



## Mayor and Cabinet

**Report title: Lewisham Determined Admissions Arrangements 2022/23 - Nursery, Primary, Secondary and Sixth Form Admissions arrangements for 2022/23.**

**Date:** 10 February 2021

**Key decision:** Yes.

**Class:** Part 1 .

**Ward(s) affected:** All

**Contributors:** Executive Director for Children and Young People  
Head of Law, Governance and HR

### Outline and recommendations

This report seeks the Mayor and Cabinet's approval for the local authority's admissions arrangements for the academic year 2022/23. The arrangements include:

- The admissions policy for mainstream community schools;
- the pan London admissions schemes for the planned reception and secondary transfer rounds;
- the locally coordinated in year admissions scheme; and
- the Published Admissions Number (PAN) for all community mainstream schools.

The Mayor is asked to determine:

1. The admissions arrangements for mainstream community nursery, primary, secondary schools and sixth forms as set out in Appendix A to G.
2. The Published Admissions Number (PAN) for each community mainstream school in the borough as detailed in **Appendix H** including the reductions to the PAN for Lucas Vale, Sir Francis Drake primary schools and Forest Hill Secondary School.
3. The pan London Admissions Schemes for reception and secondary transfer and a local scheme for in year admissions as detailed in **Appendix I**.

## Timeline of engagement and decision-making

In accordance with the mandatory provisions of the School Admissions Code 2014, admission authorities must, if they wish to make any changes to the existing admissions arrangements, consult for a minimum of six weeks. Consultation must take place between 1 October and 31 January in the school year before those arrangements are to apply. Therefore, for the admissions year 2022/23, consultation must be held within a six week period starting from 1 October 2020 and must end no later than 31 January 2021.

Lewisham's consultation commenced on 16 November 2020 and, taking into account the Christmas holiday, ended on 5 January 2021.

To comply with the mandatory requirements of the School Admissions Code 2014 consultation notifications were sent to:

- All Lewisham schools via Schools Mailing.
- All London wide admissions managers.
- The Southwark Schools Commission and Southwark Diocesan Board for Education.
- A public notice placed on Lewisham Council's website for parents of children between the ages of two and 18 and any other interested parties.

Following consultation, and to comply with the mandatory provisions of the School Admissions Code 2014, the arrangements for 2022/23 must be determined no later than 28 February 2021.

During the formal consultation period no responses or objections were received regarding the proposed amendments to the admission arrangements for 2022/23.

## Summary

1.1. This report sets out details of the:

- Local authority's admissions policy for community schools for the academic year 2022/23.
- PAN London admissions schemes for the planned reception and secondary transfer rounds, the locally coordinated in year admissions scheme.
- Published Admissions Number (PAN) for all community mainstream schools for the academic year 2022/23. This includes proposals for the reduction of the PAN for:
  - Lucas Vale Primary School from 60 to 30 places.
  - Sir Francis Drake Primary School from 60 to 30 places and
  - Forest Hill School from 240 to 180.

## Recommendations

The Mayor & Cabinet is asked to determine:

1.2. The admissions arrangements for mainstream community nursery, primary, secondary schools and sixth forms as set out in Appendix A to G.

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- 1.3. The Published Admissions Number (PAN) for each community mainstream school in the borough as detailed in Appendix H including the reductions to the PAN for Lucas Vale, Sir Francis Drake Primary schools and Forest Hill School.
- 1.4. The pan London Admissions Schemes for reception and secondary transfer and a local scheme for in year admissions as detailed in Appendix I.

## Policy Context

- 3.1 The School Admissions Code, revised and published in December 2014, amended the formal consultation and annual determination timetable. In accordance with this time table, admissions authorities are required to determine their arrangements no later than 28 February 2021 for the policy which applies to school admissions for the 2022/23 academic year.

Once determined, the admissions arrangements must be published no later than 15 March 2021. Any objections to the determined arrangements must be made to the Office of the School Adjudicator by 15 May the same year.

- 3.2 Lewisham local authority is the admissions authority for community schools in the area. It also acts as the coordinating authority for its residents applying during the planned admissions rounds for mainstream schools both within the area and outside the area. In relation to in-year applications Lewisham acts as the coordinating authority for applications to most mainstream schools in the area too.
- 3.3 Lewisham's relevant area has been determined as the administrative area for the London Borough of Lewisham.
- 3.4 The operation of a fair and equitable system for the admission of children to school supports Lewisham's corporate priority to raise educational attainment, skills levels and employability. The admissions arrangements for the planned and in year rounds ensure that children, particularly vulnerable groups and especially Children in Public Care, have a fair, transparent and timely admission into school.
- 3.5 This report is in line with, and supports the, Lewisham Corporate Strategy 2018-2022. Specifically relating to 'Giving children and young people the best start in life - Every child has access to an outstanding and inspiring education, and is given the support they need to keep them safe, well and able to achieve their full potential'
- 3.6 This report contributes to the delivery of the Children and Young People's Plan (CYPP) 2019-2022 and our vision of improving the lives and life chances of the children and young people in Lewisham. Data obtained from the planned admissions processes for reception and secondary transfer will demonstrate the popularity of Lewisham schools particularly secondary schools (Priority 3.10).
- 3.7 This report contributes to the Council's principles of reducing inequality, deprivation and poverty. Lewisham is ambitious for all its children and our schools will continue to strive to break down barriers for those who traditionally face the greatest challenges; black and ethnic minority children, white working class children, Children in local authority care and those living in poverty. We will do this by:
  - creating and maintaining schools in Lewisham that are ambitious and achieving, where children are inspired and supported to fulfil their potential,
  - encouraging children and their parents to be empowered, responsible and actively involved in their local school and wider community and

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- enabling children to go onto further education, take up employment or training at the end of their statutory education.

## Background

### Education Act 2002

- 1.5. The Education Act 2002 required all local authorities to introduce coordinated schemes for primary admissions with effect from 2006 and secondary admissions with effect from 2005. These schemes enable parents to express a maximum of six mainstream preferences of a maintained school which, although ranked by parents, are treated equally by the schools involved. This widens the choice for parents and pupils and tackled the problem of multiple offers which previously clogged the transfer system. Lewisham participates in the Pan London Admissions scheme which facilitates cross-border applications and sharing of information amongst all 33 London boroughs and five local authorities bordering the capital; Surrey, Kent, Hertfordshire, Essex and Thurrock. Since September 2010 London boroughs have operated a Pan London scheme for both primary (reception) and secondary transfer and, since 2016 admissions, infant to junior applications too. This impacts on resources both in terms of staffing and demand on the pan London Register (the computer system used to electronically exchange applicant details and admissions decisions).
- 1.6. A revised School Admissions Code (Code) came into force in December 2014. The Code no longer requires a mandatory centrally coordinated in-year admissions scheme. However, Lewisham has maintained the view that this function should continue to be centralised for mainstream schools including own admission authority schools as it ensures:
  - 1.7. a safeguard for all children, especially those who are vulnerable, ensuring that they are placed in school without unreasonable delay; and
  - 1.8. a strategic overview on the demand for school places so that any pressure can be addressed without delay to children's education.
- 1.9. There are no proposals to amend the existing admissions policies for community schools. Lewisham's arrangements for 2017/18 were scrutinised by the Office of the Schools Adjudicator (OSA). The OSA did not find any fault with the arrangements and officers are confident that Lewisham's admissions arrangements remain fully compliant with the mandatory provisions of the School Admissions Code 2014.
- 1.10. There are proposed reductions to the Published Admissions Number (PAN) for; Lucas Vale, Sir Francis Drake Primary schools and Forest Hill School so a complete consultation exercise was undertaken during the autumn 2020 term. This complies with the required minimum six week mandatory consultation period as set out in the School Admissions Code 2014.

### Published Admissions Number (PAN)

- 1.11. Each mainstream school is required to set a Published Admissions Number (PAN) specifying the number of places available at the normal point of entry that is for reception places in primary, infant or junior schools and Year 7 places at secondary school.
- 1.12. To address the continued oversupply of school places in both primary and secondary schools Lewisham proposes to reduce the number of places at Lucas Vale, Sir Francis Drake Primary schools both from 60 places to 30 places and Forest Hill School from 240 places to 180 places.

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- 1.13. These reductions follow on from the continued review and revision of pupil forecasts, which for the past four years have been revised downwards, resulting in both a current and projected oversupply of places in both primary and secondary schools. As such, the council has been working with schools on a number of ways in which we can help support those that are particularly effected, to certainty of pupils on roll and allow efficient use of resources. It should be noted that in all cases, schools have agreed that should the need arise for further places in the future that they will play their part in ensuring sufficient places are available.
- 1.14. It should be noted that forecasting is currently being reviewed and there is a strong likelihood that further PAN reductions may be necessary to reduce the supply of places down to a suitable buffer and reduce the churn of pupils that some schools experience.

### **Financial implications**

- 1.15. There are no financial implications to this report.

### **Legal implications**

- 7.1 In accordance with the provisions of section 88C of the School Standards and Framework Act 1998 (as amended) (SSFA) and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as amended) admission authorities for maintained schools in England must before the beginning of each school year determine the admission arrangements that are to apply for that year.
- 7.2 Before determining the admission arrangements the admission authority is required to carry out consultation in accordance with the "Admission Regulations 2012" (as amended). The amended regulations determine the necessary arrangements under which pupils are to be admitted to schools in England for the academic year 2022/23. Admission authorities are also required to act in accordance with the relevant provisions of the School Admissions Code (The Code) issued in December 2014.
- 7.3 Admission authorities must take all steps necessary to ensure that they have completed their consultation by 31 January in the determination year. Admission authorities must determine their admission arrangements for entry in September 2022 by 28 February 2021. The determination of these arrangements complies with the regulatory requirements.
- 7.4 The Code requires that oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.
- 7.5 Once admission arrangements have been determined the local authority is required to notify appropriate bodies and publish a copy of their determined arrangements on their web site as soon as possible before 15 March and displaying them for the whole offer year.
- 7.6 The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage

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and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 7.7 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act,
  - advance equality of opportunity between people who share a protected characteristic and those who do not,
  - foster good relations between people who share a protected characteristic and those who do not.
- 7.8 As was the case for the original separate duties, the duty continues to be a “have regard” duty, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 7.9 The Equality and Human Rights Commission (EHRC) issued guidance in January 2011 providing an overview of the new public sector equality duty, including the general equality duty, the specific duties and who they apply to. The guidance covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The guidance can be found at:  
<http://www.equalityhumanrights.com/adviceand-guidance/new-equality-act-guidance/equality-act-guidancedownloads/>
- 7.10 The EHRC guidance does not have legal standing, unlike the statutory School Admissions Code on the public sector equality duty which was due to be produced by the EHRC under the Act. However, the Government has now stated that no further statutory codes under the Act will be approved. The EHRC has indicated that it will issue the draft code on the PSED as a non statutory code following further review and consultation but, like the guidance, the non statutory code will not have legal standing.
- 7.11 In deciding whether to agree the recommendations in this report, the Mayor must be satisfied that to do so is a reasonable exercise of his discretion on a consideration of all relevant matters and disregarding irrelevancies and having regard to the School Admissions Code which the local authority is statutorily required to comply with in the discharge of its function as an admissions authority.

## 8. Equalities implications

- 8.1 The purpose of the School Admissions Code is to ensure that places in maintained schools and Academies are allocated and offered in an open and fair way. Admission Authorities must ensure that criteria are fair, clear and objective. This includes ensuring that parents are easily able to understand how places for a particular school will be allocated.
- 8.2 Admission authorities must act in accordance with the Code, the School Admissions Appeal Code, other laws relating to admissions and relevant human rights and equalities legislation. Authorities must also ensure that their arrangements will not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational need’ (Code, paragraph 1.8)
- 8.3 Lewisham’s arrangements comply with these requirements and vigilance is embedded

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in our processes. Any instances of poor practice may be challenged and referred to the School Adjudicator if necessary.

## **9. Climate change and environmental implications**

9.1 There are no direct climate change or environmental implications arising from this report.

## **10. Crime and disorder implications**

10.1 There are no crime and disorder implications arising from this report.

## **11. Health and wellbeing implications**

11.1 There are no direct health and wellbeing implications arising from this report.

## **12. Environmental implications**

12.1 There are no direct environmental implications arising from this report.

## **13. Report author and contact**

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## **14. Comments for and on behalf of the Director of Law, Governance and HR**

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## **15. Appendices**

15.1 Appendix A-H – Determined Admissions Policy 2022/23

15.2 Appendix I – The Coordinated Scheme 2022/23

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## Appendix I

### PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

#### **Template Pan London Schemes for Co-ordination of Admissions to Year 7 and Reception/Junior in Maintained Schools and Academies in 2022/23 and the LA Scheme for In Year Admissions 2022/23**

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Page 18	Lewisham's In Year Co-ordinated Scheme



## Template LA Schemes for Co-ordination of Admissions to Year 7 and Reception in 2022/23

### Definitions used in the template schemes

<b>Application Year</b>	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
<b>The Board</b>	the Pan-London Admissions Executive Board, which is responsible for the Scheme
<b>Business User Guide (BUG)</b>	the document issued annually to participating LAs setting out the operational procedures of the Scheme
<b>Common Application Form</b>	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
<b>Equal Preference System</b>	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
<b>Highly Recommended Elements</b>	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
<b>Home LA</b>	the LA in which the applicant/parent/carer is resident
<b>LIAAG Address Verification Register</b>	the document containing the address verification policy of each participating LA
<b>Local Admission System (LAS)</b>	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
<b>London E-Admissions Portal</b>	the common online application system used by the 33 London LAs and Surrey, Kent, Herts, Essex and Thurrock.
<b>Maintaining LA</b>	the LA which maintains a school, or those within whose area an academy is situated, for which a preference has been expressed.

<b>Mandatory Elements</b>	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as 'Participating Authorities' and to benefit from use of the Pan-London Register
<b>Notification Letter</b>	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
<b>Prescribed Day</b>	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
<b>Pan-London Register (PLR)</b>	the database which will sort and transmit application and outcome data between the LAS of each participating LA
<b>Pan-London Timetable</b>	the framework for processing of application and outcome data, which is attached as Schedule 3
<b>Participating LA</b>	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
<b>Qualifying Scheme</b>	the scheme which each LA is required to formulate in accordance with The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## Template Scheme for Co-ordination of Admissions to Year 7 in 2022/23

### Applications

1. Lewisham LA will advise home LAs of their resident pupils on the roll of its maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from Lewisham residents will be made on its Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Lewisham LA to enable the admission authorities in the area to apply their published oversubscription criteria.
3. Lewisham LA will take all reasonable steps to ensure that every parent/carer who is resident in the borough and has a child in their last year of primary education within a maintained school or academy, either in Lewisham or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Lewisham will not use supplementary information 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 information forms are used by the admissions authorities within Lewisham, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Lewisham LA, they will be available via their website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Lewisham LA's composite prospectus and website, will indicate which schools in the borough require supplementary forms to be completed and where they can be obtained.
6. Where an admission authority in Lewisham receives a supplementary information form, Lewisham LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the borough.
8. The order of preference given on the Common Application Form will not be revealed to a school within Lewisham LA. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Lewisham LA

expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. Lewisham LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Lewisham LA's primary school data and the further investigation of any discrepancy. Where Lewisham LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2021**.
10. Lewisham LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **12 November 2021**..
11. Lewisham LA will advise a maintaining LA of the reason for any preference which is made, in respect of a child resident in the area of this LA to be admitted outside their correct age cohort, and will forward any supporting documentation to the maintaining LA by **12 November 2021**.

## Processing

12. Applicants resident within Lewisham LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **31 October 2021**. However, Lewisham LA will publish information which encourages applicants to submit their application by **22 October 2021** (i.e. the Friday before half term), to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Lewisham's scheme, will be up-loaded to the PLR by **12 November 2021**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Lewisham LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Lewisham LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Lewisham LA will forward the details to maintaining LAs via the PLR as they are received. Lewisham LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of Lewisham LA's scheme is **10 December 2021**.

18. Where an applicant moves from one participating home LA to Lewisham after submitting an on-time application under the terms of the former home LA's scheme, Lewisham LA will accept the application as on-time up to **9 December 2021**, on the basis that an on-time application already exists within the Pan-London system.
19. Lewisham LA will participate in the application data checking exercise scheduled between **13 December 2021 and 4 January 2022** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Lewisham LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Lewisham LA have provided a list of applicants in criteria order to Lewisham, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
21. Lewisham LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
22. Lewisham LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **31 January 2022**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. Lewisham's LAS will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **11 February 2022** if this is sooner.
24. Lewisham LA will not make an additional offer between the end of the iterative process and **1 March 2022** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Lewisham, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Lewisham LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Lewisham LA will accept that the applicant(s) affected might receive a multiple offer.
26. Lewisham LA will participate in the offer data checking exercise scheduled between **14 and 22 February 2022** in the Pan-London timetable in Schedule 3A.

27. Lewisham LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2022**.

### Offers

28. Lewisham LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. Usually this will be the closest school to the applicant's home address which has a vacancy after the allocation of school places.
29. Lewisham LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in Lewisham or in other participating LAs.
30. Lewisham LA's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2022**, Lewisham LA will send by first class post notification of the outcome to resident applicants who made a paper application. Those who made an online application will be notified of their outcome electronically.
32. Lewisham LA will provide its primary schools with destination data of its resident applicants via the School Administration Module (SAM) which will be available from **2 March 2022**.

### Post Offer

33. Lewisham LA will request that resident applicants accept or decline the offer of a place by **15 March 2022**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Lewisham LA accepts or declines a place in a school maintained by another LA by **15 March 2022**, Lewisham LA will forward the information to the maintaining LA by **22 March 2022**. Where such information is received from applicants after **15 March 2022**, Lewisham LA will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Lewisham's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Lewisham will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Lewisham's area. Where this process is not automatic, it will be done immediately following a request from the home LA.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Lewisham's area, the admissions authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

38. When acting as a maintaining LA, Lewisham LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, Lewisham LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, Lewisham LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when Lewisham LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Lewisham's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when Lewisham LA has agreed to a change of preferences or preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, Lewisham LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, Lewisham LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. Waiting lists - Requests to be placed on a waiting list for a school within Lewisham must be made via the home LA. 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 community schools in Lewisham will be held for the first term of the academic year (Year 7) of admission only. Those wishing to be considered for a place beyond the first term of Year 7 will be required to make an in year application.

Secondary Transfer waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application.

Parental enquiries about waiting list positions or appeal procedures for community schools should be made to Lewisham's Admissions Team.

46. Lewisham LA, when acting as a home LA will make initial offer of places which become available after National Offer Day within a maximum of four weeks from National Offer Day.
47. Lewisham LA, when acting as a home LA, will, after preferences expressed in accordance with paragraph 7 above have been determined, will accept one further application enabling a further six preferences to be expressed.

The pan London secondary transfer scheme continues until the end of June 2022. Applications received for Year 7 from 1 July 2022 will be considered as In Year applications.

Determined



## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2022/23

#### Applications

1. Applications from residents of Lewisham LA will be made on Lewisham LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Lewisham LA to enable the admission authorities in Lewisham to apply their published oversubscription criteria.
2. Lewisham LA will take all reasonable steps to ensure that every parent/carer who is resident in Lewisham and has a child in a nursery class within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access this LA's composite prospectus and apply online. Parents/carers who do not live in this LA will have access to this LA's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Lewisham will not use supplementary information 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 information forms are used by the admissions authorities within Lewisham, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Lewisham, they will be available via their website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Lewisham's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Lewisham LA receives a supplementary information form, Lewisham will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the borough.
7. The order of preference given on the Common Application Form will not be revealed to a school within Lewisham to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Lewisham LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

8. Lewisham LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Lewisham LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Lewisham LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2022**.
9. Lewisham LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by 4 February 2022.
10. Lewisham LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside their correct age cohort, and will forward any supporting documentation to the maintaining LA by **4 February 2022**.

### **Processing**

11. Applicants resident within Lewisham LA must return the Common Application Form, which will be available and able to be submitted on-line, to Lewisham LA by **15 January 2022**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Lewisham's scheme, will be up-loaded to the PLR by **4 February 2022**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Lewisham LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
14. Lewisham LA will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Lewisham LA will forward the details to maintaining LAs via the PLR as they are received. Lewisham LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of Lewisham's scheme is **11 February 2022**.
17. Where an applicant moves from one participating home LA to Lewisham LA after submitting an on-time application under the terms of the former home LA's scheme, Lewisham LA will accept the application as on-time up to **10 February 2022**, on the basis that an on-time application already exists within the Pan-London system.

18. Lewisham LA will participate in the application data checking exercise scheduled between **10 February and 24 February 2021** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Lewisham LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Lewisham LA have provided a list of applicants in criteria order to this LA, Lewisham shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
20. Lewisham LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. Lewisham LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **17 March 2022**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. Lewisham's LAS will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **24 March 2022** if this is sooner.
23. Lewisham LA will not make an additional offer between the end of the iterative process and the **19 April 2022** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Lewisham, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Lewisham LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. Lewisham LA will participate in the offer data checking exercise scheduled between **25 March and 6 April 2022** in the Pan-London timetable in Schedule 3B.
26. Lewisham LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2022**.

## Offers

27. Lewisham LA will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. Usually this will be the closest school to the home address where there is still a vacancy after the allocation of places.

28. Lewisham LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in Lewisham LA or in other participating LAs.
29. Lewisham LA's outcome letter will include the information set out in Schedule 2.
30. Lewisham LA will, on **19 April 2022**, send by first class post notification of the outcome to resident applicants who made a paper application. Those who made an online application will be notified electronically.
31. Lewisham LA will provide its maintained nursery and primary schools with destination data of its resident applicants via the School Administration Module (SAM) which will be available after **20 April 2022**.

### **Post Offer**

32. Lewisham LA will request that resident applicants accept or decline the offer of a place by **4 May 2022** or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Lewisham LA accepts or declines a place in a school maintained by another LA by **4 May 2022**, Lewisham LA will forward the information to the maintaining LA by **11 May 2022**. Where such information is received from applicants after **4 May 2022**, Lewisham LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Lewisham's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Lewisham will place an applicant resident in the area of another LA on a waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Lewisham LA will inform the home LA, where different, of an offer for a maintained school or academy in Lewisham LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
38. When acting as a maintaining LA, Lewisham LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Lewisham LA will offer a place at a maintained school or academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when Lewisham LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is

ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

41. When acting as a home LA, when Lewisham LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, Lewisham LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining LA, Lewisham LA will accept a change of preference or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
44. Waiting lists - Requests to be placed on a waiting list for a school in Lewisham must be made via the home LA. 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. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply.

The reception co-ordinated scheme continues until the end of June 2022. Applications received for reception class beyond 1 July 2022 will be considered as In Year applications.

Waiting lists for community schools in Lewisham will be held for the first term of the reception year only. Those wishing to apply for a place beyond the first term of the reception year will be required to make an in year application.

Waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application. Enquiries about waiting list positions or appeal procedures for community schools in the borough should contact Lewisham's Admissions Team.

45. Lewisham LA, when acting as a home LA will make initial offer of places which become available after National Offer Day within a maximum of four weeks from National Offer Day.
46. Lewisham LA, when acting as a home LA, will, after preferences expressed in accordance with paragraph 7 above have been determined, will accept one further application enabling a further six preferences to be expressed.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1

**Minimum Content of Common Application Form for Admissions to Year 7 and  
Reception in 2022/23**

**Child's details:**

Surname  
Forename(s)  
Middle name(s)  
Date of Birth  
Gender  
Home address  
Name of current school  
Address of current school (if outside home LA)

**Parent's details:**

Title  
Surname  
Forename  
Address (if different to child's address)  
Telephone Number (Home, Daytime, Mobile)  
Email address  
Relationship to child

**Preference details (x 6):**

Name of school  
Address of school  
Preference ranking  
Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)  
Is the child a 'Child Looked After' (CLA)? Y/N  
Is the child formally CLA but now adopted or subject to a Child Arrangements Order or  
Special Guardianship Order? Y/N  
If yes, name of responsible local authority  
Surname of sibling  
Forename of sibling  
DOB of sibling  
Gender of sibling  
Name of school sibling attends

**Other:**

Signature of parent or guardian  
Date of signature

\* Lewisham will take steps to ensure that no application for a child with an Educational Health Care plan (EHCP) or a statement of special educational needs will be sent via the PLR.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME- SCHEDULE 2

**Template Outcome Letter for Admissions to Year 7 and Reception in 2022/23 – those who made a paper application.**

From: Home LA

Date: 1 March 2022 (sec)  
19 April 2022 (prim)

Dear Parent,

**Application for a Secondary / Primary School**

*I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants had a higher priority than your child under the school's published admission criteria.

*Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of Lewisham are attached to this letter. If the school is outside the borough of Lewisham, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.*

**You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.**

Your child's name has been placed on the waiting list for any school which was a higher preference on your application than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admissions authority or the borough in which the school is situated.

If you have any questions about this letter, please contact the Admissions Team on 020 8314 8282

Please return the reply slip by 15 March 2022 (secondary) /4 May 2022(primary).  
*(First preference offer letters will include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

**Timetable for Admissions to Year 7/Year 10 in 2022/23**

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Sun 31 Oct 2021</b>	Statutory deadline for receipt of applications	<b>12</b>
<b>Fri 12 Nov 2021</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	<b>10, 11, 13</b>
<b>Fri 10 Dec 2021</b>	Deadline for the upload of late applications to the PLR.	<b>9, 17</b>
<b>Tues 14 Dec 2021</b>	Checking of application data	<b>19</b>
<b>Mon 20 Dec 2021</b>	Ranking applications	<b>19, 20, 21</b>
<b>Mon 31 Jan 2022</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	<b>22</b>
<b>Fri 11 Feb 2022</b>	Final ALT file to PLR	<b>23</b>
<b>Mon 14 – Tues 22 Feb 2022</b>	Checking of offer data	<b>26</b>
<b>Wed 23 Feb 2022</b>	Deadline for on-line ALT file to portal	<b>27</b>
<b>Tues 1 Mar 2022</b>	Offer letters posted.	<b>24, 31</b>
<b>Tues 15 Mar 2022</b>	Deadline for return of acceptances	<b>33, 34</b>
<b>Tues 22 Mar 2022</b>	Deadline for transfer of acceptances to maintaining LAs	<b>34</b>



**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

**Timetable for Admissions to Reception/Junior in 2022/23**

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
<b>Sat 15 Jan 2022</b>	Statutory deadline for receipt of applications	<b>11</b>
<b>Fri 4 Feb 2022</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	<b>9, 10, 12</b>
<b>Fri 11 Feb 2022</b>	Deadline for the upload of late applications to the PLR.	<b>8, 16</b>
<b>Mon 14 Feb 2022</b>	Checking of application data	<b>18</b>
<b>Mon 18 Feb 2022</b>	Ranking applications	<b>19, 20,</b>
<b>Thurs 17 Mar 2022</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	<b>21</b>
<b>Thurs 24 Mar 2022</b>	Final ALT file to PLR	<b>22</b>
<b>Fri 25 Mar – Wed 6 Apr 2022</b>	Checking of offer data	<b>25</b>
<b>Mon 11 Apr 2022</b>	Deadline for on-line ALT file to portal	<b>26</b>
<b>Tues 19 Apr 2022</b>	Offer letters posted.	<b>23, 30</b>
<b>Wed 4 May 2022</b>	Deadline for receipt of acceptances	<b>32, 33</b>
<b>Wed 11 May 2022</b>	Deadline for transfer of acceptances to maintaining LAs	<b>33</b>

LEWISHAM'S SCHEME FOR THE CO-ORDINATION OF IN-YEAR  
ADMISSIONS FOR MAINTAINED SCHOOLS AND ACADEMIES IN  
LEWISHAM 2022/23

**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 on line in-year application form is available from Lewisham's website at [www.lewisham.gov.uk](http://www.lewisham.gov.uk)
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.

## **Section 2: Processing**

11. 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.
12. For all applicants, Lewisham will provide schools with the information contained in the In-Year Application Form (see Schedule 1 below).
13. Where an application is not fully completed, including address verification, Lewisham will not treat the application as valid until all information is received.
14. 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.
15. 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. Lewisham will notify the Home LA of the outcome of applications for their residents

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. Schools must place the child on roll by the date agreed with the School Admissions and Appeals Team.
20. Children transferring from one local school to another may not transfer to the new school until the start of the following half term unless both the home school and receiving school agrees an earlier admissions date.
21. Federations will have an important role in apportioning admissions among the schools in the federation.
22. If an admission is disputed by a school, the case must be referred to the Admissions and Appeals Team giving detailed written reasons within 5 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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.

\*deadline may change and will depend on the revision of the School Admissions Code.

## **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



## Lewisham's determined admissions criteria for nursery schools and nursery classes in community primary schools (children starting nursery during the academic year 2022/23)

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 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.  
\* it is expected that a revised School Admissions Code, expected early in 2021, will revise the definition of a looked after child to include children who have been adopted from care from outside of England.
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) with exceptional social or medical need (as defined in paragraph 2 above) 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.

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 Head teachers 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.



## Lewisham's determined admissions criteria for community primary school reception classes (children born between 1 September 2017 and 31 August 2018) and who will start school in September 2022

When there is over-subscription, places are 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 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.  
\* it is expected that a revised School Admissions Code, expected early in 2021, will revise the definition of a looked after child to include children who have been adopted from care from outside of England.
- 2 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.
- 3 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) those with an exceptional social or medical need (see 2 above) and then to
- ii) those who are permanently living nearest to the school (see 4 below).

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

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 living nearest to the school.



All distances 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.

**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'.

**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.

**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. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply. Waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application.

The reception coordinated scheme continues until the end of the summer term 2022. Applications received for reception class beyond the end of the summer term 2022 will be considered as an In Year applicant. Waiting lists will be held for the first term of the reception year only. Those with a continuing interest in a place at a school beyond this time will be required to make an in year application.



## Appendix C

### **Lewisham's determined admissions criteria for community secondary schools for pupils transferring from primary to secondary school in September 2022 (children born between 1 September 2010 and 31 August 2011)**

Where there is oversubscription 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 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.  
\* it is expected that a revised School Admissions Code, expected early in 2021, will revise the definition of a looked after child to include children who have been adopted from care from outside of England.
  - 2 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.
  - 3a 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) to those with exceptional social and medical need 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 with exceptional social and medical need and  
(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.
- 4 Children who live nearest to the school.

All distances 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.

**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.

**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.

When a school is over-subscribed, any vacancy which arises as a result of the withdrawal of a successful application will be offered to the next child on the waiting list

**Waiting lists** - In accordance with the secondary transfer coordinated scheme t, 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. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply.

The pan London secondary transfer scheme continues until the end of the summer term 2022. Applications received for Year 7 beyond the end of the summer term 2022 will be considered as In Year applications.

Waiting lists will be held for the first term of Year 7 only. Those with a continuing interest in a place at a school beyond this time will be required to make an in year application.



## Appendix D

### **Lewisham's determined 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:

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. . \* it is expected that a revised School Admissions Code, expected early in 2021, will revise the definition of a looked after child to include children who have been adopted from care from outside of England.
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 her delegated representative.
3. Applicants who at the time of application are on roll of Forest Hill or Sydenham schools will be given priority at Sydenham and Forest Hill Sixth Form (SFH6).
4. Applicants who can best demonstrate their suitability for the course involved (factors taken into account will be attendance and previous academic performance).
5. If the school is over-subscribed with applicants from the feeder schools only, priority will first go to applicants from those schools with professionally-supported social or medical cases (see above), and then to those who can best demonstrate their suitability for the course involved.
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.

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.



## Appendix E

### Lewisham's determined arrangements for In Year Admissions to Lewisham community schools

Applications for places at a community school in a year group other than the normal year of entry to primary (ie Class R to Year 6) and secondary school (ie Year 7 to Year 11), will be treated as an In Year admission. Places for all year groups to a Lewisham community primary or secondary school will be offered to children in the following order:

- a) 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. .\* it is expected that a revised School Admissions Code, expected early in 2021, will revise the definition of a looked after child to include children who have been adopted from care from outside of England.
- b) Children with severe social and medical 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.
- c) Siblings of children already on the roll of the school.
- d) Children who live nearest the school, the distance being measured in a straight line using digitized mapping software to a central nodal point in the school premises.

All distances 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.

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.



## Appendix F

### Determined generic 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 to be offered and will determine the date the child will be added to the school's roll. In turn schools must arrange the admission by the date specified in the offer letter.
- 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 within **10** school days\* whether a place can be offered or not. Once a decision has been taken the school will inform Lewisham's Admissions and Appeals Team of the outcome and, where a place can be offered, the Team will contact the applicant direct to inform them of this. The Admissions Authority must inform unsuccessful applicants of their right of appeal. \* It is expected that this deadline is likely to change once the revised School Admissions Code is issued early in 2021.
- Schools must place the child on roll by the date proposed by the School Admissions and Appeals Team.
- Children transferring from one local school to another may not transfer to the new school until the start of the following half term unless both the home school and receiving school agrees an earlier admission date.
- Federations will have an important role in apportioning admissions among the schools in their federation.
- If an admission is disputed by a school, the case must be referred to the Fair Access Panel completing the appropriate referral form giving detailed reasons why the school should not admit the child within 5 school days. The child's placement will be discussed at the next Fair Access Panel. Lewisham reserves the right to direct admission if necessary.
- Details will be shared with schools termly about the numbers of admissions taking place. There should not be a disproportionate impact on any school.

### 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. Children who are requesting a transfer due to their challenging behaviour may require a managed move. Please refer to the Managed Moves Policy.

Determined



## Generic admissions arrangements

**Lewisham local authority will continue to participate in the pan London admissions scheme (known as The Scheme) for reception and secondary transfer admissions. Please refer to the scheme for details of how this operates.**

### Reception

Timing of Admission – Lewisham will operate one point of entry for reception class. Children born between 1 September 2017 and 31 August 2018 will be expected to accept a full time reception place starting in September 2022.

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 2022.

The application period for the reception co-ordinated scheme will commence on 1 September 2021 and close on 15 January 2022.

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 reception 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.

### Secondary Transfer

Children born between 1 September 2010 and 31 August 2011 will be expected to transfer to secondary school in September 2022.

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 2021.

The application period for the secondary transfer co-ordinated scheme will commence on 1 September 2021 and close on 31 October 2021.



**Earlier Admission:** In very exceptional circumstances Lewisham will consider a request for admission out of cohort for a younger child (*ie for reception children this will be those born after 31 August 2018 and for Year 7 those born after 31 August 2011*).

- 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.

**Later admission:** In very exceptional circumstances Lewisham will consider a request for a delayed admission for an older child (*ie for reception this will be those born before 1 September 2017 and for Year 7 those born before 1 September 2009*).

- The application may 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\*.

\*further guidance on the admission of summer born children is expected and Lewisham will amend its current arrangements on 'delayed entry into primary school for summer born children' where necessary.

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.

## Making an Application – Primary and Secondary

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:

- two documents confirming their address
- one document confirming their child's address
- one document confirming their child's date of birth.

### Confirming the permanent home address

Applicants must provide **one** document from Section A and **one** document from Section B:

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

- Council Tax statement or letter
- Tenancy agreement or solicitors letter
- Letter from the National Asylum Support Service (NASS) or UK Border Authority (UKBA)

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

- TV licence
- Utility bill (no more than three months old, mobile phone bills will not be accepted)
- Driving licence
- NHS registration card (must show the applicant's name and address)

### Confirming the child's address

**one** of the following documents to confirm the child's name and address:

- Child's NHS registration card (must show the child's name and address)
- Medical letter or prescription (no more than 12 months old)
- Immigration documents (must show address)
- Letter signed by 'No recourse to public fund' team (must state child and parent's name and address)

- If the child is looked after, a letter signed by social services (must state the child and carer's name and address)

### Confirming the child's date of birth

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

- Identity page from a current Passport
- EU national identity card
- Prescription or medical letter (must have child's name and DOB printed on it)

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,
- 3a 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
- 3b 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.

**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.



Appendix H

**DETERMINED ADMISSIONS LIMITS 2022/23 FOR MAINSTREAM 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
Dowderry 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
Sir Francis Drake Primary School	30
Stillness Junior School (children automatically transfer from the Infant School)	90
Stillness Infant School	90
Torridon Primary School	90

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

Determined