



Sudbourne Primary School Admissions Policy Reception to Year 6

Contents

Introduction	3
1. Aims	3
2. Legislation and statutory requirements	3
3. About Sudbourne Primary School	3
4. Definitions.....	3
5. How to apply – Reception Admissions	4
6. Allocation of places	4
6.1 Admission number	4
6.2 Lambeth Oversubscription Selection criteria	4
7. In-year admissions – Reception to Year 6	5
8. Requests for admission outside the normal age group	5
9. Monitoring arrangements.....	6

Introduction

This Admissions Policy is for the intake of pupils in to Reception class to year 6.

1. Aims

This policy aims to:

- Explain how to apply for a place at Sudbourne Primary School.
- Set out Sudbourne Primary School's and the Local Authority's arrangements for allocating places to pupils
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2014
- School Admission Appeals Code 2012

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. About Sudbourne Primary School

Sudbourne Primary School is a community school which admits children aged 4 to 11 years. Sudbourne also has a nursery, which admits children aged 3 to 4 years. It is a 1.5 form entry school, which means that there are 45 places in each year group from Reception to Year 6.

In our Nursery we have 26 morning nursery places and 26 afternoon nursery places available, either as full day admission, or half day admission. Please refer to the Sudbourne School Nursery Admissions policy for full details.

Pupils are admitted without reference to ability or aptitude and there is no discrimination on the grounds of gender, ethnicity, or faith.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form (CAF) provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

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 December, 31 March and 31 August.

5. How to apply – Reception Admissions

- 5.1 Under the 'single point of entry' procedure, all children regardless of their birth date, are entitled to a Reception place in the September following their 4th birthday.
- 5.2 For applications in the normal admissions round you should use the common application form (CAF) provided by your **home** local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. If applying for a place at Sudbourne Primary School, you must name this school as one of your preferences on the CAF.
- 5.3 Applying before the deadline is important; parents/carers who do not complete their local authority's application process by the deadline – typically this will be in January for admission in the September of the same calendar year.
- 5.4 Allocation of places is determined by the Local Authority and not Sudbourne Primary School.
- 5.5 You will receive an offer for a school place directly from your local authority.
- 5.6 Proof of age, ID and address is required for admissions procedures. See Appendix A for further information from Lambeth. The proofs requested generally comprise two proofs of ID/address for the parent/carer and one for the child at the same address. Do check your home local authority's 'Accepted Proofs' list for more information.
- 5.7 Please note, pupils already attending Sudbourne School Nursery will not transfer automatically into Reception. A separate application must be made to the Local Authority for a place in Reception.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 45 pupils for entry in Reception.

6.2 Lambeth Oversubscription Selection criteria

All children whose education, health and care (EHC) plan names Sudbourne Primary School will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children with sibling(s) who already attend school, and would not have left the school at the time of admission. Siblings include full/half/step siblings, foster siblings, adopted siblings and other children living permanently at the same address. It also includes a child who is living as part of the family by reason of a court order. However, children who are looked after under an agreed series of short-term placements will not be regarded as siblings under this criterion. Priority will not be given to children with siblings who are former pupils of the school.
3. Priority will next be given to children on the basis of social or medical need – children with a professionally supported medical or social need that the school is able to meet¹. This does

¹ Individual Special Needs - Special Need is a very limited category and must relate to the need to attend this school rather than just the special need itself.

not apply to children with an EHC – see above. The decision to prioritise children on these grounds will be determined via the Lambeth MEDSOC Panel in consultation with the school's headteacher. Letters from appropriate professional(s) must support these applications but may not necessarily guarantee priority. The decision of the MEDSOC Panel to prioritise under this criterion is final and not subject to appeal.

4. Priority will next be given to children of teaching staff employed at the school. A member of staff, for purposes of this criterion, must be employed directly by the school as a qualified teacher for a minimum of 0.6 FTE (3 days per week) and must have been employed for at least 3 years at the time of application submission. All such applications must be submitted to the MEDSOC panel via an iCAF application, to the Local Authority, and must be accompanied by the relevant paperwork and proofs required, as detailed by the Local Authority. Only 2 children may be admitted under this criterion in any school year.
5. Priority will next be given to children who live the closest distance to the school from the child's home address, measured in a straight line to a central point on the Hayter Road site.

7. In-year admissions – Reception to Year 6

7.1 Spaces occasionally become available in year groups reception to year 6, as some children leave the school during the academic year. Lambeth manages these admissions based on the standard criteria outlined above.

7.2 Parents/cares who wish for their child to be considered for In-year admission must complete a Lambeth In-Year Common Application Form. This CAF must be submitted to the Lambeth School Admissions Team and can be done at any point in the academic year.

Copies of the CAF can be downloaded at:

<https://www.lambeth.gov.uk/schools-and-education/school-admissions/apply-for-primary-school-in-year-admission-for-201718>

Paper copies available from Olive Morris House, 18 Brixton Hill, London SW2 1RD.

7.3 If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. Please note that Lambeth manages this waiting list. We are only notified of offers by Lambeth as and when places become available. It is the responsibility of parents/carers to regularly inform Lambeth if they wish their child to remain on the waiting list.

8. Requests for admission outside the normal age group

8.1 Parents are entitled to request a place for their child outside of their normal age group.

8.2 Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

8.3 Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications




will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

8.4 Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

9. Monitoring arrangements

This policy will be annually reviewed by the Resources Committee for approval by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will publicly consult on these changes.

Last Review Date:	19th January 2018
Date Ratified by Full Governing Body:	23rd March 2018
Signature of policy approval by Headteacher:	19th January 2018 
Signature of policy approval by Resources Committee Chair:	19th January 2018 
Signature of policy approval by Governing Body Chair:	
Next Review Date	May 2018

APPENDIX A

Proof of address documents for school admission applications

We require two documents to confirm your address as the parent/carer (applicant) and one for your child from a set list. Failure to provide these will result in the application and any offers being withdrawn. Even if you are in temporary accommodation, you must provide proof of your current address.

Please note any documents provided must be current and relate to the address noted on the CAF. The documents must also identify you by name and must be the most recent ones available (no older than 3 months where stated).

Your child's application will be withdrawn if you do not follow the instructions and information below regarding proof of address documentation with each Common Application Form (CAF). This follows information on the online application, Lambeth School Admissions webpages and in the Lambeth School Admissions Team booklets.

Document types

Two proof of address documents are required for the parent/carer who made the application.

At least one must be from the list below:

- Current financial year's Council Tax letter or statement. This must be supplied if you are the council taxpayer
- Copy of the tenancy agreement
- Copy of a benefit letter no more than 12 months old (or after December 2017 a Universal Credit letter/print-out if applicable)

Plus one of the following if unable to provide two from the above list:

- Current TV licence
- Copy of utility bill (excluding mobile phone), no older than 3 months old
- Driving Licence

Applications must include one of the following documents to confirm your child's name and address

- Child Benefit letter for the current financial year (please copy all pages of the letter to include the home address on the first page and child's name on the second page). (After December 2017 a current financial year's Universal Credit letter/print-out which includes the child's name if applicable)
- Child's National Health Service registration card, or a medical letter or prescription that is no more than 12 months old
- Immigration documents that show address – if applicable
- Child Tax Credit Award, notice for the current financial year (please copy all pages of the letter to include the home address, parents name and child's details)

In-year transfer applications must also include one of the following to confirm your child's date of birth

- Child's birth certificate, passport or EU National Identity Card

If none of the above for child and or parent/carer can be provided:

A sworn affidavit, statutory declaration or affirmation can be submitted. This must state parent and child's name, address and date family moved into this address. This affidavit, statutory declaration or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority. Please note that Lambeth Council cannot contribute towards the cost of obtaining this documentation.