

Appendix 1

Lewisham's admissions criteria for nursery schools and nursery classes in community primary schools (children starting nursery in September 2008 or January 2009)

Where there is over-subscription, places will be allocated to those who have applied on the basis of the following factors (in order of priority) to:

- (i) children in Public Care (details to be supplied by the allocated social worker or foster carer). A looked after child is a child who is in care to a local authority or who is provided with accommodation by that authority;
- (ii) In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs before an admission decision is made. The admission decision will be made by the headteacher, who may consult with the Executive Director for Children and Young People, and supporting evidence must be provided with the application;
- (ii) applicants whose brother or sister is on roll of the main school on the closing date for applications and is expected to be on the roll of the school, or of the junior school in the case of separate infant and junior schools, at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given to those living nearest and to those with exceptional social and medical need.

Children applying for a place at Clyde or Chelwood Nurseries will only qualify for a place under the sibling criterion if their older sibling is on the on roll of nursery on the closing date for applications and is expected to be on the roll of the nursery at the intended date of admission.

Siblings include all blood or adoptive siblings, half-siblings, foster siblings and step siblings. Siblings must all live at the same address as the child applying. Proof of the sibling relationship may be required

- (iii) children for whom it is the nearest community nursery school or nursery class;
- (v) if any places remain unfilled, priority will go to children who live closest to the school.

All distances will be measured in a straight line, using digital mapping software or Ordnance Survey maps of the area, from the home to the nearest gate nominated by the school. Proof of permanent home address will be required and will include current Council tax statements, utilities bills,

residence orders or other court orders. In some circumstances Lewisham Authority will rely on other information held or accessed by the Council to confirm permanent home address. If a false address has been given and an offer made on the basis of that information, the offer of a place may be withdrawn.

Shared care arrangements: Lewisham is aware that some parents share the care of their child. Lewisham will accept that the permanent home address is that at which the child lives for the majority of his/her time and with the parent who is in receipt of benefit(s). Further advice is available from the Admissions Team.

Head teachers will have discretion over the balance of three- and four-year olds in their nurseries, and the ratio of part-time and full-time places offered.

Other arrangements

Priority will be given to Lewisham residents.

An existing childminder's address instead of the home address may **only** be used to determine "nearness" if the child has a medical or social need for that particular school. The child's home address must also be in Lewisham.

Three terms is regarded as the minimum time that children should spend in a nursery school or nursery class. The maximum is five terms. No child will be admitted to a nursery class or nursery school before their third birthday.

Parents who have been offered a part-time nursery or early reception place at more than one school may only take up the place at the preferred school.

Decisions will be made **separately** for the September and January intakes.

Waiting lists will be held in the same order as determined by the admission criteria.

Applications to nursery schools or classes are not dealt with through a co-ordinated scheme. Applications are made direct to the nursery. Parents who arrive in the area after the normal time of admission should apply through the Early Years Team, who will have details of current vacancies in each nursery. The criteria used will be the same as outlined above.

Appendix 2

Lewisham's admissions criteria for community primary school reception classes (children born between 1 September 2003 and 31 August 2004 and who will start school in September 2008 or January 2009)

When there is over-subscription, places are allocated in the following way:

- (i) To children in Public Care (details to be supplied by the allocated social worker or foster carer). A looked after child is a child who is in care to a local authority or who is provided with accommodation by that authority;
- (ii) In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs before an admission decision is made. The admission decision will be considered in consultation with sub groups of the Admissions Forum which include teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.
- (iii) To children whose brother or sister is on roll of the school on the closing date for applications and is expected to be on the roll of the school (or of the junior school in the case of separate infant and junior schools)*, at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given to those living nearest and to those with exceptional social and medical need; siblings include all blood siblings, adoptive siblings half-siblings, foster siblings and step siblings. Siblings must all live at the same address as the child. Proof of the sibling relationship may be required.

* this applies to children attending Sandhurst Infant and Junior Schools, Stillness Infant and Junior Schools and Torridon Infant and Junior Schools
- (iv) To children for whom it is the nearest community school (priority within this category will normally be given to those living nearest to the school but other children living further away may have to be given preference if they cannot reasonably be offered an alternative school).
- (v) If, after these criteria have been taken into account, there are still more applicants than places remaining, priority will be given to those living nearest to the school.

All distances will be measured in a straight line, using digital mapping software or Ordnance Survey maps of the area, from the home to the nearest gate nominated by the school. Proof of permanent home address will be

required and will include current Council tax statements, utility bills, residence orders or other court orders. In some circumstances Lewisham Authority will rely on other information held or accessed by the Council to confirm the permanent home address.

Shared care arrangements: Lewisham is aware that some parents share the care of their child. Lewisham will accept that the permanent home address is that at which the child lives for the majority of his/her time and with the parent who is in receipt of benefit(s).

If a false address has been given and an offer made on the basis of that information, the offer of a place may be withdrawn. Further advice is available from the Admissions Team.

The Common Application Form (CAF) allows parents to state the reasons why they wish their child to attend a particular school, including whether there is a sibling already attending the school. If there are exceptional social and/or medical reasons affecting the child or their family why s/he should attend a particular school, these should be supported by documentation from a hospital consultant or social worker or similar professional, at the time of application. For community schools, these cases will be considered by a sub group of Lewisham's Admissions Forum.

Lewisham's arrangements mean that children who were born between 1 September 2003 and 28 February 2004 will be admitted to the reception class in September 2008, and children born between 1 March and 31 August 2004 will be admitted in January 2009.

Admissions decisions will be made at the same time for both the September and January intakes after the closing date of 1 February 2008.

Children who attend a nursery class in a primary school frequently transfer to the main school, but are not given priority. Admission to the reception class will be decided on the basis of the child's eligibility under the priorities set out above. Parents of nursery children must complete a Common Application Form for a place in the reception class. Applications from parents of children on roll of the nursery will be considered with other applicants at the appropriate time. All applications must be made through the local authority, on Lewisham's Common Application Form (CAF).

Co-ordinated admission arrangements

Further details of the co-ordinated scheme appear below, but please note that each preference expressed by the parent on the CAF will be considered separately, according to the admission criteria of the school concerned, and irrespective of how the preference is ranked. The co-ordination process will ensure that the child will only be offered a place at the highest preference school available, and that multiple offers within Lewisham will not occur.

Publication

The admission arrangements will be published in the Starting School booklet during the autumn term 2007. There will be a closing date of 1 February 2008 for applications.

Waiting lists and vacancies

Applicants who applied by the closing date and who are refused places may complete a form to request that the child's name is held on a waiting list should a vacancy arise during the first year (reception) only. Names of children who apply after the closing date will be added to a supplementary list and will only be added to the main list if they can prove that they moved into the area after the closing date.

The waiting lists for community schools will be maintained using the same priority order as set out in the admission criteria listed above. Waiting lists will be maintained for one year only. Parents will need to reapply if they wish their child's name to be held on the list for the following year.

Appeals

Appeals will be heard in accordance with the provisions of the School Standards and Framework Act 1998 and the Education Act 2002, together with the Code of Practice on Admission Appeals. Appeals for infant classes will in particular take into account the legislation regarding infant class size.

Lewisham's Co-ordinated Admissions Scheme for primary schools

PART I - THE SCHEME

1. Lewisham LA will produce a standard form known as the Common Application Form (CAF). Alternatively Lewisham will enable online applications through its website at www.lewisham.gov.uk
2. The CAF will be used for the purpose of admitting pupils into the first year of primary education (Reception Class) at schools in Lewisham's area in the specified year.
3. The CAF must be used as a means of expressing up to four preferences by parents wishing to express a preference for their child to be admitted to a school within the LA area. This will include VA and foundation schools.
4. The CAF will –
 - a. invite the parent to express up to four preference(s) for a school maintained by Lewisham LA ranked in order of preferences;
 - b. invite parents to give their reasons for each preference;
 - c. specify the closing date and where it must be returned, in accordance with paragraph 10.
5. Lewisham will make appropriate arrangements to ensure that:
 - a. the CAF is available on request from the LA and from all primary and nursery schools in Lewisham's area;
 - b. the Starting School booklet will contain a written explanation of the co-ordinated admissions scheme;
 - c. the Starting School booklet will explain that the parent will receive no more than one offer of a school place within the area and that:
 - (i) parents are clearly informed of how to apply for schools outside the LA area;
 - (ii) if a child is eligible for more than one school for which an application has been made on the CAF, a place will be offered at the highest ranked school for which they are eligible for a place and;
 - (iii) if a place cannot be offered at any of the schools applied for, a place will be offered at the nearest appropriate school with a vacancy;

6. Lewisham will take all reasonable steps to ensure that:
 - a. every parent who is resident in the LA area who will be applying for a place in a Reception class of a primary school for their child receives a copy of the CAF and a copy of the Starting School booklet;
 - b. every parent who wishes to make an online application can do so through Lewisham's website at www.lewisham.gov.uk
7. All preferences expressed on the CAF are valid applications. The governing body of a foundation or VA school can require parents to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their admissions criteria should the school be oversubscribed. Where a supplementary form is required it must be returned direct to the relevant school before 1 February 2008.
8. If a school receives a supplementary form it cannot be regarded as a valid application unless the parent has applied for that school on the CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their admissions criteria.
9. Schools which receive CAFs direct must send the forms to Lewisham's Admissions Team immediately.
10. **Once an application has been made Lewisham will not allow any changes to the CAF unless there is a genuine reason for doing so (e.g. there has been a change of address since the original CAF was submitted).**

Processing of CAFs

11. The application period will be from **1 November 2007**. The closing date for applications is **1 February 2008**. Completed CAFs are to be returned to the LA in either of the following ways:
 - returned confidentially in a sealed envelope via primary schools. The application and ranked order of preferences should remain confidential. However, primary schools will offer support in completing the form accurately, to those parents who request it;
 - returned confidentially in a sealed envelope via Access Point at Laurence House or Giffin Street;
 - by post to the LA (stamped addressed envelopes are supplied).

Determining offers in response to the CAF

12. Lewisham will co-ordinate the allocation of places by the relevant admission authorities in response to the CAFs. Lewisham will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
- (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has applied for.

Lewisham will allocate places in accordance with the provisions set out in paragraph 14 of this Schedule.

13. By **28 February 2008** Lewisham will notify each VA or foundation school, who is its own admission authority, of every application that has been made for that school, including all relevant information from the Common Application Form which schools require in order to apply their admissions criteria.
14. By **20 March 2008** the admission authority for each school will consider all applications for their school, apply the school's admissions criteria (if necessary) and provide Lewisham with a list of all applicants ranked according to the school's admissions criteria.
15. Lewisham will match this ranked list against the ranked lists of the other schools applied for and:
- where the child is eligible for a place at one of the schools applied for, that school will be allocated to the child;
 - where the child is eligible for a place at two or more of the schools applied for, they will be offered a place at whichever of these is the highest ranked school for which they are eligible for a place;
 - where the child is not eligible for a place at any of the schools applied for, the child will be offered a place at a school with a vacancy that is nearest to the family home.
16. On **21 April 2008** Lewisham will inform its primary schools of the pupils to be offered places at their school.
17. On **1 May 2008** Lewisham will send parents by first class post the results of their application(s) including, where possible, a provisional offer of a place at one of the schools they applied for. This letter will give the following information:
- the name of the school at which a place is offered;

- the reasons why the child is not being offered a place at any of the community schools which may have been applied for on the CAF;
- information about their statutory right of appeal against the decisions to refuse places at the other schools applied for;
- contact details for the school (and those foundation and VA schools applied for where they were not offered a place, so that they can lodge an appeal with the governing body).

If the child has been refused a place at a school applied for, the parent can request that the child's name is placed on the waiting list for reallocation if places become available after the initial offer date. Lewisham will operate the reallocation process until the end of the academic year 2008/9, offering places from the waiting list in accordance with the ranking.

VA and Foundation schools will send a letter to those children who were not offered a place giving reasons why the application was unsuccessful.

Parents who have not been offered a place at any school applied for on the CAF will be offered a place at a school with a vacancy which is nearest to the family home. A Further Application Form will be provided for this purpose.

18. On 3 May 2008 Lewisham will also inform neighbouring LAs of any offers of a place at its schools made to residents living in their area.
19. **16 May:** will be the deadline for parents to accept the place offered direct with the school. With the offer parents will be required to provide proof that they resided at the address on 1 May and evidence of their child's date of birth, usually the birth certificate. Once this information has been verified the offer of a place will be confirmed. If parents do not respond by 16 May it will be assumed that they have not accepted the place. The offer of a place will then be withdrawn and offered to the next applicant.
20. **23 May:** Lewisham re-allocates any places that may have become vacant since 1 May.

A child who has a place at a school applied for will not be offered a place at a school ranked lower on their CAF.

PART II - LATE APPLICATIONS

APPLICATIONS RECEIVED AFTER 1 FEBRUARY

20. The closing date for applications in the normal admissions round is **1 February 2008**. As far as is reasonably practicable, applications will be accepted up to **28 February 2008** provided the applicant can prove that they have just moved into the borough or have an exceptional reason for not applying by 1 February. Exceptional cases will be considered on their individual merits and will need to be substantiated with professional evidence (e.g. from a social worker, hospital consultant or similar) or evidence of the permanent change of address.
21. Applications from parents received after 1 February and not accepted under 20 above will be considered after the places are allocated on 1 May. For community schools which are already full, the child's name will be added to a waiting list after those unsuccessful applicants who named the school as a higher preference and are on the reallocation list. Parents will be advised of vacancies still available.

APPLICATIONS RECEIVED AFTER 1 SEPTEMBER (CASUAL ADMISSIONS)

22. Applications received after 1 September, and applications for places in a year group other than the normal year of entry to primary school (Year R to Year 6), will be treated as casual admissions. Applications may be made direct to the school and the relevant CAF must be completed. Applications received direct to Lewisham will:

be determined if the application is for a community school and inform the parent of the outcome;

be referred to the governing body of a foundation or voluntary aided school, which will decide within 15 days whether a place can be offered and notify both the parent and Lewisham of the outcome in writing.

In either case the admission authority must advise parents who are refused admission of their right of appeal.

In the case of community schools places will be offered to children in the following order:

- a) pupils who are in Public Care;
- b) pupils who at the time of the decision do not have a school place and have not been offered an alternative school place;
- c) pupils with exceptional social and medical need, as verified by professional documentation (this includes asylum seekers and refugees);
- d) siblings of children already on roll of the school
- e) pupils who live nearest the school, the distance being measured in a straight line.

23. If any parents approach schools directly about a casual admission, the school must ensure that the parent completes the Common Application Form. If the school is able to offer a place they should make arrangements for the child to be admitted. The school is required to complete a Common Application Form confirming this and return it to Lewisham within 5 days.

24. If the school is unable to offer a place they should contact the LA to confirm the nearest school with a vacancy. The parent should approach this school who will arrange admission as outlined in 23 above.

24. The LA will keep track of all applications for casual admission, and ensure that children are placed in a school without undue delay.

SCHEDULE 2

Timetable of co-ordinated primary scheme

- 1 November 2007** Application forms and booklet will be available
- 1 February 2008** Closing date for the Common Application Forms to be returned to Lewisham.
- 28 February** Details of applications to be sent to foundation and VA schools.
Confirmation letter including ranked preferences to be sent to parents
- 30 March** Foundation and VA schools provide Lewisham with ranked lists of applicants.
- Between **2 April** and **18 April**, Lewisham will match the ranked lists of all the schools and allocate places in accordance with Para 14 of Schedule 1.
- 18 April** On this date Lewisham will notify schools which applicants are to be offered a place at their schools.
- 1 May** Notification of offers sent to parents.
- 3 May** By this date the Lewisham will inform neighbouring LAs of the outcome of applications from residents in their areas.
- 15 May** Last date for offers to be accepted by parents.
Closing date for applications for reallocation lists.
Closing date for late applications.
- 26 May** From this date any places that have become available will be re-allocated to unsuccessful applicants who made an on time offer in accordance with paragraph 18 of Schedule 1.
- 26 May** Closing date for lodging community school appeals
- Reallocations will continue throughout June. Reallocation lists and waiting list will be sent to schools in July

Appendix 3**Lewisham's arrangements for pupils transferring from primary to secondary school in September 2008****(a) Admissions criteria for Lewisham community secondary schools**

In the event of a community school being over-subscribed (having more applicants than places available) priority within each band will be given in the following order to:

1. children in Public Care (details to be supplied by the allocated social worker or foster carer). A looked after child is a child who is in care to a local authority or who is provided with accommodation by that authority;
2. In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs before an admission decision is made. The admission decision will be considered in consultation with a sub group of the Admissions Forum that includes teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence **must** be provided before the closing date for applications.
3. Applicants whose brother or sister is on roll of the school on the closing date for applications and is expected to be on the roll of the school at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given to those living nearest and to those with exceptional social and medical need. Siblings include all blood siblings, adoptive siblings, half-siblings, foster siblings and step siblings. Siblings must all live at the same address as the child. Proof of the sibling relationship may be required.

Hillsyde Federation: children whose older brother or sister is on roll in Year 11 and 12 of the same school being applied for (e.g. Forest Hill, Sedgehill or Sydenham) will have sibling priority.

Crossways Academy: children whose older brother or sister attends Crossways Academy or who is in Year 11 of the school being applied for, will not have sibling priority. The schools affected are Addey and Stanhope, Catford High, Crofton and Deptford Green.

4. Applicants who live nearest to the school.

All distances will be measured in a straight line, using digital mapping software or Ordnance Survey maps of the area, from the home to the nearest school gate. Proof of permanent home address will be required and will include current Council tax statements, utilities bills, residence orders or other court orders. In some circumstances Lewisham will rely on other information held or accessed by the Council to confirm permanent home address.

Shared care arrangements: we are aware that some parents share the care of their child. Lewisham will accept that the permanent home address is that at which the child lives for the majority of his/her time and with the parent who is in receipt of benefit(s).

If a false address has been given and an offer made on the basis of that information, the offer of a place will be withdrawn. Further advice is available from the Admissions Team.

(b) General arrangements

Lewisham's "Secondary Schools" booklet will set out the arrangements for the Pan-London Co-ordinated Admissions System. The booklet includes a timetable that schools and Lewisham must adhere to. Key features will be secondary school visit times, the closing date for applications and the date when results of applications are dispatched.

Lewisham's banding

Pupils at Lewisham primary schools sit tests in June of year 5. These are currently the optional year 5 QCA tests in English and Maths. The results of the tests place each pupil in one of five ability bands (1a, 1b, 2a, 2b and 3), with the aim of producing balanced intakes to secondary schools.

There will be an equal number of places available in each band.

Pupils living outside Lewisham, or attending primary schools outside Lewisham, may still apply for Lewisham schools, via their home LEA. Such pupils will be banded according to their score in the optional year 5 QCA tests (if they take them), or according to an assessment by their primary head teacher, usually based on the child's National Curriculum achievement levels. Children for whom a band cannot be determined from either of the above will be placed in the middle band 2a.

Each Lewisham secondary school will be open on set days early in the autumn term to enable parents to visit and discuss the educational opportunities available. A list of visit dates and arrangements will appear in the 'Secondary Schools in Lewisham' booklet.

Parents of pupils in Lewisham primary schools will have the opportunity to meet their primary head teacher and complete a Common Application Form. In some cases head teachers will send the form home for parents to

complete, but appointments will be available for parents who need assistance. Parents should be notified of their child's band by the time of this meeting. The Common Application Form must be returned to the Admissions Team by the closing date.

There will also be opportunities for parents to discuss their applications at surgeries run by the Admissions Team, and at appointments with Choice Advisers, whose role is to support parents who need help accessing the transfer scheme, or whose children are particularly vulnerable. Contact details will be published in the Secondary Admissions booklet.

Alternatively parents may make an online application at www.lewisham.gov.uk by the published closing date.

The Common Application Form allows parents to state the reasons why they wish their child to attend a particular school, including whether there is a sibling already attending the school. If there are exceptional social and/or medical reasons affecting the child or their family why s/he should attend a particular school, these should be supported by documentation from a hospital consultant or social worker, or similar professional, at the time of application. For community schools, these cases will be considered by a sub group of the Admissions Forum.

Additional information will be sought by some schools (e.g. about religious commitment or in relation to aptitudes for specific curriculum areas). Parents will be required to complete a supplementary form issued by the school and this must be returned to the school by the closing date in question. Parents must complete a Common Application Form for their application to be valid.

Reallocation lists and vacancies at Community Schools

Parents whose child was not offered a place at a community school named as a higher preference than the school offered will be advised of their right of appeal and invited to remain on the reallocation list. Reallocation lists will be maintained by band and in home to school distance order.

When a school is over-subscribed, any vacancy which arises as a result of the withdrawal of a successful application will be offered to the next child on the reallocation list in that band, living closest to the school. If a school cannot fill all places available in a particular band, applicants from adjoining bands will be offered the places until the school is full.

Pupils who have been refused places will remain on the reallocation list for the first half of term Year 7 only. Late applicants can be added to the waiting list during this time, but will be considered after applicants who applied by the closing date and are on the reallocation list.

Appeals

Parents will have the right of appeal to any school that has refused their child a place. Appeals for community schools will be heard during April, May and June in the summer term.

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

TEMPLATE LOCAL AUTHORITY SCHEME FOR ADMISSION TO SECONDARY SCHOOL IN SEPTEMBER 2008

This is an updated version of the Template Local Authority Scheme. New or revised elements are shown in bold. The explanatory note which accompanied the original Template Local Authority Scheme provides some background to the elements included within it. Further copies of the note are available upon request.

Definitions

- “the Application Year” the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
- “the Board” the Pan-London Co-ordinated Admissions System Executive Board, which has formulated the Scheme
- “the Common Application Form” this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
- “the Equal Preference System” the model whereby all preferences listed by parents on the Common Application Form (CAF) are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within a Local Authority, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
- “the Highly Recommended Elements” the elements of the Template Qualifying Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
- “the Home LA” the Local Authority in which the applicant/parent is a permanent resident
- “the Local Admission System (LAS)” the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs

“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“the Mandatory Elements”	those elements of the Template LA Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from the Pan-London Register and related funding
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a secondary school, which is attached as Schedule 2
“the Prescribed Day”	1st March in the year following the relevant determination year except that , in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will transmit application and offer data between each Local Authority’s LAS
“the Pan-London Timetable”	the framework for processing of application data which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools

Applications

1. Lewisham Local Authority will advise home Local Authorities of their resident pupils on the roll of Lewisham's maintained primary schools and whose parents are eligible to make application in the forthcoming application year.
2. Applications from residents of Lewisham will be made on Lewisham's Common Application Form (CAF) or made online. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information where deemed necessary by this LA.
3. Lewisham Local Authority will take all reasonable steps to ensure that every parent who is resident in this Authority and has a child in their last year of primary education within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's admissions booklet and CAF. The admissions booklet will also be available to parents who do not live in this LA, and will include information on how they can access their home LA's CAF.
4. Schools in Lewisham which are their own admission authority will not use supplementary forms except where the information available through the CAF is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary forms are used by the admissions authorities within this LA, Lewisham will seek to ensure that these only collect information which is required by the published oversubscription criteria.
5. Where a school in Lewisham receives a supplementary form, this LA will not consider it to be a valid application unless the parent has also listed the school on their home LA's CAF.
6. Applicants will be able to express a preference for six maintained secondary schools within and/or outside the Home LA (including Academies and any City Technology College that has agreed to participate in their LA's Qualifying Scheme).
7. The order of preference given on the CAF will not be revealed except insofar as other admission authorities/LAs need this information to apply their own admission criteria, for example if a school's admission criteria give highest priority to parents who have made that school their first preference. However, where a parent resident in Lewisham expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.

Processing

8. Applicants resident within Lewisham must return the CAF, which will be available and able to be submitted on-line, to Lewisham by 19 October in the Application Year 2007.
9. Application data relating to applications to schools in other Participating LAs will be up-loaded to the PLR by 9 November in the Application Year 2007 or, in any year in which that day is not a working day, the next working day. Supplementary information provided with the CAF will be sent to maintaining LAs by the same date.
10. Lewisham Authority shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London Timetable, determine its own operational timetable for the processing of application data and the application of admissions criteria.
11. All preferences for schools within Lewisham will be considered by the relevant admission authorities without reference to rank order.

When the admission authorities within Lewisham have provided a list of applicants in criteria order to Lewisham, Lewisham shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. Schools in Lewisham will operate an Equal Preference System.

12. Lewisham Local Authority will accept late applications only if they are late for a good reason. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Lewisham will be required in these cases). Other circumstances will be considered and each case decided on its own merits.
13. **Once an application has been made Lewisham will not allow any changes to the CAF unless there is a genuine reason for doing so (e.g. there has been a change of address since the original CAF was submitted)**
14. Where such applications contain preferences for schools in other LAs, Lewisham will forward the details to maintaining LAs via the PLR as they are received. Lewisham will accept late applications which are considered to be on time within the terms of the home LA's scheme.
15. The latest date for the upload of late applications which are considered to be on-time within the terms of the home LA's scheme to the PLR is 14 December in the Application Year 2007 or, in any year in which that day is not a working day, the next working day.

16. Where a parent moves from one participating home LA to Lewisham after submitting an on-time application under the terms of the former home LA's scheme, Lewisham will accept the application as on-time up to 14 December 2007, on the basis that an on-time application already exists within the Pan-London system.
17. Lewisham will participate in the application data checking exercise to be scheduled between 17 December 2007 and 2 January 2008 in the Pan-London timetable.
18. Lewisham will upload the highest potential offer available to an applicant for a maintained school in this LEA to the PLR by 8 February 2008 or, in any year in which that day is not a working day, the next working day. The PLR will transmit the highest potential offer made by the Maintaining LEA to the Home LA.
19. Where an applicant has more than one potential offer across maintaining LAs submitting information within deadline to the PLR Lewisham's LAS will eliminate, as a Home Local Authority, all but the highest ranked offer. This will involve exchanges of information between the LAS and the PLR (in accordance with a specified iterative timetable) which will continue until a steady state is achieved (which the PLR will indicate), or until 15 February 2008 if this is sooner. Lewisham will transmit to the PLR information about which final offers have and have not been made no less than 5 working days before 3 March (or, where this is not a working day, the next working day) in the Application Year. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.
20. Lewisham will participate in the offer data checking exercise to be scheduled between 18 and 22 February 2008 in the Pan-London timetable.

Offers

21. The results of applications will be posted first class on 3 March 2008. Applicants who did not qualify for any of the schools named on their CAF will be
 - Notified of the outcome of their applications
 - Advised of the right of appeal for those schools
 - Advised, where possible, how to apply for their child's name to be added to the waiting list(s) for those schools
 - Offered a place at a school with a vacancy in Lewisham and
 - Advised of contact details for neighbouring authorities where alternative vacancies may be available
22. Lewisham LA has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that it shall inform all applicants living within the area of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other Participating LAs.

23. Lewisham shall use the form of Notification Letter set out in Schedule 2.
24. On 3 March 2008, Lewisham will send by first class post notification of the outcome to resident applicants.
25. Lewisham will provide primary schools with destination data of its resident applicants throughout the Summer term 2008.

Post Offer

26. Lewisham will request that resident parents accept or decline the offer of a place by 14 March 2008.
27. Where a parent resident in Lewisham accepts or declines a place in a school maintained by another Local Authority by 14 March 2008, Lewisham will forward the information to the maintaining Local Authority by 21 March 2008. Where such information is received from parents between 14 March and 31 August 2008, Lewisham will pass it to the maintaining LA as soon as it is received.
28. In the period 3 March to 31 August 2008, Lewisham will seek to ensure that a place is not offered at a school in its area which is ranked on the CAF as a lower preference than any school already offered to a parent.
29. In the period 3 March to 31 August 2008, Lewisham will inform the home Local Authority, where different, of any change to an applicant's offer status as soon as it occurs.
30. In the period 3 March to 31 August 2008, Lewisham will accept new applications (including additional preferences) for its schools from home LEAs.
31. After 3 March 2008 parents whose children have not been offered any of their preferences will be offered a place at a Lewisham school with a vacancy. Parents will be given a deadline by which they must accept this offer or indicate whether they have made alternative arrangements for their child's secondary education.
32. Waiting lists for Lewisham's community schools will operate in the following way.

Applicants whose unsuccessful higher preference will be invited to apply for the child's name to be added to the Reallocation List. The list will be ordered by Band and in order of home to school distance. When a school is over-subscribed, any vacancy which arises as a result of the withdrawal of a successful application will be offered to the next child on the waiting list in that Band, living closest to the school. If a school cannot fill all places available in a particular band, applicants from adjoining bands will be offered the places until the school is full.

The Reallocation list will operate for the first half term of Year 7 only.

Applicants whose received an offer of a higher preference school and wish to be reconsidered for a lower preference community school may apply for the child's name to be added to the Waiting List.

Children who completed an on time application in October 2008 but did not name the community school as one of their original preference(s) may apply to the school and will also be added to the Waiting List. The Waiting List will be kept by Band and in order of home to school distance. Siblings are not given priority at this stage.

33. Applicants who did not make an on time application in October 2008 will be able to apply to the school and will be added to the Waiting List in order of their Band and distance from home to school. Siblings are not given priority at this stage.

SCHEDULE 1

Lewisham's Common Application Form will contain the following fields as a minimum. A revised template CAF will be provided to participating Local Authorities.

Child's details:

Surname
Forename
Date of Birth
Gender
Name of primary school
Address of primary school (if outside Lewisham)

Parent's details:

Title
Surname
Initials or Forename
Address
Telephone Number (Daytime, Home, mobile)
Email address (for online applications only)
Relationship to child

Preference details (up to a maximum of 6):

Name of secondary school
Address of secondary school
Preference ranking
Local Authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)
Is the applicant a child looked after? Y/N
If yes, name of responsible authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Signature of parent or guardian
Date of signature

SCHEDULE 2

Template Outcome Letter

From: Home LEA

Date: 3 March 2008

Dear Parent,

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL SEPTEMBER 2008

I am writing to let you know the outcome of your application for a secondary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You can also confirm that you wish your child's name to be placed on the waiting list for a school in the borough of X, by completing the reply slip. If you wish your child's name to be placed on a waiting list for any other school, please contact the school or the borough concerned.

Please return the reply slip to me by (date). If you have any questions about this letter, please contact me on _____.

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

Timetable of co-ordinated secondary scheme

- July 2007:** Secondary transfer booklet available
- 1 September 2007:** Application forms and online application facility will be available
- 19 October:** Closing date for the Common Application Forms to be returned to the Lewisham.
On line applications will close
- 9 November:** Lewisham will export applications information made by its residents to maintaining LA's to the PLR
- 19 November:** Details of applications to be sent to VA schools and Academies.
- 14 December:** Final upload of 'late for good reason' applications to the PLR
- 11 January 2008:** VA schools and Academies provide Lewisham with ranked lists of applicants.
- Between **14 January** and **31 January**, Lewisham will carry out local iterations to resolve multiple offers amongst Lewisham secondary schools.
- 8 February:** Lewisham will transfer all potential offers for schools in the area to the PLR
- 25 February:** On this date the Lewisham will notify secondary schools which applicants are to be offered a place at their school.
- 3 March:** Notification of results sent to parents will be sent by first class post.
- 14 March:** Last date for offers to be accepted by parents.
Closing date for applications for reallocation lists.
- 21 March:** Closing date for lodging community school appeals.

Lewisham's arrangements for casual admissions to secondary school

Applications for places in a year group other than the normal year of entry to secondary school (Year 7 to Year 11), will be treated as casual admissions and are dealt with under Lewisham's In Year Fair Access arrangements, which all schools, including academies, have agreed to. These applications should be made on a Casual Admission Common Application Form which will;

- Determine any application for a community school for which it is the admission authority and inform the parent where a place can be offered;
- Refer applications to a voluntary aided school or Academy to the governing body of the school, which will make a decision **within 15 days** and notify both the parent and Lewisham in writing whether a place can be offered.

In either case the admission authority must advise unsuccessful applicants, in writing, of their right of appeal.

If any parents approach a voluntary aided school or Academy directly about a casual admission, the governing body must ensure that the parent completes the Casual Admissions CAF. The Casual Admission CAF should be sent to Lewisham within 5 days

Lewisham will keep track of all applications for casual admission, and ensure that children permanently residing in the borough are placed in a school without undue delay.

In the case of community schools places will be offered to children in the following order

- a pupils who are in Public Care;
- b pupils who at the time of the decision do not have a school place and have not been offered an alternative school place;
- c pupils with exceptional social and medical need, as verified by professional documentation (this includes asylum seekers and refugees who fulfill the Hard to Place criterion);
- d pupils who live nearest the school, the distance being measured in a straight line.

Parents wishing to make casual applications should do so through Lewisham. Schools will not hold separate waiting lists and will need to inform Lewisham of their current vacancies. Parents will be able at this stage to express a number of preferences, though whether these can be met will depend on whether there are vacancies in the schools concerned. It will be necessary for parents to submit evidence of the child's permanent home address and date of birth.

Appendix 4

Lewisham's admission arrangements for Sixth Form

Students will be admitted according to the following criteria, which are listed in order of priority:

1. In the event of the school being over-subscribed (having more applications than places available) places will be offered to the following:
 - 1.1. Applicants who are in Public Care, or applicants who have an exceptional social or medical need for a place at the school, supported by professional documentation from a hospital consultant, social worker or similar. Decisions on these cases will be taken in consultation with the Executive Director for Children and Young People or her delegated representative.
 - 1.2. Applicants who at the time of application are on roll of Addey and Stanhope, Catford, Crofton or Deptford Green schools will be given priority at Crossways Academy.
 - 1.3. Applicants who at the time of application are on roll of Sedgehill, Forest Hill or Sydenham schools will be given priority at Hillside Sixth Form Consortium.
 - 1.4. Applicants who can best demonstrate their suitability for the course involved (factors taken into account will be attendance and previous academic performance).
2. If the school is over-subscribed with applicants from the feeder schools only, priority will first go to applicants from those schools with professionally-supported social or medical cases (see above), and then to those who can best demonstrate their suitability for the course involved. For the latter, factors taken into account will be attendance and previous academic performance.
3. Any minimum standards required for entry will be published in the school's prospectus. In the event that an applicant fails to meet such requirements, the school will review the case in the light of reports from the original school.
4. Lewisham will be required to publish the number of places (if any) expected to be available to students not on roll of the four feeder schools. For Hillside it is expected that a maximum of 10 places per school (30 in total) will be available to children attending other schools.
5. There will be the right of appeal against any refusal of a place at the school, and the appeal will be heard in line with the provisions of the Education Act 2002.

6. Dates will be specified by the school when applicants should apply by and when they will receive notification of the outcome of their applications on. Late applicants will only be considered if there are places unallocated at the time of application.

ADMISSIONS LIMITS 2008/9

Primary Schools	Admissions Number
Adamsrill	60
All Saints	28
Ashmead	30
Athelney	60
Baring	30
Brindishe	30
Brockley	30
Childeric	60
Christ Church	30
Coopers Lane	60
Dalmain	45
Deptford Park	90
Downderry	60
Edmund Waller	60
Elfrida	60
Eliot Bank	60
Fairlawn	60
Forster Park	60
Good Shepherd	30
Gordonbrock	75
Grinling Gibbons	30
Haseltine	60
Hither Green	90
Holbeach	60
Holy Cross	30
Holy Trinity	30
Horniman	30
John Ball	60
John Stainer	30
Kelvin Grove	60
Kender	30
Kilmore	45
Launcelot	60
Lee Manor	60
Lewisham Bridge	30
Lucas Vale	60
Marvels Lane	60
Merlin	45
Monson	60
Myatt Garden	60
Our Lady & St Philip Neri	45
Perrymount	30
Rangefield	60
Rathfern	60
Rushey Green	60
Sandhurst Junior	75
Sandhurst Infant	75

Sir Francis Drake	30
St Augustine's	30
St Bartholomew's	45
St James Hatcham	30
St John the Baptist	30
St Joseph's RC	45
St Margaret's CE	30
St Mary's CE	30
St Mary Magdalen	30
St Matthew Academy (Primary)	60
St Michael's	30
St Saviour's	30
St Stephen's	30
St William of York	30
St Winifred's Junior	45
St Winifreds Infant	45
Stillness Junior	90
Stillness Infant	90
Tidemill	60
Torridon Junior	90
Torridon Infant	90
Turnham	66

Secondary Admissions Limits

Addey & Stanhope	120
Bonus Pastor	150
Catford High School	180
Crofton	180
Deptford Green	234
Forest Hill	240
Northbrook	100
Prendergast	105
Sedgehill	306
Sydenham	253
Haberdasher's Aske's College	208
Haberdashers' Aske's Knight's Academy	210
St Matthew Academy (Secondary) - new admissions	120

Please note these figures may be subject to review
in light of changes in circumstances