






Clapham Manor  
Primary School &  
Nursery

*Growing Brighter Futures*



# Acre Schools Federation Admissions Policy

<b>Date Reviewed</b>	10 <sup>th</sup> September 2025	<b>Review Date</b>	Summer 2026
<b>Signature of Chairs of Governors</b>	Mr. John Knight and Ms. Hannah Sheehan  		
<b>Signature of Executive Headteacher</b>	Mr. James Broad 		

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NB: Throughout this policy, headteacher refers to the executive headteacher or, in his/her absence, the head of school relevant to each school in the federation.

## Statement of intent

At Acre Schools Federation, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for their preferred school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the LA is and other responsible bodies in our school.

Type of school	Who is the LA?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Community School	LA	Schools Adjudicator	LA

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

## **2. Roles and responsibilities**

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the LA of any in-year admissions and their outcomes.

The governing board is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.

- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

### **3. Admissions arrangements**

#### **The published admissions number (PAN)**

Lambeth Council is the admissions authority for all community primary schools and will, in consultation, determine the admissions arrangements for its schools and will comply, wherever possible, with parents'/carers' wishes where they have expressed a preference for a particular school.

The number of places available is determined by the capacity of the school.

The PAN for pupils entering Reception at Sudbourne Primary School is 30.

The PAN for pupils entering Reception at Clapham Manor Primary School is 60.

The LA will consult with the governing board where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate.

The governing board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

#### **Oversubscription criteria**

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

If it is agreed by both the Local Authority and the School that either Clapham Manor or Sudbourne Primary School can both meet the child's needs practically and accommodate the child physically, then a child whose Education, Health and Care Plan (EHCP) names the school will be admitted before any other places are allocated.

In the event that there are more applicants than available places, the LA has applied the following oversubscription criteria, in order of priority given:

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 siblings at the school. Priority will not be given to children with siblings who were former pupils of the school.
3. Priority will next be given to children on the basis of social or medical need.
4. Priority will next be given to children of staff at the school, in either of the following circumstances:
5. Priority will be given on the basis of distance between the child's home and the school, measured by a straight line. This measurement is carried out using a computerized mapping system.

## Definitions

- Looked After Children (LAC) 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 LAC, 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 Sibling, who, at the time of making the application, is defined as:
  - Having a full/half/step brother or sister, living at the same address who is currently attending the main school (not including the nursery) and who will still be attending the main school at the time of admission. This includes children who are 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.
- Children with Exceptional Medical or Social Needs who, at the time of making an application, are defined as:
  - Having a professionally supported need that the school is able to meet.
    - This is a very limited category and must relate to the need to attend this school rather than just the special need itself.
    - The decision to prioritise children on these grounds will be determined via the Lambeth MEDSOC panel in consultation with the Headteacher.
    - Letters from an appropriate professional must support such applications and the decision of the MEDSOC panel to prioritise under this criterion is final and not subject to appeal.
- Children of staff at the school. A member of staff, for the purposes of this criterion, must be:
  - A member of staff who has been employed as a Qualified Teacher or Teaching Assistant at the school for three or more years at the time at which the application for admission to the school is made, or

- A member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- A member of staff is employed by Clapham Manor and Sudbourne Federation for a minimum of 0.6 FTE (16.5 hours for teaching staff)

Where two applications cannot otherwise be separated, the LA will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tie-breaker.

Although allocation of places is governed by the Local Authority, once an offer has been made and accepted, parents/carers are responsible for providing all proofs required by the school to validate the application. The proofs required are based on the current Local Authority 'Accepted Proofs' list, generally comprising two proofs of ID/address for the parent carer and one for the child at the same address. Original documents are usually required in the summer term before the child is due to start. In the event that the necessary proofs are not provided the school would liaise with the Local Authority, who reserve the right to withdraw the offer

### **Equal opportunities**

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

### **Admissions procedures**

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

## **4. Consultation, determination and publication**

### **Consultation**

The LA will consult with the governing board on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The LA will consult with the governing board on admissions arrangements at least once every seven years, even if no changes have been made in that time.

## **Determination and publication of admissions arrangements**

The school will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on its website. The governing board will address any complaints about the proposed admissions arrangements to the School's Adjudicator.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

A link to the finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

## **5. Applications and offers**

### **Applications**

Under the 'single point of entry' procedure, all children, regardless of the birth date, are entitled to a Reception place in the September following their 4th birthday.

Clapham Manor and Sudbourne Primary Schools are in the London Borough of Lambeth however, for applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the school is in). You can use this form to express your preference for a maximum of 6 state-funded schools, in rank order.

Families living in Lambeth can apply online via the Lambeth website <https://www.lambeth.gov.uk/schools-education/school-admissions-appeals>.

The deadline for applications for admission to reception in September is Monday 15 January. If you apply after this date the likelihood of gaining a place at either school may be significantly reduced. The schools will regularly update parents/carers with information on deadlines.

The telephone number for the Lambeth Admissions Department is 020 7926 9503, the email address is: [schooladmissions@lambeth.gov.uk](mailto:schooladmissions@lambeth.gov.uk) . Further information regarding admissions can be found on their website: [www.lambeth.gov.uk/schools-admissions](http://www.lambeth.gov.uk/schools-admissions).

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending the nursery at either school will not transfer automatically into the main school of that setting. A separate application must be made for a place in reception.

### **Offers**

All offers will be made on National Offer Day, i.e. 16 April or the next working day, where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded before the published deadline, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the LA will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The headteacher will assist the LA with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

## **6. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

All applications outside of normal admissions (i.e. applications which are not for the start of reception) are regarded as 'in-year' (casual) admissions. An application will be considered as in-year if:

- you are applying for a place in years 1 to 6
- you are applying for a reception place after school has started in September

In-year applications can be made at any time of the year.

The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round. The school will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year.

The school will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

Where the school has places available in--year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

## **7. Waiting lists**

Lambeth manages the waiting lists of children who have applied and will allocate places as and when they become available.

The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest. Waiting list places for Lambeth community schools vary regularly as new applications are added and offers are made. Details about where your child sits on a waiting list can be given on request, but is accurate for that time only.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 28 days.

## **8. Admissions appeals**

In circumstances where a school place is refused, parents will have the right to appeal against an LA's decision to refuse admission.

If you wish to appeal against the decision not to offer your child a place at Clapham Manor or Sudbourne Primary School, please contact:

The Clerk to the Independent Appeals Panel, Democratic Services, 1st Floor, Lambeth Town Hall, Brixton Hill, SW2 1RW Tel: 020 7926 2170

Email: [democracy@lambeth.gov.uk](mailto:democracy@lambeth.gov.uk)

A guidance note on appeals and an appeal form can also be downloaded from the council's website. <https://www.lambeth.gov.uk/schools-education/school-admissions-appeals>

When an appeal is made, the LA will establish an independent appeals panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.

The LA and appeal panel will ensure that it acts in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

The governing board will be aware of and, where relevant, assist the LA with the admissions appeals procedure.

## **9. Monitoring and review**

This policy will be reviewed by the governing board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.