

Document A: Southwark community primary schools

Admission arrangements for September 2016 intake

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A child with a Statement of Special Educational Needs or an Education Health & Care Plan whose Statement/Plan names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. This is a separate process from the coordinated admission arrangements in this document.

1.1 Oversubscription criteria (for all years excluding nursery)

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

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

Notes

- (a) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- (b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child.

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

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

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

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

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

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

- (e) Tie break -Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as described under criterion 4. If however there is a tie break lots will be drawn to decide which child is offered a place.
- (f) A child's attendance at a co-located nursery class does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.
- (g) Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, Southwark community schools will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.

1.2 Proof of address

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

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

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

1.3 Dates of entry

Southwark LA will provide for the admission of children into the Reception year group in the September following their fourth birthday. Parents of children who are offered a school place before they are of compulsory school age may request to defer their child's entry into Reception until later in the school year or that their child takes up the place part time until the child reaches compulsory school age.

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

1.4 Waiting lists

Southwark LA will continue to co-ordinate admissions beyond offer date. The LA will hold waiting lists for all oversubscribed community schools until the end of 31 August 2015, after this date any remaining waiting lists will be returned to the schools.

Children will only automatically be placed on the waiting lists of those schools which have been stated as higher preferences on their application unless there are exceptional circumstances which will be considered by the LA. Each child on the waiting list will be ranked in line with the oversubscription criteria stated at paragraph 1.1 above.

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

1.5 Capacity of primary school places

The London Borough of Southwark has experienced an increase in demand for places. This growth is forecast to continue and will require an increase to the number of forms of entry provided in Southwark's primary schools. We aim to have finalised the locations of additional forms of entry for September 2016 later in 2015. We will publicise these on our website (www.southwark.gov.uk) and in our libraries.