

Admissions Policy

All Southwark residents applying for a school place in Southwark must complete the Southwark in-year application form. The new application form allows parents to express a single preference for a Southwark school.

How to apply

Nursery – For Nursery admissions parents need to complete the school's registration form. Collect a form from the school office or click [here](#) to apply online. Parents will need to submit the form with their child's birth certificate or passport and proof of their address.

Primary Education (Reception) – To apply for a Primary Education place parents need to complete a Common Application form. This can be downloaded from www.southwark.gov.uk/schooladmissions.

In-Year Admissions – Parents who apply from outside the Local Authority i.e. Southwark will need to complete an in-year admissions form that can be downloaded from www.southwark.gov.uk/schooladmissions. Parents who apply for children that already attends a Southwark school can apply from school to school.

Oversubscription criteria

Gloucester Primary School is a 2 form entry school. This means that the school only has 60 places available in each year group.

In the event of there being more applications than places available, places will be allocated in the following order of priority:

1. Children in public care (Looked After Children) and 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) [see note (a)]
2. Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note b]
3. Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the headteacher that these can best be addressed at a particular school [see note c]
4. Children living nearest to the school as measured by a straight line from the child's home to the main school gate [see note d]

Notes

- a. 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- b. Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child. The home address is where

the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address. Siblings attending the nursery or in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion.

- c.** Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.
- d.** The LA uses the eastings and northings linked to an applicant's address to calculate a straight line 'as the crow flies' distance measurement to all of our community schools in Southwark which is generated by our Capita pupil database. If a child lives in a block of flats where a communal entrance is used, the LA will use the grid references for the block, not for the individual flat. When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority.
- e.** Tie break -Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as described under criterion 4. If however there is a tie break lots will be drawn to decide which child is offered a place.
- f.** A child's attendance at a co-located nursery class does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.
- g.** Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, Southwark community schools will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.