# Vauxhall & Wyvil Primary

# Foundation Schools Admissions Policy

# 2024/25

| Updated on: | Changes made / notes: |
|---|---|
| Nov 17 | Dates amended. |
| Jan 19 | Brought into line with Lambeth policy |
| Feb 20 | Definitions of 'looked after' and 'post-looked after' children updated in line with Section 1.7 of the Admissions Code |
| Nov 20 | Dates amended |
| July 21 | Updated to reflect changes in code regarding PLAC from outside of the UK |
| Nov 21 | Reference to oversubscription criteria added to in-year admissions section. Dates amended. |
| Dec 22 | Wyvil PAN reduced |

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| **Approved by:** | Full Governing Body | |
| **Signature** | | **Date:** |
| **Last reviewed on:** | November 2022 | |
| **Next review due by:** | November 2023 | |

# Application process

## Reception September 2024

All applications to Reception are dealt with within the Pan-London co-ordination process. To be considered for a space parents should fill out a Common Application Form via the child's home Local Authority. *School applications for children with an Education Health Care Plan (EHCP) are dealt with by a child's home borough Special Educational Needs and Disabilities Team. Children with EHCPs naming one of the schools where Lambeth is the admission authority will be admitted to the named school. Where the EHCP is finalised in advance of a normal admissions round, the admissions number will be reduced accordingly.*

The Governing body is responsible for the admission of pupils to the schools and admits **30** places at Vauxhall and **30** places at Wyvil to Reception in September.

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. This is explained in the LA admission brochure and on line at www.lambeth.gov.uk/eadmissions.

Parents should apply between 1st September and 15th January of the academic year before the child's fifth Birthday (i.e. born between 01/09/19 and 31/08/2020). The school is usually over-subscribed and the governors are unable to accept all the children seeking admission.

**NB: In-year applications should be made directly to the school. Your application will be considered as "in-year" if you are applying for a place in Years 1 to 6, or you are applying for a Reception place after school has started in September.**

Any person considering applying for a place at either Vauxhall or Wyvil Primary School must read the Admissions Policy as set out below. In the case of over-subscription, places will be offered in the following order of priority.

### Criterion 1 – Looked After Children or Previously Looked After Children

Priority will be given to 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 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A 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 the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Criterion 2 – Siblings**

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

**Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the Governing Body's Admissions Committee as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

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

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2019).

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds

**Criterion 5 - Distance**

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

If parents/carers are separated and share custody of the child, the address given should be that of the parent/carer with whom the child spends most of the school week nights (Sunday to Thursday nights), which will normally be the address where child benefit is payable or where the child is registered with a GP. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed via the Pan-London application process.

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As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, the Governing Body will randomly allocate places as a tiebreaker.

**<u>Other general admission elements to these arrangements</u>**

**Applications relating to twins, triplets or other multiple births**

Where a parent/carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admissions criteria, as per other children. Where the determining factor is based on distance, and these children have the same home to school distance, the Governing Body will randomly allocate places to determine the rank order.

Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, the Governing Body will randomly allocate the place in order to determine who gets the offer. The parent/carer can then determine whether to accept or reject the offer.

**Admission of children out of cohort/outside their normal age group**
**Delayed entry**

In line with the School Admissions Code, parents/carers may seek a place for their child outside of their normal age group. We are aware that some parents/carers of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 if they feel that it is in their child's best interest to start school later due to exceptional circumstances.

Before deciding to request to delay a child's admission, parent/carers should first contact the school(s) they are interested in applying for. They will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children including those born during the summer months, and how those needs will continue to be met as children move up through the school. They may also be able to reassure parent/carers about any concerns that they may have about their child's readiness for school. All schools will have differentiated lessons to meet the needs of a wide range of children's abilities.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

The Governing Body will manage requests for a child to be taught out of cohort via the following process:

- Parents/carers applying for an out-of-year group place must submit supporting documentation (as per criterion 3 – Children with Exceptional Medical or Social Needs) with their application. The MEDSOC Panel will then decide, along with Headteacher, whether such an out-of-year group place will be offered at the school. This will allow the Governing Body to comply with section 2.17 of the Code, where it states that "*Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned.*"

- This application **must** be received in the correct year in the relevant admissions round, i.e. the chronological year group the child is due to start.

- If the request has been agreed/accepted, the application will be withdrawn and places will be offered to another child/children as places cannot be held open. The parent/carer must then submit an application for the admissions

round that has been agreed (i.e. 2024/25), which must be received before the deadline of 15 January to be processed as an on time application.

- The child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the new application (this is the same for any application whether an out of cohort request has been granted or not).

- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.

- If delayed entry is not granted parent/carers must make an application for their child for their chronological year group the following year.

**Advanced entry**

Before deciding to request to advanced entry for a child's admission, parent/carers should first contact the school(s) they are interested in applying for. They will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children including those with advanced skills and how those needs will continue to be met as children move up through the school. All schools will have differentiated lessons to meet the needs of a wide range of children's abilities. They may also be able to discuss with parent/carers about any how exceptionally able children can be accommodated.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

In very exceptional circumstances the Governing Body will consider a request for a child to be taught a year ahead via the following process:

- Such requests must be accompanied by professional supporting documentation and this needs to state that it is in the child's best interests to be start school a year ahead. It will have to include that the child is ready to start school early, academically, emotionally and physically. Such requests will be made for the cohort the parent/carer wishes the child to start in and will be handled in the same way as delayed entry (as stated above).

- If advanced entry has been granted there is no guarantee that an offer can be made at a school listed as a preference on the application (this is the same for any application whether an out of cohort request has been granted or not).

- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal.

However, if another year group has been offered in the school then the right of appeal will not be offered.

- If advanced entry is not granted parent/carers must make an application for their child for their chronological year group the following year by 15 January.

**Children being taught out of cohort - In-Years**

As with initial entry to primary school, In-Year applications with a request for children being taught out of cohort will be considered by the MEDSOC Panel. Requests must be accompanied by professional supporting documentation to say why it is in the child's best interest to be taught out of cohort. One such document must be a letter from a member of the senior leadership team/headteacher of the child's current school stating that the child has been taught out of cohort and why.

Parent/carers need to be aware that all schools will have differentiated lessons to meet the needs of a wide range of children's abilities.

Parent/carers will also have to be mindful that if the request is granted for primary school place, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

The same process involved with considering delayed entry to school will be followed.

- If the request has been agreed the child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the application (this is the same for any application whether an out of cohort request has been granted or not).

- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.

- If the request is not granted then the child's application will be processed for their chronological year group; or the parent/carer can ask for the application to be withdrawn.

**Deferred entry to primary school (starting school later within the child's normal age group)**

Lambeth LA will provide for the admission of all its residents in the September following their fourth birthday. These arrangements make clear that where the child has been offered a place at the school, that:

- The child will initially be offered a full-time place in the September following their fourth birthday;

- The child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. This must be agreed between the parent and the school for which a place has been accepted and will be considered on a child-by-child basis.

- Where the parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. This must be agreed between the parent and the school for which a place has been accepted and will be considered on a child-by-child basis.

**Application addresses**

- All applications must be made stating the child's **current** address at the time of application.

- Proof of address is required for both the parent/carer – the person who has parental responsibility for the child - and child to verify this. The list of proof of address documentation required may vary, but will be published on the School Admissions Webpage and in the main booklets.

- Temporary addresses are accepted, as long as these are not used for the purpose of gaining a school place.

- Addresses outside of England and Wales (other than Crown Servants, which is noted below) will be accepted if stated on the CAF/In-Year Application Forms as being the child's current address. Satisfactory proof of this address for the child and parent/carer will still be required. Details of the proposed new local address should also be stated on the form, but home to school distance measurement cannot be used for that address until the child is resident there. The home to school distance for the address outside of England and Wales may not be able to be measured, and so the child's name will appear at the bottom of list for children in their criteria.

- If parents/carers are separated and share custody of the child, the address given should be that of the parent/carer with whom the child spends most/all of the school week nights (Sunday to Thursday nights), which will normally be the address where child benefit is payable or where the child is registered with a GP. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

- Common Application Forms and In-Year Application Forms without the required proof of address documentation may be withdrawn as deemed to be fraudulent, and any offer made will be also be withdrawn.

- Council tax records may be used to verify parental addresses.

- Changes of address must be relayed to Lambeth School Admissions Team as soon as possible after the move using a 'Change of address form' and be accompanied the required proof of address documentation for the parent/carer and child for the new address.

**Proof of child's date of birth**

Proof of a child's date of birth is required for all reception, in-year Application Forms. The list of proof of address documentation required may vary, but will be published on the School Admissions webpage and in the main booklets.

**Looked After children and previously Looked After Children**

The definition of this is mentioned above, but proof of the child's status is required. This may take the form of a Social Worker's letter and/or a UK court document(s).

**Crown Servants**

Lambeth Admissions Team will accept applications from Crown Servants and will act in line with the DfE guidance 'Admission of children of crown servants'. An application for admission to a school must be accompanied by official confirmation of the relocation date from the Ministry of Defence, Foreign and Commonwealth Office or Government Communications Headquarters.

**Waiting lists**

- Where a school is over-subscribed and a place cannot be offered at a preference listed higher of the Common Application Form than the one offered, the child's name can be placed on the school's waiting list.

- The School Admissions Code states that waiting lists must be maintained until the end of the term after the children start reception class. Therefore names will automatically remain on the list for Vauxhall Primary School and Wyvil Primary School, which were listed as a higher preference to the one offered until 31 January of that year.

- After 31 January a new in-year application will be required for a name to continue on the waiting list.

**In-year offers**

- Children's names will remain on waiting lists until the end of the academic year (31 August) in which the application was received or until 31 December of the same year if received after 1 June.

- After this time a new application form will be required to ensure that details on the waiting list are accurate and up-to-date.

**Uptake of places**
**Reception**

All offers made through the co-ordinated process require positive acceptance, i.e. Lambeth School Admissions Team and schools will seek an acceptance, it is not assumed.

- Where a parent/carer chooses to reject an offer, they are required to provide details of what educational provision they have secured for their child, or details of where they are moving to if the school is no longer a viable distance to travel to.

- Rejections of offers without the details listed above will not be accepted as Lambeth Council has a duty to ensure that each child has a school place before the September of the year the child is due to start.

- Where a child is not of Compulsory School Age (CSA) offers can be rejected, but the parent/carer needs to understand that the place may not be available when the child reaches CSA, unless delayed entry has been formally agreed as stated above.

- Children who do not take up the offered place may be referred to the Education Welfare Service.

**In-year applications**
Applications for current reception year to year 6 are to be made to Vauxhall Primary School and/or Wyvil Primary School directly using the Wyvern Federation In-Year Application Form. This needs to be returned to the school(s) with the required proof of address and date of birth documentation attached.

Applications can be made to the school(s) directly regardless of the child's home borough. Where the school is oversubscribed, the same over-subscription criteria will apply as for Reception admissions.

**In-year offers**

- Where a child is moving from one local school to another, in line with The Education (Pupil Registration) (England) Regulations 2006 legislation, if a child

does not take up the offer of a place within 20 school days the offer may be withdrawn. This would occur after reasonable attempts have been made to contact the family about this matter.

- Children with no current school place who do not take up the offered place may be referred to the Education Welfare Service.

**Appeals**

- Parents/carers can appeal against the refusal of a school place listed on the In-year application under the School Standards and Framework Act 1998. Appeals against the decision not to offer a child are to be lodged with the Governing Body. An independent appeal hearing will be instigated by the Governing Body.

- If your application for a school place was submitted on-time, appeals need to be lodged by 12 May 2023 for them to be heard before the summer holidays.

- For late applications, an appeal should be lodged with the Governing Body within 20 school days of receipt of application outcome letter.

- Appeals lodged after the aforementioned dates will be heard within 40 school days of the appeal on-time deadline or 30 school days of being lodged, whichever is the later date.

- For in-year applications, appeals will need to be lodged with the Governing Body within 20 school days of receipt of an application outcome letter, for an independent appeal panel to hear the case.

- Appeals will be heard within 40 days of being lodged.