JULIAN'S PRIMARY SCHOOL

Admissions Policy
2025-2026

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Approved by Governing Body

Signed by Chair:

Date: 20 March 2025

Date of next review: 20 March 2026

Document Control

Change Record

Date	Author	Version	Change Reference
01/02/2019	Alison Moller	Sept 2018	
11/2/20	Alison Moller	Sept 2020	Highlighted in yellow to denote software now used
1/21	Alison Moller	September 2021	No change
02/22	Alison Moller	September 23/2024	Amendments at Lambeth's request

Distribution

Reviewers	Approvers	Distribution
Resources Committee	Resources Committee	Staff, Parent/Carers
01/02/2019 - Approved		
4/3/20	**Resources Committee**	Staff, Parent/Carers/website
3/21	**Resources Committee**	As above

Julian's Primary School is currently a five form entry school on two sites, Streatham and West Norwood. The standard admissions number for each class will be 30 children. The Published Admissions Number (PAN) is 150 to be admitted into the Reception Classes – 60 at the West Norwood site and 90 at the Streatham site.

Children will be admitted in the school year in which they reach their fifth birthday. The children will enter the reception class full-time in September. Applications for initial entry to reception are to be made through the child's home borough using a Common Application Form (CAF). The on time application deadline is 15th January.

Applications received after the above deadlines will be classed as 'late' and not processed until after Primary National Offer Day (16th April or nearest working day afterwards). Late applications will then be slotted into any waiting list in accordance with how they meet the admissions criteria, regardless of date received.

As Julian's Primary School is a Foundation School, a Supplementary Application Form (available from the school office and on the school website - www.juliansprimary.org.uk/key-information/school-admissions) will also need to be completed and returned to the school, with the required identification documentation as indicated.

Parents/carers will be informed by the LA in the April of the year that they start school in September if the application has been successful.

Children with an Education and Health Care plan (EHCP) naming Julian's Primary School will be included in the published admissions number (PAN) and offered a place before coordination. EHCP applications are dealt with by the child's home LA SEND Team, via a different process to coordination.

As soon as possible after the closing date for applications Lambeth Admissions forwards the school a complete list of applicants.

The school then ranks the list as follows, i.e.

1. **Looked after children and previously looked after children**: Priority will be given to looked after children and previously looked after children including those who were in care outside of England. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order) **immediately** following having been looked after.

The School Admissions Code 2021 states that: *A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order * including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 the definition in Section 22(1) of the Children Act 1989).*

** An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

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 documentation from the relevant Local Authority.

2. **Siblings**: applicants with another child from the same family already at the school.
   "Sibling" is defined as a full, half or step brother or sister living at the same home address. It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must still be on the roll of the school at the time of admission.

   "Home address" is the address at which the pupil should live permanently and full time as the principal residence. It does not include short term rental or lease.

3. **Medical and/or social reasons**: in exceptional cases the Governing Body may admit children because they have professionally supported educational, medical or social needs that the school is especially able to meet, even though they would not otherwise qualify for admission. Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Julian's Primary School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Application under these criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

4. **Children of staff at the school**: applications for children of staff at the school. The member of staff must be employed by Julian's Primary School for a minimum of 0.6fte (21 hours support staff / 16.5 hours teaching staff) and have been employed at the school for at least 2 years at the time of submitting the application (i.e. their employment must have started no later than September 2021).

5. **Distance:** proximity of the child's home to the 2 sites, measured along the shortest walking route, with those living nearest accorded the highest priority. Distance is taken as proximity from the home address to the school entrance on Leigham Court Road or Wolfington Road, as measured by the most suitable walking route. This home to school distance measurement will be undertaken by Lambeth using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)

Tie Breaker- If there are more children in a criteria, such as distance priority will be given to those living closest to each site (walking route). When children have exactly the same distance between their home and the school, a tie breaker will be a random allocation such as a toss of a coin.

Julian's Primary School is particularly concerned to apply its admissions policy scrupulously fairly in the interests of all applicants and as place of residence is an important factor, we are obliged to do as much as possible to establish the genuineness of all applications.

The child's address is considered to be the child's parents'/carers' genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives for reasons other than guardianship, the friend or relatives' address at the time of allocation will not be considered.

Proofs of address (2) required to be submitted with the Supplementary Application Form are:

- Current/most recent Council Tax bill or statement
- A bank statement or individual correspondence from a bank or Government Agency or department less than 3 months old and including your residential address

Please note that for reception applications the child's home LA should check addresses and documents can be shared if concerns arise.

Applications relating to twins, triplets or other multiple births

Where a parent/carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admissions criteria, as per other children. Where the determining factor is based on distance, and these children have the same home to school distance, the school will randomly allocate places to determine the rank order.

Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, the school will randomly allocate the place in order to determine who gets the offer. The parent/carer can then determine whether to accept or reject the offer.

Deferred entry to primary school

Lambeth LA provide for the admission of children in the September following their fourth birthday and the Governing body of Julian's Primary School support these arrangements. These arrangements make clear that where the child has been offered a place at the school, that:

1. The child will initially be offered a full-time place in the September following their fourth birthday;
2. The child's parents/carers may request to defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
3. Parents/carers may make a request that children attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

In line with the School Admissions Code, parents/carers may seek a place for their child outside of their normal age group. We are aware that some parents/carers of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 if they feel that it is in their child's best interest to start school later due to exceptional circumstances. Before deciding to request to delay a child's admission, parent/carers should first contact the school(s) they are interested in applying for. They will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children including those born during the summer months, and how those needs will continue to be met as children move up through the school. They may also be able to reassure parent/carers about any concerns that they may have about their child's readiness for school. All schools will have differentiated lessons to meet the needs of a wide range of children's abilities.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

When a request is made, the school will manage such request via the following process:

- Parents/carers applying for an out-of-year group place at Julian's Primary School must submit professional documentation (as per criterion 3 – Children with exceptional medical/social reasons with their application) to both the Local Authority and the school. The Governing body will then decide whether such an out-of-year group place will be offered. This will allow this LA to comply with section 2.17 of the Code, where it

states that:

"Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned."

- This application **must** be received in the correct year in the relevant admissions round, i.e. the chronological year group the child is due to start.

- If the request is granted, then the child will be offered a place in the year group agreed by the school and the MEDSOC panel. If the request has been agreed/accepted, the application will be withdrawn and places will be offered to another child/children as places cannot be held open. The parent/carer must then submit an application for the admissions round that has been agreed (i.e. 2023/24), which must be received before the deadline of 15 January to be processed as an on time application.

- The child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the new application (this is the same for any application whether an out of cohort request has been granted or not).

- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.

- If delayed entry is not granted parent/carers must make an application for their child for their chronological year group the following year.

Advanced Entry

Before deciding to request to advanced entry for a child's admission, parents/carers should first contact Julian's Primary School. We will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children, including those with advanced skills and how those needs will continue to be met as children move up through the school. Our school has differentiated lessons to meet the needs of a wide range of children's abilities. We will also discuss with parents/carers about how any exceptionally able children can be accommodated.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

In very exceptional circumstances a parent/carer Lambeth LA will consider a request for a child to be taught a year ahead, Julian's Primary School will manage such requests via the following process:

- Such requests must be accompanied by professional supporting documentation and this needs to state that it is in the child's best interests to be start school a year ahead. It will have to include that the child is ready to start school early, academically, emotionally and physically. Such requests will be made for the cohort the parent/carer wishes the child to start in and will be handled in the same way as deferred entry (as stated above).

- If advanced entry has been granted there is no guarantee that an offer can be made at a school listed as a preference on the application (this is the same for any application whether an out of cohort request has been granted or not).
- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- If advanced entry is not granted parent/carers must make an application for their child for their chronological year group the following year by 15 January.

In-Year Admissions

Julian's Primary School in year admissions are managed in house. We will provide the Supplementary Application Form for parents/carers to complete and return to us with the necessary supporting documents. In-Year applications must also be accompanied by a Julian's In-Year Transfer Form which is provided by us and is to be completed by the child's current school. We aim to give parents/carers a decision within 3 school days. The next step is a meeting is set up with parents/carers and the Executive Headteacher/Heads of School. A decision is then made and communicated to parents/carers and a start date is agreed.

Waiting Lists

Waiting lists are kept in order of the criteria listed above. If a place does become available during the school year, the school will offer the place to the child on top of the waiting list in the first instance and if not required, the place will be offered to the second on the waiting list and so on. For initial entry to the reception class, a child's name will be held on waiting list until 31st December of the year the child starts. After this date, and for applications for any other year group, children's names will be kept on the waiting list for 3 months.

Appeals Procedure

Unsuccessful applicants who wish to appeal may do so by writing to Headteacher, c/o Julian's Primary School, to request an appeal form and guidance. Any decision reached by the independent appeals panel is binding. Timescales for appeals for on-time reception applications will be:

- For on-time applications an appeal should be lodged within 20 days of receipt of the outcome letter. Acknowledgment of receipt will be emailed within 2 working days. Appeals will then be heard within 40 days of being lodged.
- For late applications an appeal should be lodged within 20 days of receipt of the outcome letter. Appeals will then be heard within 40 days of being lodged or within 30 school days of the appeal being lodged.
- For in-year applications an appeal should be lodged within 20 days of receipt of the outcome letter. Appeals will then be heard within 30 days of being lodged.

JULIAN'S PRIMARY SCHOOL

Tel: 020 8761 1894 Fax: 020 7345 1866, Email: admin@juliansprimary.org.uk,
Website: www.juliansprimary.org.uk

Places are strictly allocated according to our Admissions Policy. **Completion of this form does not guarantee a school place**. Please contact the school directly if you require assistance or clarification with this application.

SUPPLEMENTARY APPLICATION FORM FOR ADMISSION TO JULIAN'S PRIMARY SCHOOL

Child's Surname:	First Name(s):	
Date of Birth:	Gender:	
Address:		
Postcode:	Borough:	Main contact telephone number(s):
Name of Parent(s) / Guardian(s) **with whom the child lives**:	Email address & daytime contact number (if different from above):	
School Currently Attending (if applicable):	This is an In-Year application (please see below): Yes~ ❒ No ❒	
My child's brother / sister already attends this school: Sibling Name(s):	Yes ❒ No ❒	
Do you consider your child to have an exceptional Medical, Social or Education need which can **only** be met at Julian's?	Yes* ❒ No ❒	
*If you have answered 'yes' to the above question, you **must** support this application with at least 2 forms of written, professional evidence supplied by (for example) Social Workers or healthcare professionals. This must clearly state why Julian's is the most suitable school & the difficulties which may occur if educated elsewhere.		
~ In-Year applications must be accompanied by a Julian's In-Year Transfer Form completed by the child's current school. Please ask our school offices for these. You may also need to directly notify your Local Authority .		

PROOF OF AGE AND PROOF OF ADDRESS DOCUMENTATION:

Please return this form to the school with a copy of ALL of the following documents (please tick) -

- Child's full Birth Certificate ❒
- Current Council Tax bill ❒
- A statement or individual correspondence from a bank or Government Agency or Department (less than 3 months old) showing the address you have given above ❒

if we do not receive the above documents it may not be possible to progress your application.

Please note that if you are offered a place you may be asked to resubmit proof of address.

PRIVACY & DATA COLLECTION:

All information submitted to us for Admissions remains confidential at all times. It is processed and maintained in line with General Data Protection Regulations (GDPR) 2018 and The Julian's Primary School Data Retention Policy. This information is not shared with external parties except for those stakeholders as required for completion of the admissions process (this includes - but is not exclusive to – the Local Authority Admissions Team).

I confirm that I agree to the collection and storage of my data as specified above ❒

DECLARATION

By signing below, I confirm that the information provided is correct at the time of application and that any false or deliberately misleading information given may render this application invalid or lead to an offer of a place being withdrawn.

Signature:_____Date:_____

Thank you for completing this form. Please ensure that have returned it to us with the proof of age and address documents as specified to the address below:

Julian's Primary School
16 Wolfington Road
West Norwood
London SE27 0JF

Forms may also be handed in person to either school office.