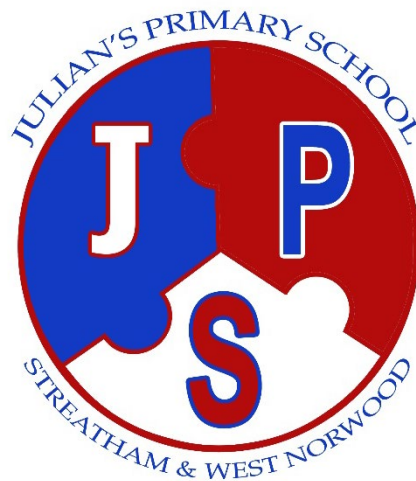


# JULIAN'S PRIMARY SCHOOL

## Admissions Policy 2023-2024



## 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

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### Distribution

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

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.

Julian's 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. This means 150 children will be admitted into the Reception Classes – 60 at the West Norwood site and 90 at the Streatham site.

All parents/carers applying for a place and residing in Lambeth should complete a Common Application Form (CAF), which is available online from [www.lambeth.gov.uk/school-admissions](http://www.lambeth.gov.uk/school-admissions) The application must be submitted to Lambeth Authority (LA) by the deadline stated on the Lambeth website. 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. As Julian's 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](http://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.

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:** 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.

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.

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 2016).
5. **Distance:** proximity of the child's home to the 2 sites, measured along the shortest walking route lit by street lighting, 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))

The list is then returned to Lambeth Admissions who then incorporate the list into their co-ordinated admissions programme.

Waiting lists are kept in order of distance from the school gates. 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.

Julian's 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 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

#### **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 all its residents 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 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. 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.
- 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 place is NOT offered 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.

### **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.