 7 above have been determined, this LA, when acting as a home LA will accept and process any further additional preferences expressed by applicants post offer and before the start of the school term as per the timetable at paragraph 47. The number of additional preferences will be unrestricted.

Schedule 1

Minimum content of common application form for admissions to Year 10 in 2025/26

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

Schedule 2

Template outcome letter (sent by email) for admission to Year 10 in 2025/26

From: Southwark Council

Date: 3 March 2025

Dear Parent/Carer,

Application for a Year 10 place at a UTC/studio school

I am writing to let you know the outcome of your application for a Year 10 place at a UTC/studio school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants had a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm if you do not wish to accept the place at X School by **17 March 2025**. You will also need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere. Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

If you have any questions about this letter, please contact me on _____.

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

Schedule 3A

Timetable for admissions to Year 10 in 2025/26

Date & working days	Process	Paragraph
Thurs 31 Oct 2024 <i>10 days</i>	Statutory deadline for receipt of applications	12
Thurs 14 Nov 2024 <i>20 days</i>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10, 11, 13
Thurs 12 Dec 2024	Deadline for receipt of late applications considered as “on-time” by parents to Home LA.	9,17
Tues 17 Dec 2024	Deadline for the upload of late applications considered as “on-time” to the PLR.	9, 17
Tues 17 Dec 2024 – Thurs 2 Jan 2025	Checking of application data	19
Fri 3 Jan 2025 <i>20 days</i>	Ranking applications	19, 20, 21
Fri 31 Jan 2025 <i>10 days</i>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Thurs 13 Feb 2025	Final ALT file to PLR*	23
Fri 14 to Mon 17 Feb 2025	*Additional iterations if needed	23
<i>Mon 17 to Fri 21 Feb 2025</i>	<i>Half Term</i>	
Fri 14 (Tues 18) – Wed 26 Feb 2025 <i>6 days</i>	Checking of offer data	26
Thurs 27 Feb 2025 <i>2 days</i>	Deadline for on-line ALT file to portal	27
Mon 3 Mar 2025 <i>10 days</i>	Offer notifications sent.	24, 31
Mon 17 Mar 2025 <i>5 days</i>	Deadline for acceptances	33, 34

Date & working days	Process	Paragraph
Mon 24 Mar 2025	Deadline for transfer of acceptances to maintaining LAs	34



Responses to Southwark Council's consultation on admissions 2025/26

The following responses to Southwark council's consultation on admission arrangements for 2025/26 were received during the consultation period, 14 December 2023 to 25 January 2024 (1pm).

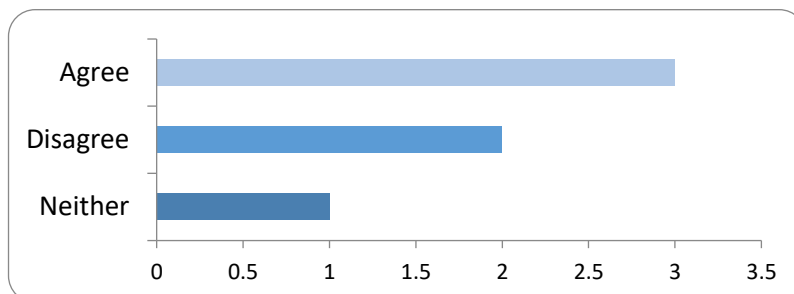
Six (6) responses were received by the deadline date.

Question 1

Do you agree with Southwark Council’s proposal to reduce the Published Admission Number (PAN) at Grange Primary School from 60 to 30 places for the September 2025 intake onwards?

Response

Agree	3
Disagree	2
Neither	1



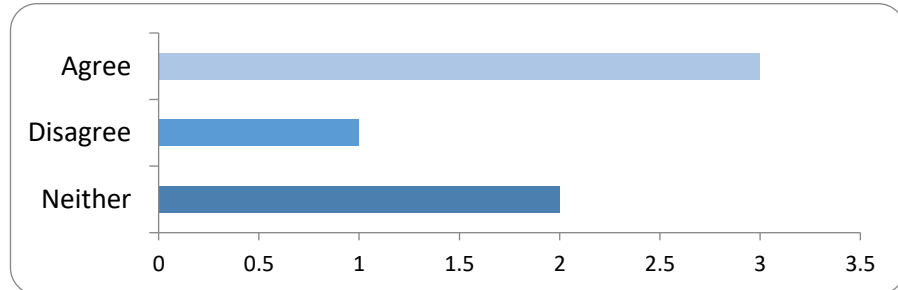
Summary of comments received	Officer response
<ul style="list-style-type: none"> • <i>“It is truly disheartening to hear that Grange Primary School will face a significant reduction in funding due to Southwark Council's proposal to decrease the Published Admission Number (PAN) from 60 to 30 places for future intakes.</i> • <i>While it is understandable that the council may have its reasons, it is essential to consider the long-term impact this decision will have on the school and their students.</i> • <i>Schools require adequate funding to provide high-quality education, maintain infrastructure, and support students' needs effectively.</i> • <i>Cutting funding will undoubtedly hamper efforts to enhance the learning environment, recruit qualified staff, and provide necessary resources for students.”</i> 	<ul style="list-style-type: none"> • The school is funded according to the numbers of children attending not the numbers of places it has. It is not funded for vacant places. Therefore it is not reducing the PAN that affects funding but the falling numbers of children attending the school. The proposal is to reduce the PAN in line with the actual numbers currently at the school, not to reduce the budget. • In the event that numbers of children needing school places in the area increase in future, it will be possible to increase the PAN.
<ul style="list-style-type: none"> • <i>“Significant new housing (market, social and HA) has been built in the surrounding area, for example, along Crimscott, Fendall, and Maltby Streets.</i> • <i>It seems unwise to reduce the intake of Grange Primary School with neighbourhood populations rising.”</i> 	<ul style="list-style-type: none"> • The school still has space for more children if needed in future; the PAN could be increased if this occurs

Question 2.

Do you agree with Southwark Council’s proposal to reduce the Published Admission Number (PAN) at Bessemer Grange Primary School from 90 to 60 places for the September 2025 intake onwards? (Please see document B).

Response

Agree	3
Disagree	1
Neither	2



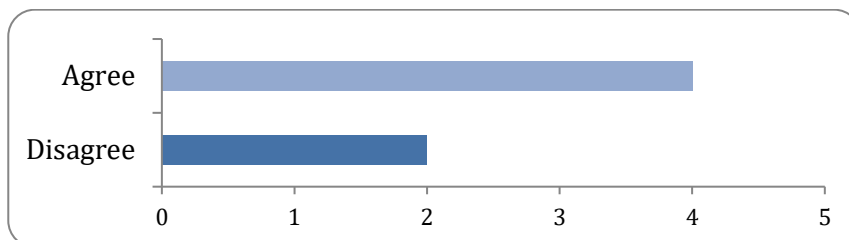
Summary of comments received	Officer response
<ul style="list-style-type: none"> • <i>“With the current ranking of 9,206 out of 19,117 schools, it is clear that there is room for growth and development.</i> • <i>Cutting funding in a third may have detrimental effects on the teaching quality, which ultimately impacts the education and well-being of the students.</i> • <i>It is crucial that the authorities prioritise the necessary improvements and ensure that the school has the resources it needs to provide a high-quality education for all students.”</i> 	<ul style="list-style-type: none"> • The proposal is to reduce the PAN in line with the actual numbers currently at the school, not to reduce the budget. Schools are funded according to actual numbers attending, not according to the Published Admission Number

Question 3

Although there are no changes, do you agree with Southwark Council's proposed admission arrangements 2025 - 26 for community primary schools in the borough? (Please see document A)

Response

Agree	4
Disagree	2
Neither	0
No response	0



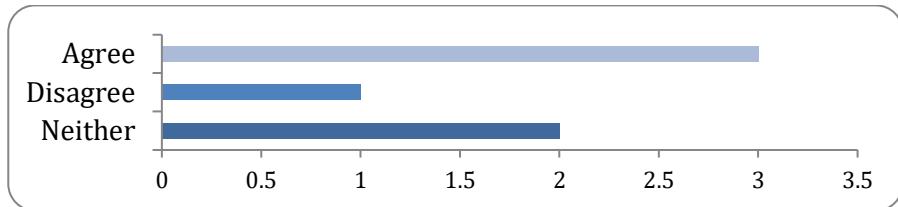
Summary of comments received	Officer response
<ul style="list-style-type: none"> • <i>“Enhancing transparency in the waiting list ranking by digitising the process, rather than requiring requests, would be an improvement.</i> • <i>Moreover, fostering greater collaboration between top schools and other less prestigious schools would be beneficial, offering parents a broader selection from which to choose instead of everyone vying for the same schools.</i> • <i>Implementing a lottery system could be a good solution to avoid exorbitantly high rents around certain schools.”</i> 	<ul style="list-style-type: none"> • The Council's admission arrangements would be applicable to those families applying for a place at a Southwark community school. • Families applying for a school place in the normal admissions round would automatically have their child's name added to the waiting list of any higher preference school/s that Southwark LA was unable to offer a place at. • For children aged over 5 but under the age of eight, the statutory walking distance is 2 miles from the child's home. • Having a distance based criterion facilitates the LA to offer families of young children local places closer to their home. • If the council were to adopt a lottery based criterion, there may be a risk that families applying at our community primary schools may be offered a primary school place beyond the two mile distance, which may cause difficulty or inconvenience to families.

Question 4

Although there are no changes, do you agree with Southwark Council's proposed co-ordinated schemes for admission of children to Reception, Junior, Year 7 and Year 10 for the academic year 2025-26? (Please see documents D, E, F, and G below)

Response

Agree	3
Disagree	1
Neither	2
No response	0



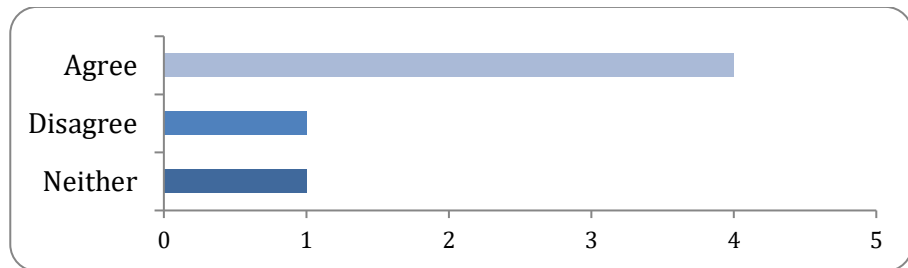
Summary of comments received	Officer response
<ul style="list-style-type: none"> “I did not have enough time to review so many hefty documents.” 	<ul style="list-style-type: none"> The co-ordinated admissions schemes are agreed by the London Inter-Admission Authority Group and are the same for all 33 local authorities across Greater London. This ensures conformity with neighbours, particularly when cross-border applications are received.

Question 5

Do you agree with Southwark Council's 'relevant area' remaining the same as the administrative area for the council?

Response

Agree	4
Disagree	1
Neither	1
No response	0



Summary of comments received	Officer response
<ul style="list-style-type: none"> “I concur with Southwark Council's decision to keep their 'relevant area' the same as the council's administrative area, provided the numbers indicate that there aren't enough children from other councils applying to schools.” 	<ul style="list-style-type: none"> Noted.

Item No. 11.	Classification: Open	Date: 6 February 2024	Meeting Name: Cabinet
Report title:		Admission arrangements for community primary schools - September 2025	
Ward(s) or groups affected:		All	
Cabinet Member:		Councillor Jasmine Ali, Deputy Leader and Cabinet Member for Children, Young People, Education and Refugees	

FOREWORD - COUNCILLOR JASMINE ALI, DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE, EDUCATION AND REFUGEES

Southwark Council has a statutory responsibility for coordinating school admission applications on behalf of all Southwark residents applying for a place at a primary, junior or secondary maintained school/non-maintained state funded school in England.

The Admissions Code requires all admission authorities to consult when proposing to change their admission arrangements.

The current arrangements have worked well to support the admissions process and provide access to places. No changes are proposed to the overall arrangements, other than to reduce the Published Admissions Number at two primary schools: Bessemer Grange and Grange Primary Schools. Cabinet agreed for officers to discuss PAN reductions at these schools when it considered the Keeping Education Strong recommendations at its June 2022 meeting. Both schools were supportive of these changes, which have now been consulted on. Responses from the consultation are summarised in the report.

The PAN reductions will contribute to Southwark's Keeping Education Strong Strategy of reducing surplus places across primary schools so that the borough can maintain a high standard of education.

I ask that Cabinet now agree the proposed admission arrangements for Southwark community primary schools for September 2025.

RECOMMENDATIONS

1. That the Cabinet agree the Southwark Community Primary Schools Admission Arrangements ("the Arrangements") for September 2025 onwards as set out in Appendix 1 of this report.
2. That the Cabinet agree the Published Admissions Numbers (PANs) for

primary community schools for September 2025 onwards as set out in Appendix 2 of this report.

BACKGROUND INFORMATION

3. Southwark Council (“the Council”) is the admission authority for community primary schools within Southwark and must determine the admission arrangements for those schools by 28 February each year, for application in the following academic year. Voluntary aided schools and academies are their own admissions authorities, with their admissions arrangements set by their governing body or Academy Trust.
4. The School Admissions Code 2021 (“the Code”), which applies to all maintained schools, academies and free schools came into force on 1 September 2021. When determining admission arrangements, admission authorities are required to act in accordance with all mandatory provisions contained in the Code.
5. Admission arrangements must also adhere to the requirements of the School Standards and Framework Act 1998 (“SSFA 1998”), the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as amended). (“the Regulations”) and the School Admissions (Infant Class Sizes) (England) Regulations 2012.
6. At the Cabinet meeting on 19 March 2013, the Leader of the Council delegated authority to the cabinet member for children’s services to agree the admission arrangements for community primary schools for 2015 admissions and onwards where there were no changes made from the previous year. This report is being brought to Cabinet for agreement as there are proposed changes to the Published Admission Number (PAN) at two community primary schools as set out in paragraph 18 of this report.
7. The Regulations and paragraph 1.45 of the Code require all admission authorities to consult when proposing to change their admission arrangements. A full consultation in respect of September 2025 admission arrangements for Southwark community primary schools was carried out this year between 14 December 2023 and 25 January 2024. The consultation was published on the Council’s online consultation hub and on the school admissions web page. The consultation was circulated by email to all maintained nursery, primary and secondary schools in the borough, neighbouring local authorities, the diocesan boards and Southwark councillors and MPs. A formal notice about the consultation was published in Southwark News and the consultation was also publicised on the Council’s social media pages alongside the resident newsletter. Six responses were received by 25 January 2024 confirming agreement/disagreement to each of the proposals set out in the consultation document. A summary of the responses received by the closing date, 25 January 2024 are provided in Appendix 4 of this report.

8. All admissions authorities must as a minimum consult on their admissions arrangements at least once every seven years, even if there are no changes to their existing arrangements. Consultation on admission arrangements must run for a period of at least six weeks and be completed by 31 January in the year preceding the year the change is to be effected (i.e. 31 January 2024 for September 2025 admissions). The Council has written to all admission authorities in Southwark with a reminder of this for their school.
9. Admission Arrangements for September 2025 admissions, must be determined by 28 February 2024.
10. Full details of the Admission Arrangements for 2025, along with those of all other own admission authorities in the borough, will be included in the Starting Primary booklet for September 2025. Many families will use this booklet as a main source of information when selecting a primary school and will be able to download the booklet from the school admissions web page or view a hard copy upon request.
11. The full admission arrangements, including supplementary information forms and any proposed changes for Southwark admission authorities consulting on their September 2025 arrangements have been checked by officers to ensure compliance with the Code. Comments were provided in respect of any issues of non-compliance or, where a proposed change could adversely impact on the community or be amended to improve clarity. All comments provided must be considered before determination of arrangements.
12. Any serious breach of compliance is able to be referred to the Office of the Schools' Adjudicator by the local authority or other key stakeholders if not remedied through discussion with the admission authority directly.
13. A list of the published admission numbers for all Southwark primary schools for the September 2025 intake is attached at Appendix 2.
14. Should any changes to either 2024 or 2025 determined admission arrangements be required by an admission authority in Southwark, this would now be subject to a request for an in year variation to the Office of the Schools Adjudicator (OSA).

KEY ISSUES FOR CONSIDERATION

15. The annual Place Planning Report to Cabinet presented in October 2023 confirmed a trend of falling rolls in the borough which is continuing. There is currently an oversupply of approximately 4,600 primary school places, 585 of these are in reception year which equates to 17% of reception capacity currently vacant. In order to operate within the recommended level of surplus capacity for Reception of 5-10%, the current vacancies would need to reduce from its current level of 585 to approximately 280 spare places, a reduction of approximately 385 places (13FE).

16. School funding is linked to pupil numbers – fewer children equals less funding and contribute towards schools moving into a deficit budget. Education officers are currently consulting and working with school leaders to address this situation. One of the agreed measures is to take steps to ‘right-size’ capacity, this enables schools to reorganize resources towards the smaller intake and, provides greater stability.
17. Consultation took place during the autumn term 2023 with Head teachers and Governors of schools where rolls have been falling consistently over recent years to consider reducing the PAN. It should be noted that a PAN reduction would only apply to the Reception year of a school.
18. Agreement has been reached to reduce the PAN for 2025 at Grange and Bessemer Grange Primary Schools. If agreed, the PAN reduction will take place from September 2025 onwards. However, if the request is not upheld for any reason, the PAN would have to remain at its current level for that year.
19. This report is therefore seeking to reduce the admission number at two schools as set out in para 18.
20. Officers have also been supporting St Francis RC Primary School, a voluntary aided Roman Catholic school (planning area 3) to reduce their PANs, which will assist in the Council’s overall aim to right size capacity across the borough.
21. The overall reduction of places is summarised in the table below:

School	PAN	Proposed PAN	Reduction
Grange	60	30	30
Bessemer Grange	90	60	30
St Francis RC	60	30	30
Reduction	210	120	90

22. These proposals will achieve a reduction of 90 places (3 FE) across Southwark’s primary school places capacity in total (60 community school places and 39 voluntary aided school places).

Policy framework implications

23. The Council’s Delivery Plan 2022-26 presents a set of commitments, which will help the Council work towards a fairer, safer and greener Southwark. It is a requirement that reports to Cabinet explicitly refer to the Delivery Plan and how the report and or the actions outlined will help deliver key aspects of the plan. The school admissions process supports families to secure access to school places, thus enabling children and young people in the borough to thrive. This is in line with theme 7 of the Council’s Delivery Plan – ‘Supporting families’.

Community, equalities (including socio-economic) and health impacts

Community impact statement, including equalities (including socio-economic) impact statement

24. The 2025 Arrangements, together with the Council's participation in the coordinated admissions scheme for primary admissions is designed to produce fair and equitable access to school places for all children. Allocation of places is delivered through strict application of admissions and oversubscription criteria of each school in Southwark through a central (pan-London) computerised system.
25. Support is provided to families that find it difficult to navigate the admissions system through our school admission officers, school staff and the Southwark Information, Advice and Support (SIAS) Team. This involves a significant amount of training, outreach support and drop in sessions for families throughout the year. SIAS officers also provide support to specific EAL communities with the use of interpreters as well as parents/carers of children, who may have a protected characteristic under the Equality Act 2010.
26. In addition, Southwark residents also have direct access to one to one telephone or video call support from the school admissions team during the application stage of the admissions process – this is on request and through referrals from schools and other agencies.
27. The Public Sector Equality Duty, at section 149 of the Equality Act, requires public bodies to consider all individuals when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees.
28. It requires public bodies to have due regard when carrying out their activities to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between people with protected characteristics and those with none. The Council's Approach to Equality ("the approach") commits the Council to ensuring that equality is an integral part of our day to day business.
29. "Protected characteristics" are the grounds upon which discrimination is unlawful - the characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. In this case, the characteristics covering gender reassignment, marriage and civil partnership, pregnancy and maternity, and sexual orientation are unlikely to be issues for consideration. Managing the capacity of primary provision to meet demand has the potential to advance equality of opportunity, and foster good relations between people with protected characteristics and those with none. An EQIA assessment has been carried out, no negative impacts of the new arrangements have been identified, so no mitigating actions are required, and no equality objectives will derive from these specific proposals.

30. We have had due regard in preparing the arrangements and will have due regard when carrying out the proposed activities, for the need to eliminate discrimination, advance equality of opportunity, and foster good relations between people with protected characteristics and those with none. Provision of new school places and fair and equitable admissions policies:
- a. “advances the cause of the elimination of discrimination” by removing potential discrimination based on the protected characteristics.
 - b. “advances equality of opportunity” by ensuring that all groups, irrespective of background, have equal access to school places.
 - c. “fosters good relations” by implementing a demonstrably fair and equitable policy for school admissions across the borough for people with protected characteristics and those without.

Health impact statement

31. There are no specific identified health impacts resulting from any of the recommendations, so a health impact statement is not necessary for this report.

Climate change implications

32. Following the council assembly meeting on the 14 July 2021, the council has now committed to considering the climate change implications of any decisions made.
33. As the numbers of pupils in the authority area falls, and the numbers of pupils attending particular schools reduce, then it is likely that less pupils will be travelling to schools, thereby potentially reducing travel (and carbon emissions) overall, and, where utilised, car use. There will be a negligible effect on the other categories outlined - enhancing the environment and green space, green jobs and businesses, sustainable energy and reducing waste, as these are not substantively addressed or required in this report.
34. No direct measures have been taken to reduce or enhance the impact on climate change as part of this school admissions report, as no substantive negative effects have been identified. Additionally as no direct measures have been taken to reduce or enhance the impact on climate change as part of this admissions process, no monitoring will be required. As explained above, the falling numbers of pupils is likely, if anything, to have a net positive effect on climate change, as fewer pupils attend school and are therefore transported by car or other forms of transport. Reducing the number of school places will not directly enhance the environment and green space, nor will it create “green” jobs and businesses, or benefit sustainable energy or reduce waste, albeit that less pupils in a particular school could potentially use less energy and produce less waste.

35. There are no substantive negative effects anticipated as a result of the recommendations and proposals.

Resource implications

36. Resource implications are covered in the finance implications at paragraph 38.

Legal implications

37. Please see the concurrent from the Assistant Chief Executive – Governance and Assurance.

Financial implications

38. The responsibilities for funding and the sources for that funding pertinent to this report are clearly set out in the relevant funding and grant regulations. All the funding for schools comes from the Dedicated Schools Grant (DSG) and does not impact on the core funding.

Consultation

39. A full consultation on 2025 school admission arrangements for Southwark community primary schools was carried out in accordance with the requirements set out in the School Admissions Code, 2021 between 14 December 2023 and 25 January 2024. The consultation was published on the Council's online consultation hub and on the school admissions web page. The consultation was circulated by email to all maintained nursery, primary and secondary schools in the borough, neighbouring local authorities, the diocesan boards and Southwark Councillors and MPs. A formal notice about the consultation was published in Southwark News and the consultation was also publicised on the Council's social media pages alongside the resident newsletter. Six responses were received by 25 January 2024 confirming agreement/disagreement to each of the proposals set out in the consultation document. Responses from the consultation are summarised in Appendix 4 of this report.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Head of Procurement

40. As no services are being procured, no comment is required.

Assistant Chief Executive of Governance and Assurance

41. The recommendations in this report are included in the matters reserved to full Cabinet in Part 3C of the Council's Constitution.
42. Cabinet is advised that school admission arrangements are governed by the SSFA 1998, together with the Regulations and Code, as stated within the body of the report. Cabinet is advised that the proposed arrangements for 2025 comply with the applicable law.
43. Cabinet is asked to note that the Council is not required to consult on proposed admission arrangements so long as they remain unchanged, for the period of up to 7 years from the last consultation. A full consultation in respect of September 2025 admission arrangements for Southwark community primary schools was carried out between 14 December 2023 and 25 January 2024 as set out in paragraph 39 of this report. Responses to this consultation are set out in Appendix 4 to this report to which Cabinet should have regard when making this decision. .
44. Cabinet is reminded of the public sector equality duty under section 149 Equality Act 2010 when making this decision. This requires that, due regard be given to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between people with relevant protected characteristics and those with none. In particular the Cabinet Member will note the adjustments in place to enable full access to support and information for all communities in Southwark, outlined in the Community Impact Statement. That Statement also makes clear that whilst an equality impact assessment has been carried out in relation to the proposed changes, no negative impacts on people with a particular protected characteristic have been identified. The Equality Impact Assessment is included at Appendix 5 to this report.

Strategic Director of Finance REF: [CAS23/41]

45. This report seeks approval from Cabinet to the Southwark Community Primary Schools Admission Arrangements for September 2025 as set out in Appendix 1 of the report. Paragraph 38 confirms that the costs associated with the admissions process are met from the Dedicated Schools Grant, and that there is no direct financial implication on the council's revenue budgets.
46. However, the excess capacity within our school system poses financial risk to the council. Therefore, there is a risk if PAN numbers are not reduced in line with the falling pupil numbers then this might restrict the school's ability to take necessary steps to reduce their expenditure to mitigate the effect of falling rolls.

Other officers

47. There have been no other officers appropriate to advise.

REASONS FOR URGENCY

48. The Consultation on admission arrangements must run for a period of at least six weeks and be completed by 31 January in the year preceding the year the change is to be effected (i.e. 31 January 2024 for September 2025 admissions).

REASONS FOR LATENESS

49. Results from the consultation will be available from week commencing 22 January 2024 (approximately) and no later than 31 January 2024.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
The School Standards and Framework Act 1998	Children and Families Directorate, Children and Adult Services, 4 th floor, 160 Tooley Street, London SE1 2QH	Neil Gordon-Orr 020 7525 5234
Link: http://www.legislation.gov.uk/ukpga/1998/31/contents		
2. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012	Children and Families Directorate, Children and Adult Services, 4 th floor, 160 Tooley Street, London SE1 2QH	Neil Gordon-Orr 020 7525 5234
Link: http://www.legislation.gov.uk/ukpga/1998/31/contents		
3. The School Admissions Code 2021	Children and Families Directorate, Children and Adult Services, 4 th floor, 160 Tooley Street, London SE1 2QH	Neil Gordon-Orr 020 7525 5234
Link: https://www.gov.uk/government/publications/school-admissions-code--2		

APPENDICES

No.	Title
Appendix 1	Southwark Community Primary Schools Admission Arrangements - September 2025
Appendix 2	Southwark Primary Schools – Published Admission Number for September 2025
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AUDIT TRAIL

Cabinet Member	Councillor Jasmine Ali, Deputy Leader and Cabinet Member for Children, Young People, Education and Refugees		
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CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER			
	Officer Title	Comments Sought	Comments Included
	Assistant Chief Executive, Governance and Assurance	Yes	Yes
	Strategic Director of Finance	Yes	Yes
	List other officers here	N/A	N/A
	Cabinet Member	Yes	Yes
	Date final report sent to Constitutional Team		30 January 2024

Southwark community primary schools

Admission arrangements for September 2025 intake

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 Southwark community primary schools (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:

1. 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. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted [see note (a)]
2. 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)]
3. 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)]
4. Children of permanent staff employed at the school [see note (d)]
5. 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 (e)]

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.

All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- 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) Applications will be prioritised where permanent staff employed at Southwark community primary schools are applying for a place for their child at the school they work in. For the purposes of this criterion, the 'permanent staff' member must:
- Be employed at the Southwark community primary school they are applying to for a minimum of two years at the time of submitting the application
 - Work as a teaching assistant or a qualified teacher at that school on a permanent basis; and
 - Work at the school for a minimum of 0.6fte (16.5 hours teaching staff).

Supporting evidence and verification from the headteacher at the school must be provided at the time of application to substantiate that the permanent staff member is employed as per the requirements set out above. Where supporting evidence has not been provided, priority will not be given under this criterion.

'Children of permanent staff' includes the natural, step, foster or adopted child living in the same family unit and at the same home address as the staff member making the application.

Priority is limited to a maximum of 1 child per form of entry per academic year at each Southwark community primary school as per the table below. If the staff member has multiple birth children or more than one child in the same academic year, Southwark community schools will admit all qualifying children under this criterion.

Published admission number at the Southwark community primary school	Maximum limit for children prioritised under criterion 4
120	4
90	3
60	2
30	1

- e) The LA uses the eastings and northings linked to an applicant's 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.

- 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 Tie break

Where two applications are equal in any given criterion, places will first be offered to children living nearest to the school measured by a straight line as described under criterion 5 of the oversubscription criteria. If however there is still a tie break, lots will be drawn to decide which child is offered a place.

1.3 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.

1.4 Dates of entry

Southwark Council 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.

Deferred entry

In accordance with Paragraph 2.17 of the School Admissions Code 2021, families are able to:

- Defer their child's entry to school until later in the same academic year (but not beyond the point at which the child reaches compulsory school age); or
- Take up their child's Reception place part time in the same academic year, until 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. Please view [Southwark Council's policy on deferring entry to primary school](#) for further information.

Admission of children outside of their normal age group

Families with summer born children who have not reached compulsory school age may request to delay their child's entry to Reception until the following academic year.

Please view [Southwark Council's policy on the admission of children outside of their normal age group](#) for further information.

For updates on the admission of summer born children you can also view the [Department for Education's website](#).

1.5 Waiting lists

Southwark Council will continue to co-ordinate admissions beyond offer date. Waiting lists for all oversubscribed community schools will be maintained for a minimum of one term (until at least 31 December 2025).

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 local authority. Each child on the waiting list will be ranked in line

with the oversubscription criteria stated at paragraph 1.1 above. Looked after children or previously looked after children 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.

Southwark primary schools

Published admission number ["PAN"] for
September 2025 intake (proposed)

The tables in this document show the published admission numbers for all mainstream primary schools in Southwark for the September 2025 intake.

Please note, academies, voluntary aided, foundation and free schools may consult separately on their published admission number for 2025/26 which will supersede the information below.

1.1 Community primary schools

School	PAN
Albion	60
Alfred Salter	60
Bellenden	30
Bessemer Grange ⁵	90 (consulting to reduce from 90 to 60)
Bird in Bush	60
Brunswick Park ¹	60
Comber Grove	30
Crampton	30
Crawford	60
Dulwich Wood	60
Goodrich	90
Grange ⁶	60 (consulting to reduce from 60 to 30)
Heber	60
Hollydale	30
Ilderton	30
Ivydale	90
John Ruskin ²	58
Keyworth	60
Michael Faraday	60
Oliver Goldsmith	60
Phoenix	90

School	PAN
Pilgrims Way	30
Riverside	45
Robert Browning ³	28
Rye Oak ¹	60
Snowsfields ¹	30
Southwark Park	60
Tower Bridge	30
Victory	30

1.2 Academies

School	PAN
Angel Oak	60
Ark Globe	60
Charles Dickens	60
Dog Kennel Hill	30
Dulwich Hamlet ⁴	90
Goose Green	60
Harris Academy Peckham Park	30
John Donne	60
Lyndhurst	60
Redriff ¹	60
Rotherhithe	60
St Joseph's RC, George Row	45
St Paul's CE	45
Surrey Square	60

1.3 Voluntary aided schools

School	PAN
Boutcher C of E	30
Dulwich Village C of E	90
English Martyrs RC	30
Peter Hills with St Mary's & St Paul's C of E	30
Saint Joseph's Catholic, Borough	30
St Anthony's RC	60
St Francis RC	60
St George's C of E	30
St George's Cathedral RC	30
St James C of E	60
St James the Great RC	30
St John's RC	30
St John's & St Clement's C of E	60
St Joseph's RC, Gomm Road	30
St Joseph's RC Infants	60
St Joseph's RC Juniors ⁴	60
St Jude's C of E	30
St Mary Magdalene C of E	30
St Peter's C of E	30
The Cathedral School of St Saviour & St Mary Overie	30

1.4 Free schools

School	PAN
Galleywall Primary School – A City of London Academy	60
Harris Primary Academy, East Dulwich	60
John Keats Primary School	60
Judith Kerr Free School	56
The Belham Primary School	60

1.5 Foundation schools

School	PAN
Charlotte Sharman	30
Friars	30

Notes

- 1 These schools have a designated ASD Base. Places at the ASD Base are reserved for children with autism who have a statement of special educational needs or an Education Health and Care Plan, but who may benefit from inclusion in a mainstream school.
- 2 In addition to the 58 places, 2 places are allocated to children accessing the specialist support provided.
- 3 In addition to the 28 places, 2 places are allocated to children accessing the ASD base.
- 4 Admission limit for year 3.
- 5 This school is proposing to reduce its PAN from 90 to 60 places from September 2025 onwards.
- 6 This school is proposing to reduce its PAN from 60 to 30 places from September 2025 onwards.

Southwark secondary schools

Published admission number for September
2025 intake

The tables in this document show the published admission numbers ["PAN"] for all mainstream secondary schools in Southwark for the September 2025 intake.

Please note that academies, voluntary aided and free schools may consult separately on their published admission numbers for 2025/26 which will supersede the information below.

1.1 Academies

School	PAN
Ark All Saints	120
Ark Globe	120 ¹
Ark Walworth Academy	180
Bacon's College	180
Haberdashers' Aske's Borough Academy	180
Harris Academy Bermondsey	180
Harris Academy Peckham	180
Harris Boys' Academy East Dulwich	150
Harris Girls' Academy East Dulwich	150
Kingsdale Foundation School	420
Sacred Heart	120
St Michael's Catholic College	150
The Charter School North Dulwich	192
The City of London Academy	240
University Academy of Engineering Southbank	150

1.2 Voluntary aided schools

School	PAN
St Saviour's & St Olave's School	125
Notre Dame RC Girls' School	124
St Thomas the Apostle College	152

1.3 Free schools

School	PAN
Compass School Southwark	110
The Charter School East Dulwich	240

Notes

1 The PAN of 120 relates to the number of places available to external applicants only. As Ark Globe Academy is an all through school, an additional 60 places are reserved for internal pupils who are transferring from year 6 in to year 7 at the Academy. If fewer than 60 of the Academy's own year 6 pupils transfer into year 7, additional external pupils will be admitted until year 7 meets its capacity of 180.



Responses to Southwark Council's consultation on admissions 2025/26

The following responses to Southwark council's consultation on admission arrangements for 2025/26 were received during the consultation period, 14 December 2023 to 25 January 2024 (1pm).

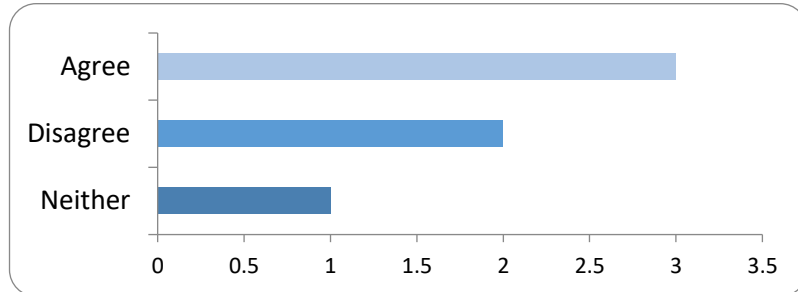
Six (6) responses were received by the deadline date.

Question 1

Do you agree with Southwark Council’s proposal to reduce the Published Admission Number (PAN) at Grange Primary School from 60 to 30 places for the September 2025 intake onwards?

Response

Agree	3
Disagree	2
Neither	1



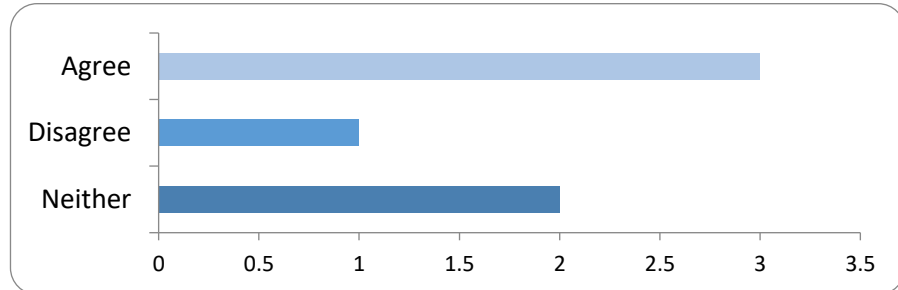
Summary of comments received	Officer response
<ul style="list-style-type: none"> • <i>“It is truly disheartening to hear that Grange Primary School will face a significant reduction in funding due to Southwark Council's proposal to decrease the Published Admission Number (PAN) from 60 to 30 places for future intakes.</i> • <i>While it is understandable that the council may have its reasons, it is essential to consider the long-term impact this decision will have on the school and their students.</i> • <i>Schools require adequate funding to provide high-quality education, maintain infrastructure, and support students' needs effectively.</i> • <i>Cutting funding will undoubtedly hamper efforts to enhance the learning environment, recruit qualified staff, and provide necessary resources for students.”</i> 	<ul style="list-style-type: none"> • The school is funded according to the numbers of children attending not the numbers of places it has. It is not funded for vacant places. Therefore it is not reducing the PAN that affects funding but the falling numbers of children attending the school. The proposal is to reduce the PAN in line with the actual numbers currently at the school, not to reduce the budget. • In the event that numbers of children needing school places in the area increase in future, it will be possible to increase the PAN.
<ul style="list-style-type: none"> • <i>“Significant new housing (market, social and HA) has been built in the surrounding area, for example, along Crimscott, Fendall, and Maltby Streets.</i> • <i>It seems unwise to reduce the intake of Grange Primary School with neighbourhood populations rising.”</i> 	<ul style="list-style-type: none"> • The school still has space for more children if needed in future; the PAN could be increased if this occurs

Question 2.

Do you agree with Southwark Council’s proposal to reduce the Published Admission Number (PAN) at Bessemer Grange Primary School from 90 to 60 places for the September 2025 intake onwards? (Please see document B).

Response

Agree	3
Disagree	1
Neither	2



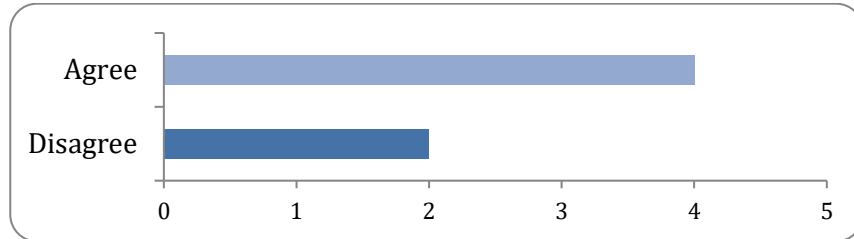
Summary of comments received	Officer response
<ul style="list-style-type: none"> • <i>“With the current ranking of 9,206 out of 19,117 schools, it is clear that there is room for growth and development.</i> • <i>Cutting funding in a third may have detrimental effects on the teaching quality, which ultimately impacts the education and well-being of the students.</i> • <i>It is crucial that the authorities prioritise the necessary improvements and ensure that the school has the resources it needs to provide a high-quality education for all students.”</i> 	<ul style="list-style-type: none"> • The proposal is to reduce the PAN in line with the actual numbers currently at the school, not to reduce the budget. Schools are funded according to actual numbers attending, not according to the Published Admission Number

Question 3

Although there are no changes, do you agree with Southwark Council's proposed admission arrangements 2025 - 26 for community primary schools in the borough? (Please see document A)

Response

Agree	4
Disagree	2
Neither	0
No response	0



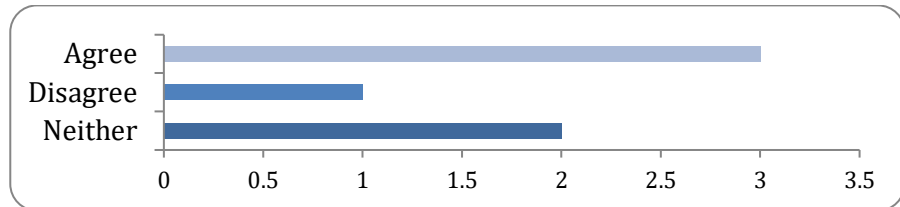
Summary of comments received	Officer response
<ul style="list-style-type: none"> • <i>“Enhancing transparency in the waiting list ranking by digitising the process, rather than requiring requests, would be an improvement.</i> • <i>Moreover, fostering greater collaboration between top schools and other less prestigious schools would be beneficial, offering parents a broader selection from which to choose instead of everyone vying for the same schools.</i> • <i>Implementing a lottery system could be a good solution to avoid exorbitantly high rents around certain schools.”</i> 	<ul style="list-style-type: none"> • The Council's admission arrangements would be applicable to those families applying for a place at a Southwark community school. • Families applying for a school place in the normal admissions round would automatically have their child's name added to the waiting list of any higher preference school/s that Southwark LA was unable to offer a place at. • For children aged over 5 but under the age of eight, the statutory walking distance is 2 miles from the child's home. • Having a distance based criterion facilitates the LA to offer families of young children local places closer to their home. • If the council were to adopt a lottery based criterion, there may be a risk that families applying at our community primary schools may be offered a primary school place beyond the two mile distance, which may cause difficulty or inconvenience to families.

Question 4

Although there are no changes, do you agree with Southwark Council’s proposed co-ordinated schemes for admission of children to Reception, Junior, Year 7 and Year 10 for the academic year 2025-26? (Please see documents D, E, F, and G below)

Response

Agree	3
Disagree	1
Neither	2
No response	0



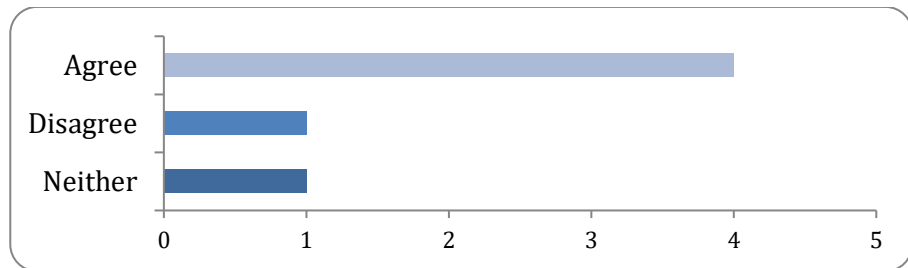
Summary of comments received	Officer response
<ul style="list-style-type: none"> “I did not have enough time to review so many hefty documents.” 	<ul style="list-style-type: none"> The co-ordinated admissions schemes are agreed by the London Inter-Admission Authority Group and are the same for all 33 local authorities across Greater London. This ensures conformity with neighbours, particularly when cross-border applications are received.

Question 5

Do you agree with Southwark Council's 'relevant area' remaining the same as the administrative area for the council?

Response

Agree	4
Disagree	1
Neither	1
No response	0



Summary of comments received	Officer response
<ul style="list-style-type: none"> “I concur with Southwark Council's decision to keep their 'relevant area' the same as the council's administrative area, provided the numbers indicate that there aren't enough children from other councils applying to schools.” 	<ul style="list-style-type: none"> Noted.



***Equality Impact & Needs
Analysis – Admission
arrangements for
community primary,
junior and secondary
schools - September
2025***

Guidance notes

Things to remember:

Under the Public Sector Equality Duty (PSED) public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. Understanding the effect of the council's policies and practices on people with different protected characteristics is an important part of complying with the general equality duty. Under the PSED the council must ensure that:

- Decision-makers are aware of the general equality duty's requirements.
- The general equality duty is complied with before and at the time a particular policy is under consideration and when a decision is taken.
- They consciously consider the need to do the things set out in the aims of the general equality duty as an integral part of the decision-making process.
- They have sufficient information to understand the effects of the policy, or the way a function is carried out, on the aims set out in the general equality duty.
- They review policies or decisions, for example, if the make-up of service users changes, as the general equality duty is a continuing duty.
- They take responsibility for complying with the general equality duty in relation to all their relevant functions. Responsibility cannot be delegated to external organisations that are carrying out public functions on their behalf.
- They consciously consider the need to do the things set out in the aims of the general equality duty not only when a policy is developed and decided upon, but when it is being implemented.

Best practice guidance from the Equality and Human Rights Commission recommends that public bodies:

- Consider all the [protected characteristics](#) and all aims of the general equality duty (apart from in relation to marriage and civil partnership, where only the discrimination aim applies).
- Use equality analysis to inform policy as it develops to avoid unnecessary additional activity.
- Focus on the understanding the effects of a policy on equality and any actions needed as a result, not the production of a document.
- Consider how the time and effort involved should relate to the importance of the policy to equality.
- Think about steps to advance equality and good relations as well as eliminate discrimination.
- Use good evidence. Where it isn't available, take steps to gather it (where practical and proportionate).
- Use insights from engagement with employees, service users and others can help provide evidence for equality analysis.

Equality analysis should be referenced in community impact statements in Council reports. Community impact statements are a corporate requirement in all reports to

the following meetings: the cabinet, individual decision makers, scrutiny, regulatory committees and community councils.

Community impact statements enable decision makers to identify more easily how a decision might affect different communities in Southwark and to consider any implications for equality and diversity.

The public will be able to view and scrutinise any equality analysis undertaken. Equality analysis should therefore be written in a clear and transparent way using plain English. Equality analysis may be published under the council's publishing of equality information, or be present with divisional/departmental/service business plans. These will be placed on the website for public view under the council's Publications Scheme.

Equality analysis should be reviewed after a sensible period of time to see if business needs have changed and/or if the effects that were expected have occurred. If not then you will need to consider amending your policy accordingly. This does not mean repeating the equality analysis, but using the experience gained through implementation to check the findings and to make any necessary adjustments.

Engagement with the community is recommended as part of the development of equality analysis. The council's Community Engagement Division and critical friend, the Forum for Equality and Human Rights in Southwark can assist with this (see section below on community engagement and www.southwarkadvice.org.uk).

Whilst the equality analysis is being considered, Southwark Council recommends considering Socio-Economic implications, as socio-economic inequalities have a strong influence on the environment we live and work in. As a major provider of services to Southwark residents, the council has a legal duty to reduce socio-economic inequalities and this is reflected in its values and aims.

For this reason, the council recommends considering socio-economic impacts in all equality analyses, not forgetting to include identified potential mitigating actions.

Similarly, it is important for the Council to consider the impact of its policies and decisions in relation to tackling the climate emergency. This includes both the potential carbon emissions of a policy or decision and its potential effect on the borough's biodiversity. You are asked to consider the impact on climate of your policy and decision under discussion by competing the Climate impact section below.

Section 1: Equality impact and needs analysis details

Proposed policy/decision/ business plan to which this equality analysis relates		Admissions to Primary Schools at Reception & Y3 and Secondary Schools at Y7/10 in 2025/26			
Equality analysis author		Ric Euteneuer			
Strategic Director:		David Quirke-Thornton			
Department		Children's & Adults'	Division	Education	
Period analysis undertaken		December 2023			
Date of review (if applicable)		December 2024			
Sign-off	Alasdair Smith	Position	DCS	Date	

Section 2: Brief description of policy/decision/business plan

2.1 Brief description of policy/decision/business plan

Southwark Council is consulting on the school admission arrangements for community primary schools, and as well as the co-ordinated admission schemes for secondary, primary, and junior admissions for September 2025. The local authority is responsible for the admission arrangements of all community primary schools in the borough. We have a duty to ensure these arrangements are fair, clear and equitable to enable families to access the schools of preference for their children. Southwark's arrangements worked successfully last year and the criteria used are similar to that of our neighbouring boroughs, Lewisham and Lambeth. PAN reductions are proposed at two primary schools where the LA is the admissions authority (Grange and Bessemer Grange Primaries).

Section 3: Overview of service users and key stakeholders consulted

3. Service users and stakeholders

Key users of the department or service	<ul style="list-style-type: none"> • Children (2-11 years old) attending a primary, infants, juniors or attached nursery setting in Southwark • Parents, carers and families of those children. • School staff (teaching or non-teaching) • Governors of those schools • Local Authority departments (Children's Social Care, Education)
Key stakeholders were/are involved in this policy/decision/business plan	<ul style="list-style-type: none"> • Head teachers of all primary schools in Southwark • Governors of all primary schools in Southwark • Members of the Council • Leadership teams in Education and Children's and Adults' services

- | | |
|--|--|
| | <ul style="list-style-type: none"> • <i>Finance, Sustainable development, Schools' HR, Legal, Communications colleagues</i> |
|--|--|

Section 4: Pre-implementation equality impact and needs analysis

This section considers the potential impacts (positive and negative) on groups with 'protected characteristics', the equality information on which this analysis is based, any mitigating actions to be taken and importantly any improvement actions to promote equality and tackle inequalities. It is important to also understand impacts as including needs of different groups.

Due regard is about considering the needs of different protected characteristics in relation to each part of the duty as relevant and proportionate to the area at hand.

An equality analysis also presents as an opportunity to improve services to meet diverse needs, promote equality, tackle inequalities and promote good community relations. It is not just about addressing negative impacts. It is important to consider any actions which can be considered to advance equality of opportunity through positive actions, for example. The columns include societal issues (discrimination, exclusion, needs etc.) and socio-economic issues (levels of poverty, employment, income). As the two aspects are heavily interrelated it may not be practical to fill out both columns on all protected characteristics. The aim is, however, to ensure that socio-economic issues are given special consideration, as it is the council's intention to reduce socio-economic inequalities in the borough. Key is also the link between protected characteristics and socio-economic disadvantage, including experiences of multiple disadvantage.

Socio-economic disadvantage may arise from a range of factors, including:

- *poverty*
- *health*
- *education*
- *limited social mobility*
- *housing*
- *a lack of expectations*
- *discrimination*
- *multiple disadvantage*

The public sector equality duty (**PSED**) requires us to find out about and give due consideration to the needs of different protected characteristics in relation to the three parts of the duty:

1. *Eliminating discrimination, harassment and victimisation*
2. *Advancing equality of opportunity, including finding out about and meeting diverse needs of our local communities, addressing disadvantage and barriers to equal access; enabling all voices to be heard in our engagement and consultation undertaken; increasing the participation of underrepresented groups*
3. *Fostering good community relations; promoting good relations; to be a borough where all feel welcome, included, valued, safe and respected.*

The PSED is now also further reinforced in the two additional Fairer Future For All values: that we will

- *Always work to make Southwark more equal and just*
- *Stand against all forms of discrimination and racism*

<p>Age - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.</p>	<p>Potential Socio-Economic impacts/ needs/issues arising from socio-economic disadvantage (positive and negative)</p>
<p>The arrangements operate irrespective of the age of the parent(s). Children are admitted to primary schools year R in the year in which they become 5 years old for reception class, and the same for Year 3, in the year where they become 8. The Council administers admissions for community schools, and co-ordinates admissions to primary, foundation, voluntary aided and academy schools. Responsibility for the administration of admissions for the last 3 lies with the school. Similarly children in Y6 (aged between 10-11) are admitted to Y7 of secondary schools. However, as all schools are academies and VA schools, the LA's role is solely to co-ordinate the system, not to administer it. In this respect, as no changes are proposed to secondary admissions, there will be no potential impacts</p> <p>The reduction in PANs of 2 community schools in Southwark <i>could</i> potentially differentially affect specific age groups from 4-11 (children) and parents (generally 18-50).</p> <p>This, however, does not take into account the</p> <ul style="list-style-type: none"> <i>i) reduction in pupils numbers and applications for the school</i> <i>ii) reduction in the births in the locality</i> <i>iii) the outmigration of children from the locality and Southwark as a whole</i> <p>Due to i), ii) and iii), there has been a considerable fall in demand for places at the school, and numbers have fallen to an extent that the places lost exist only on paper. Therefore, the loss of "choice" will be largely theoretical</p>	<p>As outlined in the adjacent "potential impacts (positive and negative) of proposed policy" column, the potential socio-economic impacts of reducing the schools' PAN as regards to age will be minimal. Reducing the intake of the school will not effectively change the intake and relative demographics of the children attending the schools</p>

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<p>i) The Schools Census 2023, as well as pupil roll projections and existing school capacities show that there is potentially a projected increase of spare places at reception in the long term, from a notional excess capacity of 17% in 2023-2024 to 25% in 2027/2028. Figures below show that these remain above the recommended 5-10% spare capacity at reception this year, therefore allowing for an element of choice for applicants and not discriminating on the basis of age. Historic and GLA projected figures (<i>in italics</i>) are also shown below</p> <table border="1" data-bbox="168 523 1249 831"> <thead> <tr> <th>Year</th> <th>Year R</th> <th>Capacity</th> <th>Difference</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>2,933</td> <td>3,641</td> <td>708</td> <td>19%</td> </tr> <tr> <td>2022/23</td> <td>2,825</td> <td>3,581</td> <td>756</td> <td>21%</td> </tr> <tr> <td>2023/24</td> <td>2,786</td> <td>3,371</td> <td>585</td> <td>17%</td> </tr> <tr> <td><i>2024/25</i></td> <td><i>2,620</i></td> <td><i>3,371</i></td> <td><i>751</i></td> <td><i>22%</i></td> </tr> <tr> <td><i>2025/26</i></td> <td><i>2,503</i></td> <td><i>3,281*</i></td> <td><i>778*</i></td> <td><i>24%*</i></td> </tr> <tr> <td><i>2026/27</i></td> <td><i>2,540</i></td> <td><i>3,281*</i></td> <td><i>741*</i></td> <td><i>23%*</i></td> </tr> <tr> <td><i>2027/28</i></td> <td><i>2,477</i></td> <td><i>3,281*</i></td> <td><i>804*</i></td> <td><i>25%*</i></td> </tr> </tbody> </table> <p>* this presumes the 2 PAN reductions go ahead</p> <p>For Y3, the figures are as below</p> <table border="1" data-bbox="168 943 1249 1251"> <thead> <tr> <th>Year</th> <th>Year 3</th> <th>Capacity</th> <th>Difference</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>3,109</td> <td>3,905</td> <td>796</td> <td>20%</td> </tr> <tr> <td>2022/23</td> <td>2,965</td> <td>3,746</td> <td>781</td> <td>21%</td> </tr> <tr> <td>2023/24</td> <td>2,835</td> <td>3,476</td> <td>641</td> <td>18%</td> </tr> <tr> <td><i>2024/25</i></td> <td><i>2,829</i></td> <td><i>3,461</i></td> <td><i>632</i></td> <td><i>18%</i></td> </tr> <tr> <td><i>2025/26</i></td> <td><i>2,797</i></td> <td><i>3,461</i></td> <td><i>664</i></td> <td><i>19%</i></td> </tr> <tr> <td><i>2026/27</i></td> <td><i>2,641</i></td> <td><i>3,371</i></td> <td><i>730</i></td> <td><i>22%</i></td> </tr> <tr> <td><i>2027/28</i></td> <td><i>2,296</i></td> <td><i>3,371</i></td> <td><i>1,075</i></td> <td><i>32%</i></td> </tr> </tbody> </table>	Year	Year R	Capacity	Difference	%	2021/22	2,933	3,641	708	19%	2022/23	2,825	3,581	756	21%	2023/24	2,786	3,371	585	17%	<i>2024/25</i>	<i>2,620</i>	<i>3,371</i>	<i>751</i>	<i>22%</i>	<i>2025/26</i>	<i>2,503</i>	<i>3,281*</i>	<i>778*</i>	<i>24%*</i>	<i>2026/27</i>	<i>2,540</i>	<i>3,281*</i>	<i>741*</i>	<i>23%*</i>	<i>2027/28</i>	<i>2,477</i>	<i>3,281*</i>	<i>804*</i>	<i>25%*</i>	Year	Year 3	Capacity	Difference	%	2021/22	3,109	3,905	796	20%	2022/23	2,965	3,746	781	21%	2023/24	2,835	3,476	641	18%	<i>2024/25</i>	<i>2,829</i>	<i>3,461</i>	<i>632</i>	<i>18%</i>	<i>2025/26</i>	<i>2,797</i>	<i>3,461</i>	<i>664</i>	<i>19%</i>	<i>2026/27</i>	<i>2,641</i>	<i>3,371</i>	<i>730</i>	<i>22%</i>	<i>2027/28</i>	<i>2,296</i>	<i>3,371</i>	<i>1,075</i>	<i>32%</i>	
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For Y7, the figures are as below

Year	Year 7	Capacity	Difference	%
2021/22	3,271	3,482	211	6%
2022/23	3,249	3,552	303	9%
2023/24	3,239	3,522	313	9%
2024/25	3,081	3,527	446	13%
2025/26	2,975	3,407	432	13%
2026/27	2,950	3,407	457	13%
2027/28	2,906	3,407	501	15%

The excess of Y7 places is scheduled to increase from last year (9%) to around 15% in 5 or 6 years' time, which would imply that there would be greater choice for applicants. On this basis, there appear to be no age related potential discriminatory potential for this policy or its effects on the school age population, as more "choice" will be offered to applicants

Specifically for the 2 primary schools with PANs reducing (Bessemer Grange & Grange Primary Schools – numbers have reduced year on year.

Grange's numbers for reception and Years R to 6 are shown below

Year	R	R-6
2019/20	58	373
2020/21	36	344
2021/22	43	344
2022/23	30	296
2023/24	42	292

There are 16 less pupils (28%) in Year R and 81 less pupils (22%) overall at the school. There are 18 reception (30%) and 128 vacancies at the school (also 30%) – some way above the Southwark average in both cases.

For Bessemer Grange, the figures are as follows

Year	R	R-6
2019/20	78	572
2020/21	76	539
2021/22	69	504
2022/23	63	481
2023/24	67	483

There are 11 less pupils (14%) in Year R and 89 less pupils (16%) overall at the school. There are 29 reception (26%) and 147 vacancies at the school (also 23%) – above the Southwark average in both cases.

ii) As regards births, these tend to give a fairly good indication of upcoming primary numbers in a locality. Birth rates in Southwark increased from 2002 to 2011 and peaked in that year – thereafter, from 2012 to 2022, there has been a marked decline (-33%) in the number of births, which normally feeds into reception places four years later.

Southwark’s fall in births has been substantial – 2022 saw the lowest level of births in Southwark since 1986 – 37 years ago.

For Grange, 156 of the 292 pupils (53%) come from the London Bridge & West Bermondsey ward, and 90 (31%) from the Chaucer ward. Births in both these wards are projected to either fall or remain at the level they are. Combined, there is projected to be a fall of births by 19 per annum (6%) in these two wards combined - making up 84% of pupils attending the school - from 2019 (the birth year of pupils attending the school now)– a 6% reduction. The reduction is even higher (13%) in the London Bridge and West Bermondsey ward, which contributes more than half the pupils at the school

Year of birth	Year of birth +4	LBWB	Chaucer	Total
2019	2023	146	148	294
2020	2024	138	137	275
2021	2025	133	150	283
2022	2026	129	145	274
2023	2027	132	149	281
2024	2028	133	150	283
2025	2029	131	149	280
2026	2030	130	148	278
2027	2031	129	147	276
2028	2032	127	148	275

For Bessemer Grange, 267 of the 483 pupils (55%) come from the Champion Hill ward, 84 (17%) from the Goose Green ward, and 80 (also 17%) from the Dulwich Hill Ward. Births in all these wards are projected to fall. Combined, there is projected to be a fall of births by 70 per annum (13%) across these three wards combined - making up 89% of pupils attending the school - from 2019 (the birth year of pupils attending the school now)

Year of birth	Year of birth +4	CH	GG	DH	Total
2019	2023	131	223	190	544
2020	2024	114	210	155	479
2021	2025	125	217	158	500
2022	2026	120	209	152	481
2023	2027	122	213	155	490
2024	2028	121	214	155	490
2025	2029	119	213	154	486
2026	2030	117	212	152	481
2027	2031	115	211	151	477
2028	2032	114	210	150	474

If births are to be used as an indicator of primary numbers, then the trend would seem to indicate a continued reduction in overall demand, and there will be a continuing reduction in demand for both of these schools. The figures for the last 10 years in terms of births are given below

Year	Births	+/-	+/-%	Year	Births	+/-	+/-%
2012	5,030			2018	4,181	-200	-5%
2013	4,706	-324	-6%	2019	4,027	-154	-4%
2014	4,647	-59	-1%	2020	3,557	-470	-12%
2015	4,587	-60	-1%	2021	3,525	-32	-1%
2016	4,503	-84	-2%	2022	3,393	-132	-4%
2017	4,381	-122	-3%	2012-22	-1,637	-33%	

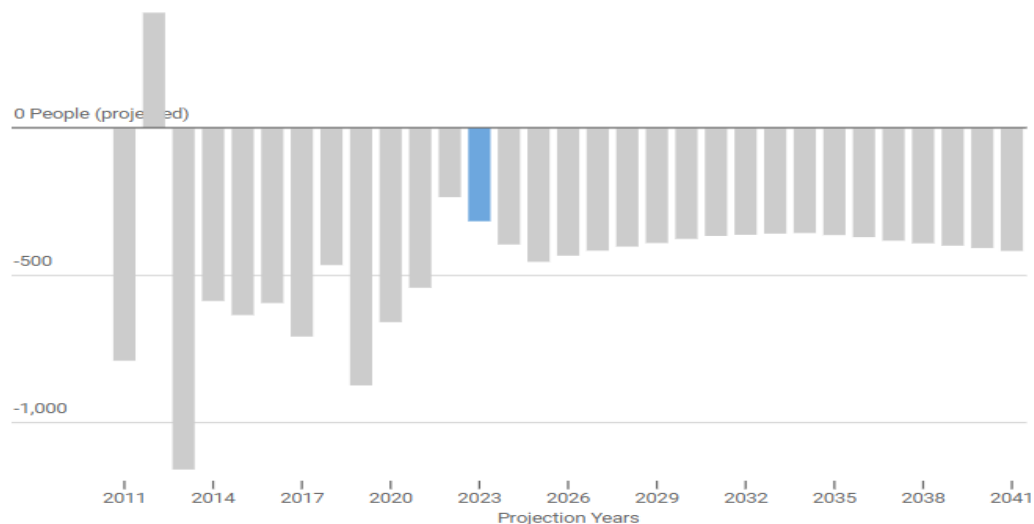
Overall, birth figures for Southwark are projected to continue to fall.

iii) In terms of outmigration, there has been net outmigration of residents aged from 0-15 in recent years, and this continues to be the case

Across Southwark, migration of primary school aged children has shown, since 2015, a consistent fall and this is projected to continue. This year's projected net migration is an outmigration of 320 primary aged children and this is projected to continue to be the case for the foreseeable future.

Total Net Migration Projection: Southwark

Identified Capacity, Borough Total, All Persons, 4 - 11



Net migration for the London Bridge & West Bermondsey and Chaucer wards combined (forming most of Grange Primary School’s intake) showed an annual loss this year of 50 primary aged children in 2023. For Dulwich Hill, Goose Green and Champion Hill combined (forming most of Bessemer Grange’s intake), the net loss for 2023 is 79 children. Given the drop in births, the net outmigration, and the fall in rolls, reducing the capacity of the schools concerned will not have a substantial differential effect on children in Southwark in general and living in the catchments areas of Grange and Bessemer Grange in particular. The same effects will apply to secondary education, albeit much later than for primary

Mitigating and/or improvement actions to be taken

No mitigating actions are required with such a large level of vacancies – existing and projected - in both phases, as children aged 4-5, 7-8 and 10-11 have a wide variety of opportunities to attend a choice of schools. As there have been no negative impacts relating to age identified, no mitigating or improvement actions are proposed.

<p>Disability - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. Please note that under the PSED due regard includes: Giving due consideration in all relevant areas to "the steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities." This also includes the need to understand and focus on different needs/impacts arising from different disabilities.</p>					
<p>Potential impacts (positive// and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.</p>			<p>Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)</p>		
<p>The arrangements operate irrespective of the disability status of the child or parent(s). Indeed, children with disabilities are prioritised above pupils admitted on distance. The policy states that, after Looked After Children (LACs) and siblings, "<i>children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority and the Headteacher that these can best be addressed at a particular school</i>" are prioritised.</p> <p>Children with disabilities would fall into this category. Most VA and Academy schools operate a similar policy, so the co-ordination role would follow a similar path. Therefore, removing a year group from Grange and Bessemer Grange would not disadvantage children in the SEND+ or EHCP categories.</p>			<p>There will be little or no potential socio-economic impacts arising from socio-economic disadvantage</p>		
<p>Equality information on which above analysis is based</p>			<p>Socio-economic data on which analysis is based</p>		
<p>No central record of pupil disability is maintained by the LA, but a proxy measure is the number of children with Education and Healthcare Plans (EHCPs), or pupils identified as "SEND Plus". In terms of EHCPs, both schools are under LA and London averages, but above national averages. For SEND Plus Grange is above LA, London and national averages – Bessemer Grange is slightly below these.</p>			<p>As there is no perceptible potential socio-economic impacts/needs/issues arising from socio-economic disadvantage for people with disabilities, no data has been identified.</p>		
Type	Grange	Bessemer Grange	LBS	LDN	England
EHCP	3.1%	2.7%	3.4%	4.1%	2.5%
SEND+	21.4%	12.7%	15.9%	11.7%	13.5%
<p>(Source, School Census January 2023- EHCPs and SEN Support, DfE Statistics 2022)</p>					

Mitigating and/or improvement actions to be taken	
As there have been no negative impacts relating to disability identified, no mitigating or improvement actions are proposed.	
Gender reassignment: - The process of transitioning from one gender to another.	
Gender Identity: Gender identity is the personal sense of one's own gender. Gender identity can correlate with a person's recorded sex or can differ from it.	
Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)
Gender reassignment is unlikely to involve children of primary or secondary age. Even were this to be the case, the gender reassignment status of a child would form no part of the admissions process for community schools.	There will be little or no potential socio-economic impacts/needs/issues arising from socio-economic disadvantage resulting from marriage/civil partnership status as regards school admissions
Equality information on which above analysis is based.	Socio-economic data on which above analysis is based
Data is not collected for children, parents or carers on gender reassignment. It is likely to be such a small number as to make it statistically insignificant. In the 2021 Census, 0.6% of the UK population identified themselves as not having the same gender they were born with. In London, this rose to 1.4%, and Southwark, 1.2%. Such a percentage would mean that the lack of a transgender staff member would not be statistically significant. (<i>Source, ONS Census 2021</i>)	As there is no perceptible potential socio-economic impacts/needs/issues arising from socio-economic disadvantage for marriage/civil partnership status, no appropriate or useful data has been identified.
Mitigating and/or improvement actions to be taken	
As there have been no negative impacts relating to gender reassignment identified, no mitigating or improvement actions are proposed.	

<p>Marriage and civil partnership – In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couples. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples and must be treated the same as married couples on a wide range of legal matters. (Only to be considered in respect to the need to eliminate discrimination.)</p>															
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>		<p>Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)</p>													
<p>Marriage or civil partnership is unlikely to directly involve children of primary or Y7 secondary age, although they may be the children of married or unmarried parents or civil partners. The marital status of the parents or carers of school pupils forms no part of the admissions process, and children are admitted based on criteria other than this and not involving marital status at primary, junior or secondary level.</p>		<p>As mentioned in the adjacent “potential impacts of the proposed policy”, the marital status of the parents or carers of school pupils forms no part of the admissions process. Children are admitted based on sibling, medical or distance criteria alone. Therefore there are no realistic socio-economic impacts, needs or issues arising from socio-economic disadvantage relating to marital status.</p>													
<p>Equality information on which above analysis is based</p>		<p>Socio-economic data on which above analysis is based</p>													
<p>No records are maintained on the marital or civil partnership status of parents & carers, so it would be challenging to evidence any level of discrimination or disadvantage. Figures at a borough, regional and national level for the percentage of the local population by marital and civil partnership status are given below. Southwark’s level is slightly lower than the London/England averages (<i>Source, ONS Census 2021</i>)</p>		<p>As there is no perceptible potential socio-economic impacts/needs/issues arising from socio-economic disadvantage for people with gender reassignment, no appropriate or useful data has been identified.</p>													
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<p>Mitigating actions to be taken</p>															
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Pregnancy and maternity - Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.																
Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.	Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)															
Pregnancy and maternity are unlikely to directly involve children of primary, junior or Y7 age, and so there not be any potential impacts of the strategy on pupils. Given the extensive level of vacancies, it is also unlikely to affect parental choice. The pregnancy and maternity rate in Southwark has been falling for many years. From this, we can see Southwark has very low fertility rate compared the rest of London and England. This is another explanation, together with outmigration – why pupil numbers in Southwark are falling, and why a reduction in provision will not disproportionately affect parents falling pregnant or taking maternity leave.	As mentioned in the adjacent “ <i>potential impacts of the proposed policy</i> ”, pregnancy/maternity status of the parents/carers of school pupils forms no part of the admissions process, and children not are admitted based this status. There is no particular observable differential between different socio economic groups with regard to pregnancy or maternity.															
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Fertility is measured at a range of rates and geographies by the ONS. These include the “GFR” and “TFR”. The “ <i>General Fertility Rate (GFR)</i> ” is the number of live births per 1,000 women aged 15-44. The Total Fertility Rate (TFR) is the number of births per woman aged 15-44. Southwark’s are both very low.	As there is no perceptible potential socio-economic impacts/needs/issues arising from socio-economic disadvantage for people with pregnancy or maternity status, no appropriate or useful data has been identified. Therefore there are no realistic socio-economic impacts, needs or issues arising from socio-economic disadvantage relating to pregnancy or maternity status.															
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Race - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. N.B. Gypsy, Roma and Traveller are recognised racial groups and their needs should be considered alongside all others

Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.

A potential impact of the net PAN reduction could be that schools were to become less diverse racially than it is at present. Presently, Grange is **85.6%** Global Ethnic Majority (i.e. non-White UK) and Bessemer Grange, **56.2%**. As a whole, Southwark primary pupils are **78.5%** GEM, and Southwark’s population as a whole is **62.5%**. There is no evidence therefore to show that and reduction of the combined school’s PANs would be likely to de-diversify the schools concerned. The schools in the same planning area are almost as diverse each other.

Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)

A potential impact of the PAN reduction could be that the school were to become less diverse socio-economically than it is at present. This is unlikely, as there has been no major development near the schools. It is evident is that people in Southwark are having less children, and those that are tend to be from the families that have remained, and are the same socio-economic class as the present parents and carers – just fewer of them.

Equality information on which above analysis is based

A table giving the relative percentages of the local population at schools and in the locality is given overleaf

Group	Grange	Bessemer Grange	Southwark pupils	Southwark population
Bangladeshi	5.2%	0.7%	2.3%	1.8%
Indian	0.5%	0.5%	0.7%	2.0%
Pakistani	1.4%	0.5%	0.7%	0.7%
Other Asian Background	1.4%	2.4%	1.8%	2.7%
Black African	24.3%	9.7%	25.2%	15.7%
Black Caribbean	4.6%	4.6%	6.3%	5.9%
Any Other Black Background	6.3%	8.0%	5.2%	3.5%
Chinese	0.8%	0.3%	1.3%	2.7%
Mixed - White & Black African	3.0%	1.5%	2.2%	1.2%

Socio-economic data which analysis is based

As there is no perceptible potential socio-economic impacts/needs/issues arising from socio-economic disadvantage for people with pregnancy or maternity status, no appropriate or useful data has been identified.

Mixed - White & Caribbean	3.3%	2.2%	3.3%	2.1%		
Mixed - White & Asian	0.5%	1.9%	1.7%	1.5%		
Any Other Mixed Background	4.9%	6.8%	6.5%	2.4%		
White British	14.4%	43.8%	21.1%	35.5%		
White Irish	0.3%	1.4%	0.4%	2.0%		
Gypsy / Roma	0.0%	0.0%	0.1%	0.5%		
Traveller of Irish Heritage	0.0%	0.0%	0.1%	0.1%		
Any Other White Background	6.5%	5.8%	9.3%	13.4%		
Any Other Ethnic Group	13.1%	6.1%	7.7%	1.0%		
Unknown / Missing	9.5%	3.7%	4.1%	5.3%		
Non-White UK/BME	85.6%	56.2%	78.5%	62.5%		
Mitigating and/or improvement actions to be taken						
As there have been no negative impacts relating to race identified, no mitigating or improvement actions are proposed						
Religion and belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.						
Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.			Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)			
Statutory guidance when deciding this type of decision requires us to consider the balance of religious places in the borough, and the balance between different denominations. As neither school has a religious foundation, the overall reduction of 2FE will not affect that balance. As regards staffing, there is no requirement for staff to practice (or not) any religion, so a reduction in the number of staff would not differentially effect one group of staff over another.			As outlined opposite, neither school has a religious foundation, the overall reduction of 2FE will not affect any religious provision that exists. There are no potential socio-economic impacts/needs/issues arising the change nor any socio-economic disadvantage			
Equality information on which above analysis is based			Socio-economic data on which above analysis is based			
The percentages of religious/non-religious places (Non-R) in Southwark are given in the table below, both before (2022 and 2023) and after the proposals in 2024			As outlined above, neither school has a religious foundation, the overall reduction of 2FE will not affect any religious provision that exists. This means there will no potential socio-economic impacts/ needs/issues arising the change nor any socio-economic disadvantage (positive and			
Type	2022	2023	2024	2025		
RC	14%	14%	13%	13%		
CE	13%	10%	12%	12%		
Non-R	73%	76%	75%	75%		

No substantial change in the percentage of non-religious places has been identified. It is therefore unlikely that a PAN reduction will have any discernible effect on religious education in Southwark, indeed, as neither Grange nor Bessemer Grange are religious schools, this could potentially increase the percentage of religious education overall. Below is a table of the religious observance in the catchment areas of Grange (LBWB+C) and Bessemer Grange. (CH, GG, DH). It can be seen that in terms of religious observance, both Grange and Bessemer Grange's catchment area have a higher percentage of non-Christians.

negative) resulting from that change. A table is given overleaf of the level of religious observance extracted from the 2021 Census. No breakdown of Christian faith is recorded. The percentage provision of religious education lower than prevalence in the population, but it is recognised that not every parent who follows a religion wishes for a religious education for their child. This shows that there is a lower level of Christian religious belief in the school catchment areas, but no solid conclusions can be drawn from this.

Religion	Southwark	LBWB+C	CH,GG, DH
Christian	46%	39%	39%
Buddhist	1%	1%	1%
Hindu	10%	2%	1%
Jewish	0%	0%	0%
Muslim	7%	13%	6%
Sikh	0%	0%	0%
Other/No religion/not stated	37%	44%	54%
Non-Christian total	54%	61%	61%

Mitigating and/or improvement actions to be taken

As there have been no negative impacts relating to religion or belief identified, no mitigating or improvement actions are proposed.

Sex - A man or a woman.

Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.

Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)

If there was a significant imbalance in the provision or uptake of places by gender at the school then net reduction of the PAN may effect this. However, all Southwark primary schools are co-educational and there is no entrance requirement based on gender. Numbers are close to equality between genders.

There are no potential socio-economic impacts or issues arising from disadvantage as regards the reduction of the combined PANs by 2FE with respect to the gender of pupils. The change will not disproportionately affect one gender or another

Equality information on which above analysis is based

Socio-economic data on which above analysis is based

Prevalence of male to female pupils in Southwark schools is broadly 50:50. Pupil percentages shown below by school by year group below, none of which show any major deviation from this.

As there is no anticipated gender based socio-economic impact for pupils, no data has been sourced.

Grange	R	1	2	3	4	5	6	Total
Girls	28	11	22	15	24	28	16	155
Boys	14	16	22	13	33	23	27	153

Grange	R	1	2	3	4	5	6	Total
Girls	67%	41%	50%	54%	42%	55%	37%	50%
Boys	33%	59%	50%	46%	58%	45%	63%	50%

BG	R	1	2	3	4	5	6	Total
Girls	25	31	31	21	31	39	42	242
Boys	42	31	37	46	34	36	37	312

BG	R	1	2	3	4	5	6	Total
Girls	37%	50%	46%	31%	48%	52%	53%	44%
Boys	63%	50%	54%	69%	52%	48%	47%	56%

LBS	R	1	2	3	4	5	6	Total
Girls	1,374	1,396	1,469	1,405	1,398	1,454	1,515	10,011
Boys	1,423	1,386	1,454	1,478	1,559	1,535	1,527	10,362

	R	1	2	3	4	5	6	Total
Girls	49%	50%	50%	49%	47%	49%	50%	49%
Boys	51%	50%	50%	51%	53%	51%	50%	51%

Mitigating and/or improvement actions to be taken

As there have been no negative impacts relating gender identified, no mitigating or improvement actions are proposed.

Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes									
Potential impacts (positive and negative) of proposed policy/decision/business plan; this also includes needs in relation to each part of the duty.					Potential socio-economic impacts/needs/issues arising from socio-economic disadvantage (positive and negative)				
At age 4-11, it is unlikely that children will have identified with one sexuality or another, but they may have parents or carers who are LGBTQ+. In either case, admissions do not take into account the sexuality of the child or parent/carer. Reducing the PAN of a school will therefore have no differential effect on parents whatever their sexuality.					There are no potential socio-economic impacts as regards the overall reduction of PAN totals by 2FE, nor issues arising from disadvantage with respect to the sexual orientation of pupils, parents/carers or staff.				
Equality information on which above analysis is based					Socio-economic data on which above analysis is based				
The prevalence of different sexualities was covered in the 2021 Census for the first time. This is not available at a ward level, but the figures for Southwark show the following figures for the population over 16.					As mentioned above, there are no potential socio-economic impacts as regards the overall reduction of PAN totals by 2FE, nor issues arising from disadvantage with respect to the sexual orientation of pupils, parents/carers or staff. The figures for prevalence are given in the column adjacent to this one.				
Area	Straight or Heterosexual	Gay or Lesbian	Bisexual	Pansexual	Asexual	Queer	All other sexual orientations	Not answered	Non heterosexual
Southwark	82.7	4.5	2.6	0.7	0.1	0.2	0.1	9.2	8.1
London	86.2	2.2	1.5	0.4	0.1	0.1	0.04	9.5	4.3
England	89.4	1.5	1.3	0.2	0.1	0.03	0.02	7.5	3.2
Southwark is lower than the national and London-average for heterosexuality and more than twice the London average for gay and lesbian residents over 16.									
Mitigating and/or improvement actions to be taken									
As there have been no negative impacts relating to sexual orientation identified, no mitigating or improvement actions are proposed or required.									

Human Rights

There are 16 rights in the Human Rights Act. Each one is called an Article. They are all taken from the European Convention on Human Rights. The Articles are The right to life, Freedom from torture, inhuman and degrading treatment, Freedom from forced labour, Right to Liberty, Fair trial, Retrospective penalties, Privacy, Freedom of conscience, Freedom of expression, Freedom of assembly, Marriage and family, Freedom from discrimination and the First Protocol

Potential impacts (positive and negative) of proposed policy/decision/business plan

In respect of the 16 rights listed, the proposal to reduce 2 schools' PANs will not affect any of those listed. The "First Protocol", states "*The first sentence of Article 2 of Protocol No. 1 guarantees an individual right to education. The second guarantees the right of parents to have their children educated in conformity with their religious and philosophical convictions*". Closure of a school and the net removal of 2FE from the combined schools will not endanger this freedom, as there are numerous school places available in other schools nearby, and neither are religious schools.

Information on which above analysis is based

At the last census time in October 2023, there were 4,607 spare places in Southwark primary schools

Mitigating and/or improvement actions to be taken

As there have been no negative impacts relating to human rights identified, no mitigating or improvement actions are proposed or required.

Conclusions

Summarise main findings and conclusions of the overall equality impact and needs analysis for this area:

Section 5: Further equality actions and objectives

5. Further actions			
Based on the initial analysis above, please detail the key mitigating and/or improvement actions to promote equality and tackle inequalities; and any areas identified as requiring more detailed analysis.			
Number	Description of issue	Action	Timeframe
As no mitigating or improvement actions to promote equality and tackle inequalities have been proposed, no further actions are required or proposed			

5.1 Equality and socio-economic objectives (for business plans)				
Based on the initial analysis above, please detail any of the equality objectives outlined above that you will set for your division/department/service. Under the objective and measure column, please state whether this objective is an existing objective or a suggested addition to the Council Plan.				
Objective and measure	Lead officer	Current performance (baseline)	Targets	
			Year 1	Year 2
Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

6. Review of implementation of the equality objectives and actions
As no mitigating or improvement actions to promote equality and tackle inequalities have been required or proposed, no further reviews of the equality objectives and actions are required

7. Implementation Equality Impact and Needs Analysis

No issues as regards equalities and needs have been identified – therefore no mitigating or improvement actions to promote equality and tackle inequalities have been proposed as a result of this analysis.

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