



# **Admissions Policy**

**School Values**

**ENJOYMENT HONESTY CARING RESPECT  
EQUALITY**

**Note: Lark Hall Primary School follows the Lambeth admissions policy for Community primary schools.**

For details, please visit: <http://www.lambeth.gov.uk/schools-and-education/school-admissions/apply-for-a-primary-school-place-for-201617>

### **Over-subscription criteria for all Primary and Secondary Community and Voluntary Controlled schools**

Lambeth uses Looked After Children, sibling, and professionally supported medical/ social need and distance as key criteria in cases of over-subscription. The Council's policy recommended for agreement is as follows:- Lambeth LA (namely the ELS) is the admissions authority for all its Community Primary schools and will, in consultation, determine the admissions arrangements for these schools. Lambeth LA will coordinate all 'in-year' admissions for all its maintained schools.

All children entering a Lambeth community primary school will be admitted in September 2016, as Lambeth LA will be operating a single point of entry.

It will be expected that all children will start school in September. However, parents can request that the date their child is admitted to school is deferred until later in the academic year. However, the school can decide that this may not be appropriate due to funding issues. Parents can request that their child takes up the place part-time until the child reaches compulsory school age; however the final decision with regards to this lies with the school only.

Lambeth LA, as the admission authority for all Lambeth Community primary schools, will comply, wherever possible, with parents' wishes where they have expressed a preference for a particular school. Nevertheless, if there are more applications than places available, the ELS will give priority to children in the following order:

#### **Criterion 1: Looked After Children**

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after and must have been deemed 'previously looked after' post 1 September 2005.

A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

#### **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. As a result siblings in the nursery or year 6 of a primary school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. 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. The decision to prioritise children on these grounds will be determined via Lambeth ELS' MEDSOC Panel, which is comprised of ELS senior management as well as senior school staff. Documents from an appropriate professional (*not* including general information from a website, etc.) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority as the decision to prioritise under this criterion will solely rest with the MEDSOC Panel. The decision of the panel is final and not subject to appeal.

#### **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 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 2012).

1. All such applications must be submitted to the MEDSOC Panel via an iCAF application 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.
  - 2.
2. There will only be a maximum priority limit of 2 children per year group, with an additional maximum limit of no more than:-
- Children throughout the whole school (for single form entry schools).
  - Children throughout the whole school (for 1½ form entry schools).
  - Children throughout the whole school (for 2 form entry schools, and upwards).

#### **Criterion 5: Distance**

Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.\*

This measurement will be from a point from the child's home as identified by the software 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 are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. If the parent making the application lives at a different address to the child, a letter of explanation should be attached. 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.

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, Lambeth LA will randomly allocate places as a tiebreaker.

**Children who attend our nursery school class will not automatically transfer to the main school. Parents/carers must apply separately for the primary school through Lambeth ELS.**

Policy agreed by Staff

Policy agreed by Governors

Date .....

Signed .....