

Admission arrangements 2027/28 for the London Borough of Lewisham's community schools

This document sets out London Borough of Lewisham's admission arrangements for community schools in 2027/28

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1. Published admission numbers

The Published Admission Numbers (PAN) for initial entry to Lewisham's community schools in September 2027 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 lists¹.

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 15th January 2027. 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 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 2027/28

For Lewisham's community schools, the admission arrangements are set out in section 6 below.

Primary community school name

Adamsrill Primary School
Ashmead Primary School
Athelney Primary School
Baring Primary School
Beecroft Garden Primary School
Brindishe Green Primary School
Brindishe Lee Primary School
Brindishe Manor
Coopers Lane Primary School
Dalmain Primary School
Deptford Park Primary School
Downderry Primary School
Edmund Waller Primary School
Elfrida Primary School
Eliot Bank Primary School
Fairlawn Primary School
Forster Park Primary School
Gordonbrock Primary School
Grinling Gibbons Primary School Haseltine Primary School
Holbeach Primary School

Horniman Primary School
John Ball Primary School
John Stainer Primary School
Kelvin Grove Primary School
Kender Primary School
Kilmorie Primary School
Launcelot Primary School
Lucas Vale Primary School
Marvels Lane Primary School
Myatt Garden School
Perrymount Primary School
Rangefield Primary School
Rathfern Primary School
Rushey Green Primary School
Sandhurst Primary School
Stillness Infant School
Stillness Junior School
Torridon Primary School
Twin Oaks Primary School

¹ <https://lewisham.gov.uk/myservices/education/schools/school-admission/school-admissions-policies>

Secondary community school name

Deptford Green
Forest Hill (Boys)
Sydenham (Girls)

The admission arrangements set out in section 6 **do not** apply to schools that are their own admission authority, including academies, voluntary aided schools, foundation schools and free schools. Admission arrangements for those schools are determined by the relevant admission authority and can be accessed at:

<https://lewisham.gov.uk/myservices/education/schools/primary-schools> and
<https://lewisham.gov.uk/myservices/education/schools/secondary-schools>.

The following are schools are their own admission authority.

AA primary school

All Saints C E Primary School	St James Hatcham C E Primary School
Childeric Academy	St John Baptist C E Primary School
Good Shepherd Catholic Primary School	St Joseph's Catholic Primary School
Haberdashers' Hatcham Primary	St Margaret's Lee CE Primary School
Haberdashers' Knights Primary	St Mary's Lewisham C E Primary School
Haberdashers' Hatcham Free School	St Matthew Academy
Holy Cross Catholic Primary School	St Michael's CE Primary School
Holy Trinity C E Primary School	St Saviour's Catholic Primary School
Our Lady & St Philip Neri Catholic School	St Stephen's C E Primary School
Prendergast Primary School	St William of York Catholic School
Prendergast-Vale College	St Winifred's Catholic School
St Augustine's Catholic Primary School	Tidemill Academy
St Bartholomew's CE Primary School	Trinity Lewisham CE School
St George's CE Primary School	Turnham Foundation Primary School

AA secondary school

Addey and Stanhope School
Bonus Pastor Catholic College
Conisborough College
Haberdashers' Knights Academy
Haberdashers' Hatcham College
Prendergast School (Girls)
Prendergast Ladywell School
Prendergast Vale College
Sedgehill Academy
St Matthew Academy
Trinity Lewisham CE School

6. Admission criteria for 2027/28

If a Lewisham community school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP - where the school is named in the Plan), priority for admission will be given to those children who meet the criteria set out below. Where there are more applicants within each criterion than places available, priority will be determined by applying the distance criterion. Applications for entry in 2027/28 will be ranked in the following order:

First criterion: Looked after and previously looked after children.

Children who are looked after or were previously looked after by a local authority, receive the highest priority for a school place. If a child meets one of the following definitions, parents should indicate this on the application and include supporting evidence. A looked after or previously looked after child is:

- a. A child who is in the care of a local authority or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for a school is made, for example, children who are fostered or living in a children's home.
- b. A child who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangement order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14A of the Children Act 1989).
- c. A child who appears (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. A child will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside England and left that care as a result of being adopted.

Parents applying under this criterion must provide appropriate evidence of the child's status. This may include written confirmation from the relevant local authority, an adoption order, child arrangements order, special guardianship order, or, in the case of a child who appears to have been in state care outside England and ceased to be in state care as a result of adoption, evidence that the child was in state care and subsequently adopted. The local authority may request further information where necessary to determine whether this criterion is met.

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 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.

Crown servants and military personnel

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 for Lewisham's community schools.

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 will be given to:

- i) children of staff
 - ii) 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 first to:

- (i) children of staff, then
- (ii) those who are permanently living nearest to 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 first to:

- (i) to those children of staff, then
- (ii) 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: children of a member of staff

Priority will be given to children of staff where the member of staff is employed at the school and either:

- a. has been employed at the school for two or more years at the time the application for admission is made; or
- b.
- c. was recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of this criterion, "staff" means staff directly employed by the school. This criterion does not apply to contractors, agency staff, volunteers or other staff who are not directly employed to work at the school.

Parents applying under this criterion must provide confirmation from the headteacher that the member of staff meets one of the requirements set out above.

Where priority is claimed on the basis of recruitment to a post with a demonstrable skill shortage, the headteacher's confirmation must explain that the post was identified as having a demonstrable skill shortage at the time of recruitment.

Where there are more applicants under this criterion than places available, priority will be determined by applying the distance criterion."

Fifth criterion: distance

Remaining places will be allocated on the basis of home-to-school distance, with priority given to children who live nearest to the school. Distance will be measured in a straight line using the Local Authority's computerised distance measuring system. Measurements will be taken from the address point for the child's permanent home address to designated point within the school.

The Council uses geographical references, including eastings and northings, provided by the National Land and Property Gazetteer (NLPG), to determine the address point for each property. The address point will usually fall within the footprint of the property.

Where two or more applicants have the same measured distance from the school and there are insufficient places for all of them, priority will be determined as follows:

- a. where the applicants live in the same block of flats or other multi-occupancy building, priority will be given to the applicant whose home address has the lowest door number, ordered numerically and then alphabetically; and
- b. where this does not resolve the tie, or where applicants live at different addresses but have the same measured distance, priority will be determined by drawing lots in accordance with the tie-break procedure set out in section 8.

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 the qualifying siblings more than the published admissions number 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 used 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 coordinate admissions beyond offer date and comply with the school admissions code section 2.15, waiting lists for Year R, Year 3 for junior schools and Year 7 for secondary schools will be maintained in a clear, fair, and transparent way until 31 December of each school year of admission. When new applicants are added or withdrawn from the waiting list; it 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 when their name was added to the list. Looked after children or previously looked after children or those allocated a place at the school in accordance with a Fair Access Protocol must take precedence 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 2027/28:

- applications for admission to Reception which are received after 1 September 2027;
- for any school which has a published admission number for Year 3, applications for admission to Year 3 which are received after 1 September 2027;
- applications for admission to Year 7 which are received after 1 September 2027; or
- 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 – Parents of children born between **1st September 2022 and 31st August 2023** can accept a full-time reception place starting in **September 2027**.

Parents of children who permanently live in Lewisham **should** apply for a reception place (Year R) by participating in the coordinated reception scheme by making an online application by **15th January 2027**.

The application period for the reception co-ordinated scheme will commence on **1st September 2026** and close on **15th January 2027**.

Deferral within the Reception year

Once a reception offer has been made, parents have a right to delay their child's start date within the reception year for the normal year of entry.

Where Lewisham has offered a child a place at a school:

- a. the child is entitled to a full-time place in the September following their fourth birthday;
- b. parents may defer the date their child is admitted to the school until later in the same school year, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was offered; and
- c. where parents wish, children may attend part-time until they reach compulsory school age.

Deferring admission

Parents who wish to defer their child's admission must notify the school and the Council's Admissions Team in writing as soon as possible after accepting the offer of a school place. A deferred place will be held for the child and a further application is not required.

Part-time attendance

Parents who wish their child to attend part-time before reaching compulsory school age should discuss the proposed attendance arrangements directly with the school. Schools will work with parents to agree appropriate attendance arrangements until the child reaches compulsory school age.

Important note

Deferral under this section relates only to admission within the child's normal year of entry. Parents who wish their child to be educated outside their normal age group, including parents of summer-born children seeking admission to Reception in the September following their fifth birthday, should refer to section 14.

13. Applications for a secondary school place

Applications for a Secondary school place must be made by **31 October 2026**. 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 **1st September 2015 and 31st August 2016** will be expected to transfer to secondary school in **September 2027**.

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 **31st October 2026**.

The application period for the secondary transfer co-ordinated scheme will commence on **1st September 2026** and close on **31st October 2026**.

14. The admission outside normal age group

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 their year group and may decide to later educate the child in the correct year.

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

General principles

Parents may request that their child is admitted to a year group outside their normal age group. This may include a request for a child to be admitted to a year group above or below their chronological age.

Requests will be considered on the circumstances of each case and in the best interests of the child, in accordance with the School Admissions Code. A decision to agree admission outside the normal age group is a decision about the year group in which an application will be considered. It is not an offer of a place at a particular school.

Where parents are applying for Lewisham community schools, a request for admission outside the normal age group should be made to Lewisham Council as the admission authority.

If parents are also applying for schools for which Lewisham Council is not the admission authority, such as academies, voluntary aided schools, foundation schools or free schools, they should make a separate request to the admission authority for each of those schools. This is because each admission authority is responsible for deciding whether a child should be admitted outside their normal age group.

Information to support a request

Parents should submit a written request explaining why they consider admission outside the child's normal age group to be in the child's best interests.

Parents may provide any information they wish the admission authority to consider. This may include information about:

- a. the child's academic, social and emotional development;
- b. the child's medical history or health needs;
- c. whether the child has previously been educated outside their normal age group;
- d. whether the child was born prematurely and may naturally have fallen into a different age group if born at the expected time;
- e. the views of professionals involved in the child's education, care or treatment; and
- f. any other information the parent considers relevant.

Parents are not expected to obtain evidence they do not already have.

Requests will be considered whether or not they are accompanied by professional evidence, and a request will not be refused solely because professional evidence has not been provided.

Primary admission at the normal point of entry, including summer-born children

Summer-born children are children born between 1 April and 31 August. Parents of summer-born children may choose not to send their child to school until the September following their fifth birthday. If they do so, the child would normally be admitted to Year 1, which is their normal age group at that point.

Parents who have been offered a Reception place in the normal year of entry and wish only to defer their child's start date within that same school year, or arrange part-time attendance before the child reaches compulsory school age, should refer to section 12.

Parents who wish their summer-born child to be admitted to Reception in the September following their fifth birthday, rather than Year 1, must request admission outside the normal age group under this section.

For primary school admissions, parents of a summer-born child seeking admission to Reception in the September following their fifth birthday should:

- a. make an application for a Reception place in their child's normal age group at the usual time;
- b. submit a request for admission outside the normal age group at the same time; and
- c. submit both the application and the request by the published closing date for Reception applications.

The admission authority will determine the request and notify parents of the outcome in time for them to make an informed decision about whether their child will start school before compulsory school age. For Reception admissions, parents should receive the outcome of their request before Primary National Offer Day.

Where a request is agreed, parents may withdraw their application for admission in the child's normal age group before a place is offered. If parents wish to pursue admission outside the normal age group, they will need to make a new application for a Reception place during the following admissions round. Approval of a request does not reserve a place at a particular school. The new application will be processed as part of the main admissions round for that year and considered in accordance with the published admission arrangements and oversubscription criteria. The application will not be given lower priority because the child is being admitted outside their normal age group.

Where a request for admission outside the normal age group at a primary school is refused, parents will need to decide between two options:

- a. accept the offer of a place in Reception in the school year following the child's fourth birthday. If parents accept the Reception place, they may still defer their child's admission or request part-time attendance in accordance with section 12); or
- b. refuse the offer of a place in Reception and make an in-year application for the child to be admitted to Year 1 in the September following their fifth birthday.

Parents should be aware that, if they choose to apply for a Year 1 place at compulsory school age, there may not be a vacancy at their preferred school.

Where parents seek admission to Reception earlier than the child's normal age group, they should:

- a. submit an application for a Reception place in the year in which they wish their child to be admitted;
- b. submit a written request for admission outside the normal age group at the same time; and
- c. do so before the published closing date for applications for that Reception year.

The admission authority will determine the request before deciding whether the application should be considered for a Reception place in that admissions round.

If the request is agreed, the application will be processed as part of the main admissions round for that Reception year and considered in accordance with the published admission

arrangements and oversubscription criteria. The application will not be given lower priority because the child is being admitted outside their normal age group.

If the request is refused, the child's application will not be considered for early admission to Reception. Parents may apply for a Reception place in the child's normal admissions round.

Secondary transfer at the normal point of entry

Parents may request admission outside the normal age group at the point of transfer to secondary school. This may include:

- a. a request for a child who has been educated below their chronological age group in primary school to continue to be educated below their chronological age group at secondary school; or
- b. a request for a child to be admitted to Year 7 earlier than their normal age group.

Where a child has been educated below their chronological age group in primary school, parents may instead choose for the child to apply for secondary transfer in their chronological age group. This may mean that the child moves from Year 5 to Year 7 and does not complete Year 6. This is not a request for admission outside the normal age group, but parents should consider the educational implications and may wish to discuss this with the child's current school.

Where parents are requesting admission outside the normal age group at secondary transfer, they should submit both:

- a. an application for a secondary school place; and
- b. a written request for admission outside the normal age group, at the same time and before the closing date for secondary transfer applications for the year group in which they are seeking admission.

Where the request is for a child who has been educated below their chronological age group to continue to be educated below their chronological age group at secondary school, this will usually mean making the request by 31 October when the child is in Year 5, rather than Year 6. This is so that the admission authority can decide the year group in which the application should be considered and parents can make an informed decision before Secondary National Offer Day.

Where the request is for early admission to Year 7, parents should make the request before the closing date for applications for the Year 7 cohort they wish their child to join.

The admission authority will determine the request and notify parents of the outcome in time for them to make an informed decision about their child's secondary transfer application.

Approval of a request does not guarantee a place at a particular school. Where a request is agreed, the child's application will be processed as part of the main admissions round for the agreed year group and will be considered in accordance with the published admission arrangements and oversubscription criteria. The application will not be given lower priority because the child is being admitted outside their normal age group.

Where a request for admission outside the normal age group at secondary transfer is refused, parents will need to decide how they wish to proceed. Depending on the circumstances, this may include:

- a. applying for, or accepting, a place In Year 7 in the child's chronological age group;
- b. where the child has been educated below their chronological age group, keeping the child with their existing cohort and making an in-year application for admission to the relevant secondary year group at a later date; or
- c. where the request was for early admission to Year 7, applying for secondary transfer in the child's normal admissions round.

Where refusal of a request would mean that a child may miss a year of education, for example by moving from Year 5 to Year 7 or from Year 6 to Year 8, the admission authority will take this into account when considering whether admission outside the normal age group is in the child's best interests.

In-year applications

Parents may request admission outside the normal age group when making an in-year application, including where a child is moving house or moving from another school or local authority area.

The request should be submitted at the same time as the in-year application. The admission authority will consider the request before determining the year group in which the application should be processed.

Where a child has already been educated outside their normal age group, the admission authority will consider whether there are good educational reasons for the child to join their normal age group. Otherwise, the child should normally remain with their adopted year group. Approval of a request does not guarantee that a place will be available at a particular school.

Where a request is agreed, the application will be considered in the agreed year group in accordance with the published admission arrangements.

Where a request is refused, the application will normally be considered in the child's chronological year group.

How decisions will be made

Each request will be considered on the circumstances of the individual case and in the best interests of the child. In reaching a decision, the admission authority will take account of:

- a. the parent's views;
- b. information about the child's academic, social and emotional development;
- c. where relevant, the child's medical history and the views of a medical professional;
- d. whether the child has previously been educated outside their normal age group;
- e. whether the child may naturally have fallen into a different age group if they had not been born prematurely; and
- f. the views of the headteacher of the school concerned.

The admission authority will notify parents of its decision in writing and will set out clearly the reasons for that decision.

Transfer to another school or phase of education

A decision to admit a child outside their normal age group does not automatically apply when the child transfers to another school or to another phase of education.

Parents wishing their child to continue to be educated outside their normal age group should make a further request to the relevant admission authority when applying for a place at another school, including transfer from infant to junior school, primary to secondary school, or where moving to a different area.

When considering a further request, the admission authority will take account of the fact that the child has previously been educated outside their normal age group, together with all other relevant circumstances.

Appeals

There is no statutory right of appeal against refusal of admission outside the normal age group (only against refusal of a school place). Parents who wish to challenge a decision to refuse their request for admission out of the normal age group may submit a complaint using the schools complaints procedure or the local authority's complaints procedure in the case of community and voluntary controlled schools.

If a parent is unhappy with the way the local authority has handled their complaint, once they have exhausted the local complaints process, they may complain to the Local Government and Social Care Ombudsman. If they are unhappy with the way an academy has handled their complaint they may complain to the Department for Education, once they have exhausted the local process.

15. Lewisham's determined admissions criteria for nursery schools and nursery classes in community primary schools (children starting nursery during the academic year 2027/28)

Children who are looked after or were previously looked after by a local authority, receive the highest priority for a school place. If a child meets one of the following definitions, parents should indicate this on the application and include supporting evidence. A looked after or previously looked after child is:

- a. A child who is in the care of a local authority or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for a school is made, for example, children who are fostered or living in a children's home.
- b. A child who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangement order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14A of the Children Act 1989).
- c. A child who appears (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. A child will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The parent/carer will need to provide evidence to demonstrate that the child was in state care outside England and left that care as a result of being adopted.

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 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. Supporting documentary evidence must be provided with the application.

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) children of staff and then to those
 - ii) 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.

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 designated point within 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.

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.

16. 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:

Children who are looked after or were previously looked after by a local authority, receive the highest priority for a school place. If a child meets one of the following definitions, parents should indicate this on the application and include supporting evidence. A looked after or previously looked after child is:

- a. A child who is in the care of a local authority or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for a school is made, for example, children who are fostered or living in a children's home.
- b. A child who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangement order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14A of the Children Act 1989).
- c. A child who appears (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. A child will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside England and left that care as a result of being adopted.

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.

Children on roll at Forest Hill or Sydenham School do not need to apply for a place in the sixth form and are not subject to the oversubscription criteria for external applicants.

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.

17. 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.

18. Lewisham's determined admissions criteria for Stillness Junior School (2027/28)

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

- a) Looked after and previously looked after children (see section 6)
- b) Those attending stillness infants currently in Year 2
- 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) Children of a member of staff (see section 6)
- f) 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.

If the child is starting reception or secondary school, and is not at a Lewisham primary school, hasn't had their documents checked before, or has moved address since joining a Lewisham school, you must send the following required documents with the application:

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 solicitor's 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)

Parents 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 the 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 the parent and the 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 the parents 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. All documents submitted will be considered.

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;

- Closing accounts for the last known address,
- official confirmation of the end of tenancy or house sale for the last known address,
- A tenancy agreement via a commercial letting agency, or

- 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.

Shared care arrangements and parental responsibility

Lewisham will accept only one application for each child. Where parents live separately, the address used for admissions purposes will be the child's permanent home address. This will normally be the address where the child lives for the majority of the school week.

Where a child lives at two addresses and time is shared equally, parents are expected to agree which address should be used for the school application. If parents cannot agree, Lewisham will determine the address to be used for admissions purposes by considering the evidence available. Relevant evidence may include, but is not limited to:

- a. any child arrangements order or other court order;
- b. any written agreement between the parents;
- c. the address registered with the child's current school, nursery or early years provider;
- d. the address registered with the child's GP or other healthcare provider;
- e. Child Benefit records, where applicable;
- f. council tax, tenancy or ownership documents; and
- g. any other evidence Lewisham considers relevant.

Where more than one person has parental responsibility, parents are expected to consult each other and agree the school application before it is submitted. If Lewisham receives more than one application for the same child, or is notified of a dispute about the application or school preferences, the Council may ask the parents to agree which application should proceed.

Where agreement cannot be reached, parents may need to seek legal advice or apply to the family court for a Specific Issue Order. Lewisham may be unable to process conflicting applications until the issue is resolved by agreement or court order.

Any decision by Lewisham about the address to be used for admissions purposes is made only for the purpose of applying the admission arrangements. It does not determine any dispute between parents about parental responsibility, child arrangements or which school the child should attend.

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 NUMBERS 2027/28 FOR COMMUNITY SCHOOLS IN LEWISHAM

Primary Schools	Admissions Number
Adamsrill Primary School	60
Ashmead Primary School	60
Athelney Primary School	60 * 30
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	60*30
Dowderry Primary School	60
Edmund Waller Primary School	60
Elfrida Primary School	60 *30
Eliot Bank Primary School	60
Fairlawn Primary School	60
Forster Park Primary School	60*30
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
Kilmore Primary School	90
Launcelot Primary School	60* 30
Marvels Lane Primary School	60
Myatt Garden Primary School	60
Oak Gardens Primary School	30
Perrymount Primary School	30
Rangefield Primary School	60*30
Rathfern Primary School	60
Rushey Green Primary School	90
Sandhurst Primary School	90
Stillness Junior School	90
Stillness Infant School	90
Torridon Primary School	90
Twin Oaks Primary School	30

* (proposed reduction)

Secondary Schools	Admissions number
Deptford Green School	180
Forest Hill School	180
Sydenham School	240

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

UPDATED