



## Admissions Policy

**Applying for a place in a nursery class at Brindishe Green or Brindishe Manor.** Please note Brindishe Lee does NOT have a nursery class.

### ***How and when can I apply for a place in the nursery?***

The nursery takes in children aged 3 and 4 years. You can apply for a place after your child has had their second birthday. Children may start in the nursery after the age of 3 years.

You can collect and complete an application form from the school any day from Monday to Friday between 9.00 a.m. and 4.00 p.m.

### ***Does applying early help my child to get a place at Brindishe Green or Brindishe Manor schools?***

No. Places are not given on a "first come first served" basis. As long as you have registered in time your application will be considered along with all of the others.

### ***How many places are available?***

We offer part time places – a morning or an afternoon, with one extra session per week. (For example if your child has a morning place, they can have one extra session in the afternoon but they will have to go home for lunch). The nursery class has 24 places in each session. The majority of children start nursery in the September after their 3rd birthday. Some places may become available at other times of the year if children leave during the year.

### ***Can I apply to more than one nursery?***

Yes. You can apply to any nursery in your local area. You can make multiple applications. However you can only take up one free nursery place of 15 hours a week- you will need to pay for the additional place if you have your child in more than one nursery

### ***How does my child get a place in the nursery?***

Nursery education is not compulsory. It is non – statutory. Nursery places are in great demand. Not all of Lewisham's children get a nursery place in a school. Over half attend private or voluntary sector provision.

The Headteacher, in conjunction with Lewisham Education and the Director of Children and Young Peoples' Services, allocates places and decisions are made to give priority in the following order:

a) To children in public care. A 'looked after' child, is a child who is in care to a local authority or who is provided with accommodation by that authority, as well as children who were looked after,

**Brindishe Green School** Beacon Road, London SE13 6EH Tel: 020 8852 7245

**Brindishe Lee School** Wantage Road, London SE12 8NA Tel: 020 8318 4626

**Brindishe Manor School** Leahurst Road, London SE13 5LS Tel: 020 8852 0852

Executive Head: Dame Vicki Paterson DBE Chair of Governors: Spyros Elia

but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).

b) To children with an exceptional medical or social need for this particular school. There is discretion to admit a child who would not otherwise qualify for admission if they, or their family, have acute medical or social need for this school. (This must be supported by professional documentation clearly setting out the reasons why this school is the only one able to meet the child's needs).

c) To children whose brother or sister (a sibling\*) is on the roll of the main school when the application is made and is expected to be on roll at the school at the intended date of admission. (Siblings must live at the same address, \*and include all blood or adoptive siblings, or half-siblings, foster siblings of 'looked after' children, and step-siblings.)

d) To children living nearest to the school. All distance being measured in a straight line from home to the main school gate.

If the school is oversubscribed entirely with siblings, priority will be given to :

- those with exceptional social or medical need.
- those living nearest.

**You are advised not to use false or fraudulent information in order to gain a place at the school.**

The Headteacher has discretion over the balance of 3 and 4 year olds in the nursery.

An existing child-minder's address may be taken into account to determine nearness if the child has a medical or social need for a place in the nursery. Any claim for a place on these grounds should be supported by professional documentation and the Headteacher will consult the admissions section of Lewisham Education before making a decision. The child's home address must also be in Lewisham.

### ***What kind of needs matter?***

The Headteacher considers the needs of the child not the needs of parent, carer or child-minder. A child's needs may include:

- language delay
- new to English
- learning difficulties
- difficult home/personal circumstances

When will I hear if my child has a place? You will hear in June if you have been offered a place

for the following September. We have a very high number of applications therefore we only write to you with an offer, we do not write to you if you are not offered a place. The nursery

class is for children aged 3 and 4 years. Most children will have 3 terms in nursery (September- July). Some children may have up to five if spaces are available. Unfortunately we can't always meet these ideals. Sadly some are disappointed and are not offered places at all. Some can only be offered one or two terms.

***What happens once I have been offered a nursery place?***

Once you have been offered and accepted the place we will need to see your child's birth certificate or passport. We also need a means of proving the child's home address.

This must be:

A council tax statement and an up to date gas, electricity or water bill and either a tenancy agreement or mortgage statement or title deed. If you have recently moved to the area we will require the following information: closing accounts for the original property, official confirmation of the end of tenancy, or house sale. A tenancy agreement with a commercial letting agency must be for more than 12 months and go beyond your child's start date, or solicitors' letter confirming the purchase of the new property. If a residence or court order is held this should be provided. We will need to see this proof before we can confirm the offer.

The London Borough of Lewisham may check the details which you provide against records held within the Council and by other agencies. After we have verified the information we will then confirm your child's admission to nursery.

***What happens next?***

The school will write to you and let you know when you will be able to visit the nursery with your child. This is known as an induction meeting and is intended to give your child the chance to meet their new teacher and it will give you the chance to tell the teacher about your child. During the visit the nursery teacher will let you know the starting date and settling procedures for your child. She will also discuss the arrangements for ensuring that your child's start in the nursery is a happy and confident one.

***What if my child doesn't get a place - Can I make an appeal to the Local Authority for one?***

No. Nursery education is non statutory. This means it is not compulsory for children to attend a nursery.

***Some of the children in the nursery are younger than my child and they've got places. Why is this?***

Places are given according to the child's needs, circumstances and the distance they live from the school; not necessarily according to their age.

***If my child has a place in the nursery does it mean they will get a place in the main school?*** No. Places in the main school are allocated according to the admissions criteria specified by Lewisham Authority. See 'Applying for a place in Reception'

## **Applying for a place in Brindishe Green or Brindishe Lee or Brindishe Manor Reception class**

### ***How and when can I apply for a place in Reception Class?***

Children start a reception class during the academic year (1<sup>st</sup> September – 31<sup>st</sup> August) in which they will turn five. All children are able to start at the beginning of the academic year in September.

Parents can opt for their child to attend part-time until they are 5. Parents have the right to defer entry to the term after their child becomes 5, (unless the child becomes 5 during the summer term – there is an arrangement known as ‘delayed entry’ for summer born children).

For summer-born children (those born between 1 April and 31 August) only, Lewisham LA will consider a parent’s request to delay their child’s entry to a community school until they reach compulsory school age and be admitted to Reception class rather than Year 1 with children of the same age range. This means that a summer-born child would not start school at all during the academic year after their fourth birthday.

Before deciding to request to delay your child’s admission, you should first contact the school(s). We will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of summer-born children and how those needs will continue to be met as children move up through the school.

Each child’s circumstances are considered on a case-by-case basis by Lewisham LA and a decision will be made in the best interests of the child.

You need to apply for a place in reception class no later than mid -January each year. Please check on the Lewisham LA website or check with the school office for the closing date, this alters from year to year depending on term dates.

Only Lewisham residents can apply to any primary school in Lewisham, or schools in other boroughs, on the Lewisham form. Residents of other boroughs must apply to their own borough (but can apply for Lewisham schools on their own borough’s form). Applications for admission to primary schools are made by visiting [www.eadmissions.org.uk](http://www.eadmissions.org.uk) .

The online form will ask you to name six schools and to rank them in order of preference. The CAF (Common Application Form) must be submitted to [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Any Parents/carers who do not have access to the internet, can use any Lewisham library where internet access is available and free. Or go to the school or nursery where your child attends for help in completing the application online

PROOF of PARENTAL RESPONSIBILITY and PERMANENT HOME ADDRESS must be provided with the common application form by scanning and uploading the documents with the online application to the Admissions and Appeals Team. Acceptable proof of parental responsibility can include the most recent copy of one of the below, confirming you and your child’s name:

- child benefit

- child tax credit
- child tax fund letter. You should scan and upload the most recent copy

Proof of permanent home address will include a photocopy of:

- current council tax statement - a tenancy agreement - residence orders or other court orders

If you have recently moved to the area they will require the following information:

- closing accounts for the original property
- official confirmation of the end of tenancy or house sale
- tenancy agreement with a commercial letting agency must be for more than 12 months and go beyond your child's start date or a solicitors' letter confirming the purchase of the new property. The London Borough of Lewisham may check the details which you provide against records held within the Council and by other agencies. You are advised not to use false or fraudulent information in order to gain a place at the school

If you are unable to provide any of these documents, please contact Lewisham Admissions (0208 314 8282) for advice.

The decision to offer a place is then made by Lewisham Education, not the Headteacher of each school.

***How many places are given each year at Brindishe Green/ Brindishe Lee and Brindishe Manor?***

At Brindishe Lee there is 1 class of 30 children. At Brindishe Manor there are 2 classes of 30 children and at Brindishe Green there are 3 classes of 30 children.

**Are there many applicants each year?**

Yes. For each place we usually have several applicants\*. Usually at least half of all places go to brothers or sisters. The Brindishe schools are very popular schools and usually very oversubscribed.

If the school is oversubscribed entirely with siblings, priority will be given to : - those with exceptional social or medical need - those living nearest.

\* Lots of applicants will also have applied to other schools.

How does my child get a place in the reception class?

The Head of Admissions allocates places for Lewisham Education, in conjunction with the Director of Children and Young Peoples' Services, and decisions are made to give priority in the following order:

a) To children in public care. A 'looked after' child, is a child who is in care to a local authority or who is provided with accommodation by that authority, as well as children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).

b) To children with an exceptional medical or social need for this particular school. There is discretion to admit a child who would not otherwise qualify for admission if they, or their family, have acute medical or social need for this school. (This must be supported by professional documentation clearly setting out the reasons why this school is the only one able to meet the child's needs. The application will be considered in consultation with professional sub-groups of the Admissions Forum).

c) To children whose brother or sister (a sibling) is on roll at the school on the closing date for applications and is expected to be on roll at the school at the intended date of admission. (Siblings must live at the same address, and include all blood or adoptive siblings, or half-siblings, foster siblings of 'looked after' children, and step-siblings.)

d) To children living nearest to the school.

***How does the LA decide which is nearest to the school?***

Every address is measured from the home to the main school gate. Admissions Section at Lewisham Council make the measurements using a software package known as Data map. The route is measured in a straight line.

***Can I use my childminder's address or the address of a relative?***

No. Only the child's home address (where the child actually lives). If an application is made with false information the offer can be withdrawn. Please do not give false information.

***What if we move addresses?***

Children who move addresses after they have started school may continue at that school as long as their attendance and punctuality is not affected by moving further away.

***When will I know if my child has a place in the reception class?***

Decisions will be made after the closing date for the year's intake. You will be notified by email from the admissions website where you made the original application. by the end of April or early May (this is dependent on the school term).

***What happens once I have been offered a place in the Reception class?***

Once the LA has offered your child a place and you have accepted it, the school admin officer will write to you asking to see your child's birth certificate or passport. If a residence or court order is held this should be provided. After we have verified the information we will then confirm your child's admission to school.

You are advised not use false or fraudulent information in order to gain a place at the school.

### ***What if I am refused a place in the school I want for my child?***

You may decide to:

- Stay on the waiting list. The LA keeps waiting lists, for one year only. You may renew the application each year.
- Appeal against the decision not to offer a place for your child. An Appeal is made to the Local Authority. Details of how to make an Appeal are available from the school or: Director of Children and Young Peoples' Services, Primary Admissions Department. Laurence House, Catford, London SE6 4RU Tel. 0208 314 8282

### ***If they start in another school can they come to a Brindishe School later if a place is offered?***

Yes – if the Local Authority notifies you that your child is next on the waiting list and a place becomes available because a child has left the school.

My child is already at another school but I want to move them. Can I apply to a Brindishe School?

Providing the child has not been excluded from another school you may apply for a place at a Brindishe School. See the section 'admissions to current reception class and years 1- 6' also called 'In-Year Admissions'

### ***If I can't have a place now at a Brindishe school is it likely that I'll get one in the future?***

Sorry, without a crystal ball we can't answer that one! We never know when children will move out of the area or to a new school. In our experience places do sometimes come up throughout the year. It is therefore possible that we may be able to accommodate your child at some stage of their primary school career.

### ***Can I apply to the school even if we don't live in the area?***

Yes. You may apply to any school of your choice through your LA. A place will be offered if there is one available and your child has the greatest entitlement of all of the children on the waiting list.

### ***Can I visit the school before making an application?***

Yes. We have an open day each term for visitors and prospective applicants, please see each individual school's website. In addition, the Admin Officer can let you know the date of the next open day. We look forward to meeting you. Further details of Lewisham's policy and relevant and helpful information is published each year in 'Starting School in Lewisham' available from the school office or Laurence House.

### ***In-Year Admissions (admissions to current reception class and years 1-6).***

All admissions are dealt with by Lewisham Admission Team. Lewisham residents must apply on the Lewisham 'In-Year Common Application Form' (iCAF). Forms are available online at [www.lewisham.gov.uk](http://www.lewisham.gov.uk) or can be collected in person, (Monday – Friday 9.00am – 12 pm) from the access point at Laurence House, Catford, London SE6 4RU. Other borough's residents must apply

on their own borough's iCAF but can name Lewisham schools.

In line with Lewisham's primary protocol, parents and carers are asked to discuss the transfer with the headteacher of their current school once a place at the new school has been offered. The headteacher will then need to confirm in writing that this discussion has taken place. Transfers between schools usually take place at the start of each half term unless there are compelling reasons for an earlier transfer.

For further information contact Dionne Riviere or Davina Dwyer, the primary in-year admissions officers, on 0208 314 8282.

We hope this policy has given you the information you need. If you need further information please contact the school office or contact Lewisham School Admissions via the website: [www.lewisham.gov.uk/myservices/education/schools/school-admission/](http://www.lewisham.gov.uk/myservices/education/schools/school-admission/)

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