



**Individually Strong, Collectively Stronger**

## Admissions Policy



## Individually Strong, Collectively Stronger!

### ADMISSIONS POLICY

#### RECEPTION AND MAIN SCHOOL

Lambeth LA (namely the ELS) is the admissions authority for all its Community Primary schools, Community Secondary Schools and Secondary Voluntary – Controlled schools and will, in consultation, determine the admissions arrangements for these schools. Lambeth LA will coordinate all “in-year” admissions for all its maintained schools.

The Governing Body and Local Education Authority have agreed an admission limit of 30 children per class. Allen Edwards is a two form entry school, meaning there are two classes per year group.

Admittance to Reception Class is done once a year, Lambeth LA operates a single point of entry. Children are admitted in September (autumn term) if their 5<sup>th</sup> birthday falls between September and the following August.

It is expected that all children will start school in September. However, parents can request that the date their child is admitted to school is deferred until later in the academic year. However, the school can decide that this may not be appropriate due to funding issues. Parents can request that their child takes up the place part-time until the child reaches compulsory school age; however, the final decision with regards to this lies with the school only.

Parents / Careers will need to apply for a place in the Reception class by completing a Common Application Form (CAF) available from Lambeth LA admissions (online or paper copy) and submitting it back to them; they are not required to complete any supplementary forms for this school.

Allen Edwards hold open days / evenings for parents, so if parents/careers would like to view the school information regarding this is available on the website.

#### ***Selection criteria for Reception Class and Main School Admissions***

Our selection criterion is the same as other Lambeth maintained schools and places are offered to children entering the school in the following order:

1. Looked After Children (see note 1)
2. Siblings (see note 2)
3. Children with exceptional Medical or Social Needs (see note 3)
4. Children of staff at the school (see note 4)
5. Distance (see note 5)

#### Tiebreaker

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.



## Individually Strong, Collectively Stronger!

### **ADMISSIONS POLICY FOR FOUNDATION (NURSERY PLACES) PLACES**

The Full-Time Nursery place criterion for Community schools and nursery schools was introduced in September 2010. Some schools in Lambeth offer a limited number of full time nursery places but it must be stressed that parents have no right to a full-time place. Schools must determine which children are eligible and who to offer places to, based on information gathered from parents, home visits or other sources. Parents have no right of appeal if they are not allocated a place. Allen Edwards offers 40 full-time nursery places and they are all offered free of charge. Similar to Reception and the main school there is a single point of entry which is September.

Children are admitted in to the nursery after their 3<sup>rd</sup> birthday. As the school is regularly over-subscribed, we do advise parents / careers to apply for a place soon after their child's second birthday. The school will consider all the application it receives by the closing date (end of March for the following September start) and will allocate up to its maximum number of places to the children with the highest priority under the admissions criteria. The school will then write to tell families whether or not they have been offered a place. If they have not received a place they will be asked if they would like to remain on the waiting list.

Application forms are available from the school office during normal opening hours. Priority for full time places is given to children who meet the following criteria:

1. Children who are looked after or who have an allocated social worker who has provided written support of the need for a full-time place as part of the Child's Plan at that school.
2. Children who are recommended for a full-time place by a Multi Agency Team (MAT) Locality or Disability Panel
3. Children in circumstances where the Headteacher considers a full-time place should be provided. To ensure equity across the borough the following two criteria must be met before the school identifies their own specific criteria. These are:
  - a) children who are eligible for free school meals or newly arrived or asylum seeker and
  - b) evidence to demonstrate that home circumstances could significantly affect a child's well-being.

The last criteria (3) allows for local factors, that are specific to that school's catchment area, to be taken into account like children newly arrived, English as an additional language (EAL), severe material deprivation, single parents in full-time work or study etc.

### **TIE BREAKER**

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance in the first instance to decide between applicants; if applicants live equal distance from the school the Governing Body will draw lots to decide between applicants.



## Individually Strong, Collectively Stronger!

### NOTES

#### Criterion 1 - Looked After Children

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after and must have been deemed 'previously looked after' post 1 September 2005.

A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

#### Criterion 2 - Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in the nursery or year 6 of a primary school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

#### Criterion 3 - Children with Exceptional Medical or Social Needs

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. The decision to prioritise children on these grounds will be determined via Lambeth ELS' MEDSOC Panel, which is comprised of ELS senior management as well as senior school staff. Documents from an appropriate professional (not including general information from a website, etc) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority as the decision to prioritise under this criterion will solely rest with the MEDSOC Panel. The decision of the panel is final and not subject to appeal.

#### Criterion 4 - Children of staff at the school

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (i.e., their employment must have started no later than September 2012).

4. All such applications must be submitted to the MEDSOC Panel via an iCAF application submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
5. There will only be a maximum priority limit of 2 children per year group, with an additional maximum limit of no more than: - Children throughout the whole school (for single form



## Individually Strong, Collectively Stronger!

entry schools). - Children throughout the whole school (for 1½ form entry schools). - Children throughout the whole school (for 2 form entry schools, and upwards).

### Criterion 5 - Distance

Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. \*

This measurement will be from a point from the child's home as identified by the software to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

**If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. If the parent making the application lives at a different address to the child, a letter of explanation should be attached. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.**

Applications or offers under these criteria will only be valid once proof of address has been given and confirmed. As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

### ADDITIONAL INFORMATION

If there are no vacancies in Nursery, parents/carers will be asked whether they would like to be placed on the waiting list. The waiting list is governed in accordance to the admissions policy, and places are allocated strictly in accordance to the admissions criteria. Time on the waiting list is irrelevant. For Reception and "in-year" applications, the waiting list is held by Lambeth LA.

Children who attend a Lambeth community nursery school class will not automatically transfer to the main school. Parents/carers must apply separately for the primary school through Lambeth LA.

Parents/Carers who are not offered a place for their child have the right to appeal against the decision (except nursery). Details and information about that can be found through Lambeth LA.

The school is part of the locally agreed co-ordination scheme and the time scales for applications to be received and processed are those agreed with the Local Authority. Parents / Carers must complete the Local Authorities Common Application Form (CAF) and return the form to the Authority; if applying for a place at this school, parents / carers must name this school as one of the preferences on the CAF. Parents / Carers who wish to apply for a foundation place (nursery) must complete the school's application form and return this to the office.



**Individually Strong, Collectively Stronger!**

Date Reviewed: October 2017

Date of next Review: November 2019

Headteacher's Signature: L. Robertson