



Lewisham

# **Admission arrangements 2024/25 for the London Borough of Lewisham's community schools**

This document sets out the London Borough of Lewisham’s admission arrangements for community schools in 2024/25 and specifies how places are allocated at community schools in Lewisham.

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**1. Published admission numbers**

The Published Admission Numbers for initial entry to Lewisham's community schools in September 2025 are set out in Appendix A.

**2. Coordinated schemes**

Applications will be managed in accordance with Lewisham's coordinated schemes on primary and secondary admission. Please see Lewisham's coordinated schemes for further details regarding applications, processing, offers, late applications, post-offer and waiting lists. <https://lewisham.gov.uk/myservices/education/schools/school-admission/school-admissions-policies>

**3. Applications for Reception and Year 3**

Applications for Reception and applications for a Year 3 place at schools which have a published admission number for Year 3, must be made by 15 January 2024. Places at Lewisham schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to **six** Reception or **three** Year 3 preferences and these will be considered under an equal preference system.

**4. Children with an Education, Health and Care Plan (EHCP)**

Children with an EHCP that names a school will be allocated a place before all other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school, in accordance with Section 37 of the Children and Families Act, 2014 and Paragraph 1.6 of the School Admissions Code 2021.

**5. Admission arrangements for 2024/25**

For most Lewisham's community schools, the admission arrangements are set out in section 6 below. Schools in Lewisham that are their own admissions authority will publish their admissions arrangements on the school's website. Parents should contact the school direct to view the arrangements.

**6. Admission criteria for 2024/25**

When a community school is over-subscribed for any year group, applications for entry in 2024/25 will be ranked in the following order:

**First criterion: Looked after and previously looked after children.**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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). Details must be supplied by the allocated social worker or foster carer. The 2021 School Admissions Code (the Code) requires 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 to be given

equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “IAPLAC”.

### **Second criterion: Exceptional social/medical need**

In exceptional circumstances there is discretion to admit children on the grounds of their or their family’s severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child’s needs, before an admission decision is made. The admission decision will be considered in consultation with a panel of teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications. Lewisham has a military covenant that enhances services offered by the Council to ex / serving military and their extended families, all applications for school places for the children of full-time service personnel are prioritised under the 'exceptional medical or social' criterion under for Lewisham’s community school. If the child is in Key Stage 1, where infant class size legislation applies, the child can be placed as an 'exception' as detailed in the School Admissions Code.

### **Third criterion: Children who are expected to have a sibling at the school or at an infant/ junior school which will operate shared sibling priority for admission at the time of the child’s admission.**

**Primary** - Children whose brother or sister is on roll of the school on the closing date for applications and is expected to be on the roll of the school (or of the junior school in the case of separate infant and junior schools\*), at the intended date of admission.

Children in Year 6 who will have transferred to secondary school by the time the younger child is admitted do not confer sibling priority.

If the school is over-subscribed entirely with siblings, priority on the waiting list will be given to:

i) those who are permanently living nearest to the school (see 4 below).

\* this applies to children attending Stillness Infant and Junior Schools.

**Secondary** - 11 – 16 Community Schools - Children whose older brother or sister is on roll of the school on the closing date for applications as well as those whose sibling was a former pupil of the school and who transferred to a 16-18 education provision at the end of the previous academic year. If the school is over-subscribed entirely with siblings, priority will be given (i) children of staff and

(ii) to those living nearest the school.

**Or**

3b 11-18 Community Schools - Children whose brother or sister is on roll of the school on the closing date for applications and will still be on the roll of the school at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given

(i) to those living nearest the school.

In all cases siblings include all blood and adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child. Proof of the sibling relationship may be required.

#### **Fourth criterion: Distance**

Remaining places will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

### **7. Twins, triplets and other multiple births**

Where twins, triplets or children from other multiple births qualify for the last school place to be allocated Lewisham will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

### **8. Tie break**

On the rare occasion where two or more identical applications qualify for the last available place, lots will be drawn to decide which qualifying child is offered the place.

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots.

This will be done in the presence of two from the following list: a Headteacher from a different school, Lewisham's independent Clerk, A Lewisham Cllr. The two present will sign the results to validate that the process has been conducted correctly; this will be kept for 2 years from the date of the lot drawing.

The first child drawn will be offered the place, the names of the children who were unsuccessful will be added to the waiting list, in accordance with the published admission criteria, in the same way as for other children.

### **9. Waiting lists**

In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents' highest possible preference, Lewisham will ensure that waiting lists do not contain lower ranked preferences except where it (or the home LA) has agreed to a parental request to change the order of preferences. Waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application.

Lewisham will maintain a clear, fair, and objective waiting list until 31 December. When a new applicant is added to the waiting list, the waiting list will be reranked in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, nor the date their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take priority over those on a waiting list.

#### 10. Appeals

Appeals for statutory school phases will be heard in accordance with the provisions of the School Standards and Framework Act 1998 and the Education Act 2002, together with the School Admissions Appeals Code. Parents will have the right of appeal to any school that has refused their child a place. On time appeals for reception and secondary transfer phases for community schools will be heard during the summer term prior to the child's admission to school.

Parents who have appealed unsuccessfully for a school will not be able to apply and subsequently appeal again for a place at the same school in the same academic year unless there are significant and material changes to the child or family's circumstances. Documentary proof of such changes will be required from the appropriate professional(s) working with the family.

#### 11. In-year admissions

The following applications will be treated as in-year admissions during 2024/25:

- applications for admission to Reception which are received after 1 September 2024;
- for any school which has a published admission number for Year 3, applications for admission to Year 3 which are received after 1 September 2024;
- applications for admission to Year 7 which are received after 1 September 2024;
- all other applications for admission to Years 1 to 6 and 8 to 11.

Applications for Lewisham's community and voluntary controlled schools must be made to the local authority on Lewisham's common application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

#### 12. Applications for a starting school /Reception place

Timing of Admission – Lewisham will operate one point of entry for reception class. Children born between **1 September 2019** and **31 August 2020** will be expected to accept a full-time reception place starting in **September 2024**.

Parents of children who permanently live in Lewisham **must** apply for a reception class place (Year R) by participating in the coordinated reception scheme by making an online application by **15 January 2024**.

The application period for the reception co-ordinated scheme will commence on **1 September 2023** and close on **15 January 2024**.

Deferred admission to primary school - Lewisham offers early admission in reception class to children before they reach statutory school age. Parents/carers have the option of deferring their child's admission to reception class to a later term eg the start of the spring or summer term. However, the child must be admitted to school during the reception year and not beyond it. Alternatively, the parent may arrange for their child to be admitted on a part time basis up to the point they reach statutory school age. Parents may not defer their child's admission beyond the beginning of the final term of the school year or after the beginning of the term after their child's fifth birthday.

Children who attend a nursery class in a primary school frequently transfer to the main school; however, there is no automatic transfer and children attending the nursery are not given priority. Parents of nursery children who permanently live in Lewisham must apply for a reception place by participating in the coordinated reception scheme by making an online application. Applications from parents of children on the roll of the nursery will be considered with other applicants at the appropriate time.

## 12. Applications for a secondary school place

Applications for a Secondary school place must be made by 31 October 2023. Places at Lewisham secondary schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to six preferences and these will be considered under an equal preference system.

Children born between **1 September 2012** and **31 August 2013** will be expected to transfer to secondary school in **September 2024**.

Parents of children who permanently live in Lewisham **must** apply for a secondary school place (Year 7) by participating in the coordinated secondary transfer scheme by making an online application by **31 October 2023**.

The application period for the secondary transfer co-ordinated scheme will commence on **1 September 2023** and close on **31 October 2023**.

## 13. The admission of children outside of their chronological year group

**Later admission:** In certain circumstances Lewisham will consider a request for a delayed admission for an older child, this is under the updated "summer born" guidance from the DfE. The term summer born children relates to all children born from **1 April to 31 August**. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

- The application should be supported by the child's nursery/primary headteacher and/or an educational psychologist confirming that the child has learning delay or difficulty and their social maturity is well below that of their peers.
- The parent agrees that their child will transfer to primary/secondary school with the later cohort regardless of the outcome of their applications and had not participated in the transfer scheme the year before.

In cases described above parents must consider the implications of an earlier or later transfer as headteachers of primary/secondary schools are not required to continue to keep the child out of year group and may decide to later educate the child in the correct year.

This guidance should be read in conjunction with the statutory guidance, specifically the School Admissions Code 2021, which came into force on 1 September 2021.

The School Admissions Code 2021, issued under section 84 of the School Standards and Framework Act 1998, sets out the mandatory requirements for school admission arrangements, including those for children admitted outside their normal age group. Paragraph 2.19 of the Code specifically addresses the admission of summer born children, allowing parents to request that their child be admitted outside their normal age group.

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning which requires them to continue in education, employment or training to the age of 18. Children who have transferred to secondary school a year earlier than their peers will be required to stay in full-time education, undertake work-based learning such as an Apprenticeship, or part-time education or training if they are employed, self-employed or volunteering for more than 20 hours per week until they are 18.

**Earlier Admission:** In very exceptional circumstances Lewisham will consider a request for admission out of cohort for a younger child.

- The application may be supported by the child's nursery/primary headteacher and/or an educational psychologist confirming that the child is academically outstanding and sufficiently physically and emotionally mature to cope with the demands of primary/secondary school.
- The parent agrees that their child will transfer to primary/secondary school with the earlier cohort regardless of the outcome of their applications and will not qualify to participate in the transfer scheme the following year<sup>1</sup>.

#### **14. Lewisham's determined admissions criteria for nursery schools and nursery classes in community primary schools (children starting nursery during the academic year 2024/25)**

Where there is over-subscription, places will be offered to:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A 'looked after child' is a child who is
  - a) in the care of a local authority, or

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<sup>1</sup> <https://lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-primary-school/delaying-when-your-child-starts-primary-school>  
<https://lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-secondary-school/educated-out-of-cohort-transfer-secondary-school>



- 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). Details must be supplied by the allocated social worker or foster carer. The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “IAPLAC”.
- 2 In exceptional circumstances there is discretion to admit vulnerable children, as proposed by Lewisham’s Children Centre Criteria for Priority or Excluded (POE), on the grounds of their or their family’s severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the nursery is the only one able to meet the child’s needs, before an admission decision is made. The admission decision will be made by the headteacher who may consult with the Executive Director for Children and Young People. Supporting documentary evidence must be provided with the application.
- 3 Children whose brother or sister is on the roll of the main school when the application is made and is expected to be on the roll of the school, or of the junior school in the case of separate infant and junior schools, at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given to those
- i) permanently living closest to the school (as defined in paragraph 4 below)
- Children applying for a place at Clyde or Chelwood Nurseries will only qualify for a place under the sibling criteria if their older sibling is on the roll of the nursery when the application is made and is expected to be on the roll of the nursery at the intended date of admission.
- Children in Year 6 of a mainstream primary school and who will have transferred to secondary school by the time the younger child is admitted to the nursery do not confer sibling priority.
- Siblings include all blood or adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child applying. Proof of the sibling relationship may be required.
4. Children whose permanent home address is closest to the school. All distances will be measured in a straight line, using digitised mapping software of the area, from the home to the nearest gate nominated by the school. If more than one applicant lives in multi-occupancy building

(e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Waiting lists will be held in the same order as the admission criteria.

Tie break - on the rare occasion where two or more children tie for the last available place, lots will be drawn to decide which child is offered the place.

To meet the needs of the age group Headteachers will have discretion over the balance of eligible\* two-year-olds, and three- and four-year olds in their nurseries, and the ratio of part-time and any full-time places offered.

Priority will be given to Lewisham residents.

An existing childminder's address, instead of the permanent address, may only be used to determine "nearness" if the child has an exceptional medical or social need for that particular school. The permanent home address must also be in Lewisham.

Three terms is regarded as the minimum time that children should spend in a nursery school or nursery class before transferring to a reception class.

Applications to nursery schools or classes are not dealt with through a coordinated scheme and there is no set closing or decision date. Applications are made direct to the nursery.

If a child cannot be offered a place, a request can be made for the child's name to be placed on the waiting list; however there is no formal appeal process \*please refer to the Early Education and Childcare Guidance 2014 for further information about eligibility.

#### **15. Lewisham's admissions arrangements for community school's sixth form**

In the event of the school's sixth form being over-subscribed (having more applications than places available) places will be offered to the following external applicants who meet the academic requirements:

1. A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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). Details must be supplied by the allocated social worker or foster carer. The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC".
2. Applicants who have an exceptional social or medical need for a place at the school, supported by professional documentation from a hospital consultant, social worker or similar. Decisions on these cases will be

taken in consultation with the Executive Director for Children and Young People or their delegated representative.

- 3 If two identical applicants qualify for the last available place, home to school distance will be used as a tie break. If the applicants live the exact distance from the school lots will be taken to determine which applicant is offered the remaining place. (See section 8)

Any minimum standards required for entry will be published in the school's prospectus.

Lewisham is required to publish the number of places (if any) expected to be available to students not on roll of the feeder schools. For SFH6 it is expected that a maximum of 10 places per school (20 in total) will be available to children attending other schools.

There will be the right of appeal against any refusal of a place at the school's sixth form, and the appeal will be heard in line with the provisions of the Education Act 2002.

The sixth forms will publish a closing date for receipt of applications and the date of notification of the outcome of their applications. Late applicants will only be considered if there are places unallocated at the time of application.

## **16. Protocols for admitting children under the in-year admissions arrangements**

- Parents wishing to make an In Year application to any maintained school including faith, foundation and free schools and Academies in Lewisham that participate in the centralised scheme should do so by completing a Lewisham iCAF. Community schools will not hold separate waiting lists.
- All schools, regardless of whether they participate in the scheme are required to inform Lewisham of their current vacancies.
- As the co-ordinating authority for in year admissions across both primary and secondary phases Lewisham LA will decide which school or federation of schools to approach about an individual admission. In most cases this will be at one of the schools named by the parent on their iCAF. Where it is not possible to offer a Lewisham resident a place at the school named and where the child is not on roll of a local school, Lewisham will offer the next nearest school to the family home with a vacancy. The parent will also be notified of their statutory right of appeal if the preferred school(s) is (are) full.
- Where the application is for a community school, Lewisham will inform the parent of the school offered and the schools must arrange the admission date as soon as possible.
- Where an application is made for a voluntary aided, foundation or free school or an Academy Lewisham will refer the applicant's details to the school who will be required to confirm in writing whether a place can be offered or not. Once a decision has been taken the school will inform Lewisham's Admissions and Appeals Service of the outcome and, where a place can be offered, the Service will contact the applicant direct to inform them of this. The Admissions Authority must inform unsuccessful applicants

of their right of appeal. Schools must place the child on roll as soon as possible.

- If an admission is challenged by a school, the Fair Access Panel must be notified within 3 school days that there will be an appeal. The appropriate referral form giving a detailed reason why the school is appealing should be submitted. The appeal will be discussed at the next Fair Access Panel or under chairs action if the next meeting is beyond the maximum 20 school days.

### **Transfers between schools**

Children who request a transfer from their current school do not take priority over those who qualify under the Fair Access or In Year Admissions arrangements as detailed above. Applicants will be referred to their home school and the parent asked to discuss their reasons for transfer with the Headteacher.

## **17. Lewisham's determined admissions criteria for Stillness Junior School (2024/25)**

When applications for Stillness Junior school are received and the school is over-subscribed, applications will be ranked against the following oversubscription criteria:

- a) Looked after and previously looked after children (see section 6)
- b) Those attending stillness infants currently in Year 2 (stillness infants is a feeder school to stillness juniors)
- c) Exceptional social/medical need (see section 6)
- d) Children who are expected to have a sibling at the school or at an infant/ junior school which will operate shared sibling priority for admission at the time of the child's admission (see section 6)
- e) Distance (see section 6)

If two identical applicants qualify for the last available place, home to school distance will be used as a tie break. If the applicants live the exact distance from the school lots will be taken to determine which applicant is offered the remaining place. (see section 8)

## LEWISHAM ADDRESS PROTOCOL

All applicants will be required to demonstrate that the address they are applying from is their permanent home address and that they have parental responsibility and therefore eligible to apply for a school place for the child. Applications from children who are transferring to reception class or secondary school and not already on the roll of a Lewisham primary school and whose documentation has not been previously verified must be accompanied with:

**One** document from Section A

**One** document from Section B to confirm their address when applying:

**Section A** (all documents must be current)

- Council Tax bill/statement or letter
- Tenancy agreement or solicitors letter
- Letter from the National Asylum Support Service (NASS) or UK Border Authority (UKBA)
- A letter from any other local or national housing organisation (on headed paper)
- Proof of house purchase - only a solicitors completion document will be accepted - we do not accept exchange documents.

**Section B** (all documents must be current)

You must provide **one** of the following documents to confirm the child's date of birth:

- A valid passport
- EU national identity card
- Any other legal document which has your child's name and date of birth on it.

**If applicant is living with a family member or friend they need to provide ALL of the following:**

- a letter from the family member or friend stating that you and your child reside with them at the address listed on the application.
- a copy of their current council tax bill
- Driver's license or NHS registration letter/card or bank statement addressed to you at the address on the application.

Parents may state the reasons why they wish their child to attend a particular school, including whether there is a sibling already attending the school.

**Shared care arrangements:** Lewisham is aware that some parents share the care of their child. Lewisham will normally accept that the child lives with the parent who has parental responsibility and where the child resides for the majority of time during term time Documentary evidence, for example a residence order or other court order, may be required.

**Permanent home address:** Proof of permanent home address will be required and will include the current Council Tax statement. In addition, Lewisham may require copies of utility bills.

Lewisham is aware that some parents rent a property close to a popular school to increase the likelihood of their child gaining admission. To establish an applicant's permanent rather than temporary home address the following will be required;

1. closing accounts for the last known address,
2. official confirmation of the end of tenancy or house sale for the last known address,
- 3.a A tenancy agreement via a commercial letting agency for a period of 12 months or more. The period of the tenancy must extend beyond the start of the academic year in which the child is due to be admitted or
- 3.b Solicitor's confirmation of the completion of the purchase of the new property.

Where the tenancy or ownership of the last known address has not been surrendered, Lewisham will accept this last known address as the permanent home address.

In establishing permanent home address Lewisham may also check records held within the Council as well as other external agencies. If a false address has been given and an offer made on the basis of that information, the offer of a place may be withdrawn.

**Lewisham's School Admissions Service reserves the right to request further documents should parents/carers not be able to provide the documentation listed above or if we need further information in order to verify and process the application at any stage.**

## Appendix A

### ADMISSIONS LIMITS 2024/25 FOR COMMUNITY SCHOOLS IN LEWISHAM

<b>Primary Schools</b>	<b>Admissions Number</b>
Adamsrill Primary School	60
Ashmead Primary School	60
Athelney Primary School	60
Baring Primary School	30
Beecroft Gardens Primary School	60
Brindishe Green Primary School	90
Brindishe Lee Primary School	30
Brindishe Manor Primary School	60
Coopers Lane Primary School	90
Dalmain Primary School	60
Deptford Park Primary School	90
Downderry Primary School	60
Edmund Waller Primary School	60
Elfrida Primary School	60
Eliot Bank Primary School	60
Fairlawn Primary School	60
Forster Park Primary School	60
Gordonbrock Primary School	90
Grinling Gibbons Primary School	30
Haseltine Primary School	60
Holbeach Primary School	60
Horniman Primary School	30
John Ball Primary School	90
John Stainer Primary School	60
Kelvin Grove Primary School	90
Kender Primary School	60
Kilmorie Primary School	90
Launcelot Primary School	60
Lucas Vale Primary School	30
Marvels Lane Primary School	60
Myatt Garden Primary School	60
Perrymount Primary School	30
Rangefield Primary School	60
Rathfern Primary School	60
Rushey Green Primary School	90
Sandhurst Primary School	90
Stillness Junior School (children automatically transfer from the Infant School)	90
Stillness Infant School	90
Torridon Primary School	90
Sir Francis Drake Primary School	30



Lewisham

<b>Secondary Schools</b>	<b>Admissions Number</b>
Conisborough College	180
Deptford Green School	180
Forest Hill School	180
Sydenham School	240

<b>Admission to sixth form at SFH6</b>	<b>Published Admissions Number for external candidates</b>
Forest Hill School	10
Sydenham School	10