

LEWISHAM'S SCHEME FOR THE CO-ORDINATION OF IN-YEAR ADMISSIONS FOR MAINTAINED SCHOOLS AND ACADEMIES IN LEWISHAM 2027/28

Appendix 4

Section 1: Applications

1. Applications from Lewisham and non-Lewisham residents for all maintained schools, including academies who participate in the Lewisham's centralised coordinated scheme will be made directly to Lewisham's admission team. The online in-year application form is available from Lewisham's website at <https://lewisham.gov.uk/myservices/education/schools/school-admission>
2. Lewisham residents applying for places at maintained schools and academies outside Lewisham will need to apply directly to the LA in whose area the school is situated.
3. The admission authorities in Lewisham will not use supplementary forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within Lewisham, Lewisham's Admissions and Appeals Team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code.
4. Where supplementary forms are used, they will be available from the school concerned and available on the school's website. Any supplementary forms must advise parents that they must also complete Lewisham's in-year application form. Lewisham's admission booklet and website will indicate which schools in Lewisham require supplementary forms to be completed and where they can be obtained. Parents will be advised that they should complete the supplementary form so that the school's Governing Body can fully consider their application.
5. Where an admission authority school in Lewisham receives a supplementary form, it will not consider it to be a valid application until the parent has also listed the school on Lewisham's In-Year Application Form.
6. Applicants will be able to express a preference for up to **three** maintained primary/secondary schools or academies in Lewisham.
7. The order of preference given on the In-Year Application Form will not be revealed to the schools listed on the In-Year application form.
8. Lewisham undertakes to carry out address verification for each application made to a participating maintained school or academy in Lewisham. Where

Lewisham is not satisfied as to the validity of an address of an applicant it will advise the admission authority schools.

9. Lewisham will satisfy itself that each applicant's date of birth is correct.
10. Lewisham will check the status of any applicant who is a 'Looked After' or was previously looked after but immediately after being looked after became subject to an adoption, subject to a Child Arrangements Order, or special guardianship order.
11. Applications for admission to Year 7 and Year R which are received after 1 September 2025 for the Lethersellers Federation Schools (Prendergast Ladywell School, Prendergast School, Prendergast Vale School) will continue to be processed by Lewisham Admissions. From 1 January each year the applications should be directed to the appropriate Lethersellers Federation school.

Section 2: Processing

12. Lewisham will enter each pupil's preferences onto the admissions data base. This information will be available to admission authority schools participating in the scheme via the School Admissions Module (SAM) to enable them to consider the application in accordance with their published oversubscription criteria. Admissions authority schools should respond to an application within **10** school days, 15 as a maximum.
13. For all applicants, Lewisham will provide schools with the information contained in the In-Year Application Form (see Schedule 1 below).
14. Where an application is not fully completed, including address verification, Lewisham will not treat the application as valid until all information is received.
15. If a pupil is currently on roll at a school in Lewisham or a school in a neighbouring borough, the parent will be advised to discuss the transfer with the Headteacher or senior Teacher at the school.
16. Lewisham's in year iCAF, will request background information from the current/previous school to support the enrolment meeting or to determine whether the application qualifies as a Fair Access admission.

Section 3: Offers

16. If a school has a vacancy/vacancies, Lewisham will be expected to offer the place(s) within **10** school days of the vacancy arising to the next child entitled to a place in accordance with the published oversubscription criteria. The school must make reasonable attempts to contact the parent. If a school receives fewer applications than places available, places must be offered to all applicants unless the pupil has had a permanent exclusion from two or more schools in the previous two years.

17. Lewisham's Admissions and Appeals Team will write to parents who have not been offered places at their preference schools giving reasons and informing them of their right of appeal to an independent appeal in accordance with the School Standards and Framework Act 1988.
18. When Lewisham is notified that a pupil has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn and the schools concerned notified.
19. Lewisham will notify the Home LA of the outcome of applications for their residents
20. Schools must place the child on roll as soon as possible.
21. If an admission is disputed by a school, the case must be referred to the Admissions and Appeals Team giving detailed written reasons within **3 school days**. The school will also be required to refer the child's placement to the Fair Access Panel (FAP). Lewisham reserves the right to direct admission if necessary.
22. When Lewisham is notified that a pupil has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise.
23. Acting as Home LA, where an applicant who is out of school cannot be offered a place at one of their named preferences, Lewisham will offer an alternative school place.
24. It will be assumed that parents will accept the offer of a school place unless they formally decline the offer of a place and confirm what alternative arrangements they are making for their child's education.
25. Where Lewisham is informed that another LA is able to offer a place from the waiting list to one of its residents, Lewisham's database will be updated accordingly.
26. Waiting lists for schools in Lewisham will be held for the academic year in which the application was made. Waiting lists will not be carried over from one academic year to the next and parents will be required to reapply for subsequent academic years.

SCHEDULE 1

Lewisham's In-Year Common Application Form (iCAF) will contain the following fields.

Child's details:

- Surname
- Forename(s)
- Middle Name(s)
- Home Address
- Date of Birth
- Gender
- Name, address and dates of attendance of current/previous school(s)
- If currently in school, reason for transfer
- Date place is required
- Permanent exclusions
- Is the child Looked After?

Parent's/Carer's details:

- Title
- Initials
- Forename
- Surname
- Address (if different to child's address)
- Telephone Number(s)
- Relationship to Child
- Parental Responsibility?

Preference details (maximum of 3):

- Full Name of school
- Preference ranking
- Sibling Details
- Reasons for Preference (including any medical or social needs)

Other:

- Declaration including consequences of providing false information
- Signature of parent or carer
- Date of signature
- Data Protection notice
- Checklist including advice about completing supplementary forms