

# **Childeric Primary School**

## **Admissions Policy**

**Determined Admissions Arrangements**

**2023-2024**



## **1. INTRODUCTION**

Childeric Primary School is a two form entry school located in the London Borough of Lewisham and is part of Communitas Education Trust (CET), a multi-academy trust. The Trust is the 'Admission Authority' for the school and therefore responsible for determining and implementing the admission arrangements for the school each year in accordance with the School Admissions Code 2014 (the Code) and other legislation. The Trust delegates this responsibility to the Local Governing Body of the school.

Our admission arrangements focus on serving the local community and reflect the school and the Trust's vision and values. For more information about Communitas Education Trust please visit: [www.communitaseducation.co.uk](http://www.communitaseducation.co.uk)

Childeric Primary School is fully inclusive and welcomes applications for the admission of children of all abilities and needs, including those with special educational needs.

For more information about Childeric Primary School please visit: [www.childericprimary.co.uk](http://www.childericprimary.co.uk)

## **2. PUBLISHED ADMISSION NUMBER (PAN)**

The published admission number (PAN) for admission to Reception is 60. This means that the school will admit up to that number of pupils in the September of the school year to which this policy applies.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, places will be offered at the school to all those that have applied.

## **3. APPLICATION PROCESS**

Information about the application process can be found by visiting:

<https://lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-primary-school/how-to-apply-for-a-primary-school-place>

Applications in the 'normal round' (the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Trust by Lewisham Admissions in accordance with the local co-ordinated scheme.

#### **4. STATUTORY MAXIMUM INFANT CLASS SIZE**

Childeric Primary School adheres to the statutory maximum class size for infant years (Reception, Year 1 and Year 2) which is defined by the School Admissions Code as being 30 pupils per class. The code allows additional pupils to be admitted under exceptional circumstances. Some children are deemed to be 'excepted pupils' which means they can be admitted to a year group over its PAN and into a class over 30 pupils. These include (but are not limited to) children with an Education, Health and Care Plan and previously looked after children (LAC) placed outside the 'normal admission round'. Further information is contained in the School Admissions Code.

#### **5. OVERSUBSCRIPTION CRITERIA**

Where more applications are received than there are places available, places will be allocated in the following order of priority:

##### **a. Looked After Children**

A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A looked after child is a child who is a) in the care of a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

The Local Authority and the school require the applicant to provide supporting evidence from the allocated social worker and a relevant court order at the time of making the application.

This includes children that have been in state care outside of England and ceased to be in state care as a result of being adopted.

##### **b. Exceptional Medical or Social Need**

In exceptional circumstances there is discretion to admit children on the grounds of their or their family's severe medical or social need for that particular school and who would not otherwise qualify for admission.

The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with a panel of teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advice on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

### **c. Siblings**

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 at the intended date of admission. Children in Year 6 who have transferred to secondary school by the time the younger child is admitted 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.

Parents must ensure that they have included full details of the sibling when completing the application.

### **d. Distance**

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.

## **6. HOME ADDRESS**

The child's home address will be the address at which they live with their parent for more than 50% of their time Monday to Friday during term time at the application deadline. It will usually be the address at which Child Benefit is claimed or, if ineligible, the address at which the child is registered with their GP and dentist.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

## **7. TWINS, TRIPLETS AND OTHER MULTIPLE BIRTHS**

Where twins, triplets or children from other multiple births qualify for the last school place to be allocated, the twin or siblings of a multiple birth will be admitted to the school, even if this means that the school exceeds the PAN. These children are known as 'excepted pupils'.

## **8. TIE BREAK**

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

## **9. CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)**

There are separate procedures in place which govern the admission of children with special educational needs (SEN) who have an Education, Health and Care Plan (EHCP) issued by their Local Authority. If parents feel that Childeric Primary School should be named as the appropriate school for their child in their EHC Plan they should discuss this with the Local Authority who will consider whether the school is suitable in consultation with the child's parents and the school.

Where a child's EHC Plan names the school as the only appropriate school for the child, they will be admitted to the school even if this will result in the PAN for that year group being exceeded. Where admission is to Reception in September (in the normal admission round), the number of places available with the PAN for other children will be reduced.

Where a child is in the process of being assessed by the Local Authority to establish whether an EHC Plan should be made, the parents should speak to the Local Authority before applying for admission under this Admissions Policy to check the stage the assessment has reached and whether a decision to make an EHC Plan will be made before the application deadline (as if it has, an application under this Admissions Policy will not be necessary).

## **10. LATE APPLICATIONS**

All applications received by the closing date will be considered equally. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents who have made a late application may request that their child is placed on the school's waiting list.

## **11. WAITING LISTS**

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until the end of the Autumn Term (31st December), after which parents will need to request that their child is added to the Reception waiting list.

The waiting list will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date on which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **12. APPEALS**

Parents have a statutory right of appeal to an Independent Admission Appeal Panel against the refusal of a place at the school for their child. Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2012, which is accessible on the Department for Education's website:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter sent to parents by the Local Authority when offers of places are made.

An admission appeal must include the grounds for making the appeal. Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter and the mandatory requirements of the School Admissions Code.

## **13. IN-YEAR APPLICATIONS**

Applications for in year admission can be made at any time outside the normal admissions round. Details are available on the Lewisham Council website:

<https://lewisham.gov.uk/my services/education/schools/school-admission/transferring-your-child-to-a-different-school-during-the-school-year>

## **14. APPLYING FOR NURSERY**

Childeric Primary School accepts children in the Nursery following their third birthday. Applications should be made directly to the school using the enquiry form which is available on the school website or from the school office.

It is important to note that children already attending the Nursery at Childeric Primary School will not automatically transfer into the main school at Reception age and applications must be made following the normal process.

## **15. COMPULSORY SCHOOL AGE**

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August.

## **16. DEFERRED ENTRY FOR RECEPTION**

Parents who have been offered a place for their child in Reception can choose to defer their child's start date until they have reached compulsory school age. However, the start date for a child born between 1<sup>st</sup> April and 31<sup>st</sup> August who will not reach compulsory school age until 31<sup>st</sup> August (known as 'summer born children') cannot be deferred later than the first day of the summer term (usually when the school re-opens after the Easter holiday) without losing the place that has been offered, which will then be allocated to another child. Parents of 'summer born children' can, however, choose to delay their child starting school for a whole school year (see below).

Parents may also choose to send their child to school part time until they reach compulsory school age. Unlike the right to defer entry, this right can be exercised during the last term in the case of 'summer born children', and can also be exercised in combination with the right to defer the child's start date until later in the school year, as set out above.

## **17. SUMMER BORN CHILDREN**

Parents of children born between 1<sup>st</sup> April and 31<sup>st</sup> August ('summer born children') have the following options in relation to their child starting school:

- a. To start school full time in Reception in the September following their fourth birthday in the usual way; or
- b. To retain the place they have been offered for their child in Reception and decide that their child will start school later in the year (deferred entry) and/or attend part time, as set out above; or
- c. To lose the place that has been offered for their child in Reception and delay (rather than defer) their child starting school for one whole year (starting school the following September).

Parents choosing to delay entry to school (option c above) must decide whether they want their child to be admitted to Year 1 in the following September with their usual age group (subject to there being an available place in Year 1 as no place will have been reserved for the child) or be admitted to Reception in the following September with children below their normal age group.

Parents who wish their child to start Reception must submit a request form for delayed admission to the Local Authority. More information can be found by visiting:  
<https://lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-primary-school/delaying-when-your-child-starts-primary-school>

Parents do not have an absolute right to decide that their child will be educated outside their normal age group. It is for the school, as its own admissions authority, to decide whether to agree to this or not.

When such a request is made, a decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parents.

When the request is agreed in principle, the school will write to parents confirming their agreement. Parents should note that this agreement is not an offer of a place in the desired year group - it is simply an indication that the school will accept an application for admission of the child to the desired year group.

Parents who have received the school's agreement to admission outside of normal year group must make an application for their child's place through the normal application process. The application for admission must be accompanied by the letter confirming the school's agreement in principle. Applications will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available.

## **18. FURTHER INFORMATION**

For further information about admission to Childeric Primary School please contact:

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