

**ADMISSION CRITERIA FOR  
LAMBETH'S COMMUNITY PRIMARY & SECONDARY SCHOOLS  
&  
THE ELMGREEN VOLUNTARY CONTROLLED SECONDARY SCHOOL  
FOR THE 2017/18 ACADEMIC YEAR**

*Lambeth LA is the Admissions Authority for:*

- *All community primary and secondary schools*
- *The Elmgreen School, England's first parent promoted voluntary-controlled school.*

From September 2017, Lambeth will have an additional 6FE year 7 places. Woodmansterne Secondary School will share the current Woodmansterne Primary school site and will be Lambeth's first community all-through school. Those who attend Woodmansterne Primary School will automatically transfer to the secondary school, with the remaining places being offered as part of the Pan London Admissions process.

Children with statements of Special Educational Needs or Education Health Care Plans (EHCP) naming one of the schools Lambeth is the admission authority for will be admitted to the named school. Where the statement/EHCP is finalised in advance of a normal admissions round, the admissions number will be reduced accordingly.

The schools, for which Lambeth is the Admissions Authority for, and their admission numbers, are as follows:

**ADMISSION NUMBERS FOR PRIMARY SCHOOLS**

Allen Edwards Primary	<b>60</b>	Jubilee Primary	<b>60</b>
Ashmole Primary	<b>30</b>	Kings Avenue School	<b>60</b>
Bonneville Primary	<b>60</b>	Kingswood Primary	<b>120</b>
Clapham Manor Primary	<b>60</b>	Lark Hall Primary	<b>60</b>
Crown Lane Primary	<b>60</b>	Loughborough Primary	<b>60</b>
Elm Wood Primary	<b>60</b>	Orchard	<b>30</b>
Fenstanton Primary	<b>90</b>	Paxton Primary	<b>90</b>
Glenbrook Primary	<b>60</b>	Richard Atkins Primary	<b>60</b>
Granton Primary	<b>90</b>	Rosendale Primary	<b>90</b>
Heathbrook Primary	<b>60</b>	Stockwell Primary	<b>90</b>
Henry Cavendish Primary (Balham)	<b>60</b>	Streatham Wells Primary	<b>30</b>
Henry Cavendish Primary	<b>60</b>	Sudbourne Primary	<b>45</b>

(Streatham)			
Henry Fawcett Primary	<b>60</b>	Sunnyhill Primary	<b>90</b>
Herbert Morrison Primary	<b>28</b>	Telferscot Primary	<b>60</b>
Hillmead Primary	<b>60</b>	Vauxhall Primary	<b>30</b>
Hitherfield Primary	<b>90</b>	Walnut Tree Walk Primary	<b>50</b>
Jessop Primary	<b>60</b>	Woodmansterne Primary	<b>120</b>

#### **ADMISSION NUMBERS FOR SECONDARY SCHOOLS**

<b><i>Lilian Baylis Technology School (LBTS – Mixed Community)</i></b>	<b>124</b>
<b><i>The Elmgreen School (Mixed – Voluntary –controlled)</i></b>	<b>180</b>
<b><i>The Norwood School (Mixed - Community)</i></b>	<b>150</b>

#### **Applications for Reception and Junior Transfer**

**(FOR PRIMARY SCHOOLS ONLY – as part of the PAN London Coordinated scheme)**

1. Children who attend a Lambeth Community nursery school class **will not** automatically transfer to the main school. Parent/carers **must** apply separately for the primary school through their home Local Authority (LA).
2. Children that attend a Lambeth Infant school will not automatically transfer to the Junior school. Parents/carers **must** apply separately for the Junior school through their home LA

#### **OVER-SUBSCRIPTION CRITERIA for all Primary and Secondary community schools and The Elmgreen Voluntary- Controlled Secondary school**

In common with many other Admission Authorities, Lambeth uses Looked After Children, sibling, and professionally supported medical/social need and distance as key criteria in cases of over-subscription. The Council's policy recommended for agreement is as follows:

*Lambeth LA is the Admissions Authority for all its Community Primary schools, Community Secondary schools and our Secondary Voluntary-Controlled school and will, in consultation, determine the admissions arrangements for these schools. Lambeth LA will coordinate all 'in-year' admissions for all these schools.*

*All children entering a Lambeth community primary school will be admitted in September 2017, as Lambeth LA will be operating a single point of entry.*

*It will be expected that all children will start reception class in September. However, parents can request that the date their child is admitted to school is deferred until*

later in the academic year. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

**(FOR WOODMANSTERNE SCHOOL ONLY)** Children that attend Woodmansterne primary school, will automatically transfer over to the secondary provision.

Woodmansterne is an all through school. All pupils being taught/on roll as a year 6 pupil at Woodmansterne Primary school during the academic year 2016/17 and remain on roll during the Secondary Transfer application process, will be eligible to automatically transfer to the Woodmansterne Secondary School in 2017/18. The PAN of the Woodmansterne year 6 will be 60 and the PAN for the Secondary school is 180. Therefore there will approximately 120 places that will be offered during the PAN London scheme for 2017/18 intake for the school.

Lambeth LA, as the admission authority for all Lambeth Community primary schools, will comply, wherever possible, with parents' wishes where they have expressed a preference for a particular school. Nevertheless, if there are more applications than places available, this LA will give priority to children in the following order:

#### **Criterion 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.

#### **Criterion 2 – Siblings**

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in the nursery or year 6 of a primary school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by

the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

### **Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. The decision to prioritise children on these grounds will be determined via Lambeth’s MEDSOC Panel, which is comprised of senior management. Documents from an appropriate professional (not including general information from a website, etc) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority as the decision to prioritise under this criterion will solely rest with the MEDSOC Panel.

### **Criterion 4 - Children of staff at the school**

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (ie, their employment must have started no later than September 2012).

1. All such applications must be submitted to the MEDSOC Panel via an iCAF application submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
2. There will only be a maximum priority limit of 2 children per year group.

### **Criterion 5 – Distance**

Priority will be given on the basis of distance between the child’s home and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.\*

This measurement will be from a point from the child’s home as identified by the software to a central point in the school’s grounds as

profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. If the parent making the application lives at a different address to the child, a letter of explanation should be attached. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.*

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

**(FOR PRIMARY SCHOOLS ONLY)** Children who attend a Lambeth Community nursery school class **will not** automatically transfer to the main school. Parents **must** apply separately for the primary school through Lambeth LA.

\*Henry Cavendish, Kingswood, Sudbourne Primary schools and Woodmansterne School have a different criterion for determining proximity from the home to school as set out below.

<b>Henry Cavendish – Distance criterion on the basis of proximity</b>
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Priority will be given to children on the basis of proximity to the nearest nodal point for the preferred Henry Cavendish School site. This school operates a two node address point system. The first node is a central point on the Hydethorpe Road site (Balham). The second node is a central point on the Dingley Lane site (Streatham). Any family applying for a place at the Balham site will have their distance measured from their home address to the Hydethorpe Rd site, whilst those applying for a place at the Streatham site will have their distance measured from their home address to the Dingley Lane site.

Applications will be considered for named sites only; hence parents applying for a place at the Balham site must include this as a single preference and

this preference will be for Balham ONLY. Their distance will be measured from the child's home address (straight-line) to the Hydethorpe Road nodal point. Parents applying for a place at the Streatham site must include this as a single preference and this preference will be for Streatham ONLY. Their distance will be measured from the child's home address (straight-line) to the Dingley Lane nodal point. Parents can apply for a place at both sites but this must be done as two separate preferences.

The distance between the child's home and the relevant nodal point will be measured by a straight-line. This measurement will be done using a computerised mapping system. This measurement will be from the child's home address, as identified by the software, to a central point in the school's grounds (to the relevant nodal point) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most/all of the school week, which will normally be the address where Child Benefit is payable. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.*

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

**NB: The home address will be identified by the centroid of the child's address, which is derived from the LLPG.**

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

#### **Kingswood Primary - Distance criterion on the basis of proximity**

Priority will be given to children on the basis of proximity to a central point on the Kingswood Upper site (SE27 9RD) ONLY.

The distance between the child's home and the central point on the Kingswood Upper site will be measured by a straight-line. This measurement will be done using a computerised mapping system. This measurement will be from the child's home address, as identified by the software, to a central point in the school's grounds (i.e: the

Kingswood Upper site) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most/all of the school week, which will normally be the address where Child Benefit is payable. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.*

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

**NB: The home address will be identified by the centroid of the child's address, which is derived from the LLPG.**

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

<b>Sudbourne Primary - Distance criterion on the basis of proximity (only applies to)</b>
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Priority will be given to children on the basis of proximity to a central point on the Hayter Road site ONLY.

The distance between the child's home and the central point on the Sudbourne Hayter Road site will be measured by a straight-line. This measurement will be done using a computerised mapping system. This measurement will be from the child's home address, as identified by the software, to a central point in the school's grounds (i.e: the Sudbourne Hayter Road site) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most/all of the school week, which will normally be the address where Child Benefit is payable. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.*

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

**NB: The home address will be identified by the centroid of the child's address, which is derived from the LLPG.**

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

#### **Woodmansterne– Distance criterion on the basis of proximity**

Priority will be given to children on the basis of proximity to the relevant nodal point for the preferred Woodmansterne school. This school operates a two node point system. The first node is a central point in the Primary School building. The second node is a central point on the Secondary School building. Any family applying for a place at the Primary School will have their distance measured from their home address to the Primary School node point, whilst those applying for a place at the Secondary School will have their distance measured from their home address to the secondary node point.

The distance between the child's home and the relevant nodal point will be measured by a straight-line. This measurement will be done using a computerised mapping system. This measurement will be from the child's home address, as identified by the software, to a central point in the school's grounds (to the relevant nodal point) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most/all of the school week, which will normally be the address where Child Benefit is payable. It is not acceptable for a family to use a temporarily rented address*

*to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.*

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

**NB: The home address will be identified by the centroid of the child's address, which is derived from the LLPG.**

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

## Other general admission elements to these arrangements

### Applications relating to twins, triplets or other multiple births

Where a parent 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, Lambeth LA 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, Lambeth LA will randomly allocate the place in order to determine who gets the offer. The parent can then determine whether to accept or reject the offer.

### Deferred entry to primary school

Lambeth LA will provide for the admission of all its residents in the September following their fourth birthday. 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 can 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. where the parents wish, children may 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 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. Lambeth LA will manage such request via the following process:

- Parents applying for an out-of-year group place in a Lambeth community primary school must submit professional documentation (as per criterion 3 – Children with exceptional medical/social reasons with their application. The MEDSOC Panel will then decide (along with the relevant headteacher for the school concerned) whether such an out-of-year group place will be offered at the named school. 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’s application will be processed for a place in the year group agreed by the MEDSOC Panel and the school.
- 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.

#### Proposed oversubscription for The Norwood School

Lambeth LA is the Admissions Authority for The Norwood School.

This school will reserve up to 10% (up to 15 places) of their Year 7 places for pupils showing a particular aptitude for our specialism, namely the visual and performing arts. Applicants requiring a specialist place will need to sit an entrance test. All applicants for specialist places must complete a supplementary information form. They will then be invited to the school to take a short test for aptitude in visual and performing arts.

### **General Places**

All children applying for admission to the school in Year 7 will be required to take a Non Verbal Reasoning Test. Children who have not taken the test will only be considered for a place at the school after those who have taken the test. In the case of continued oversubscription after the full allocation of places, a place will only become available to a child who has not taken the test once all other children remaining on the oversubscription waiting list for places have been offered a place.

All applicants will be placed in one of five bands, based on their score in the Test. Once the specialist places have been allocated and places have been allocated to children with a Statement of Special Educational Needs or EHCP in which The Norwood School is the named school, the remaining places will be allocated on the basis of the oversubscription criteria detailed below, so that equal numbers of applicants are admitted from each band.\*

The criteria will be applied to applicants in each band in the order set out below:

<b>Criterion 1 – Looked After Children</b>
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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.

<b>Criterion 2 – Siblings</b>
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Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in the nursery or year 6 of a primary school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

### **Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. The decision to prioritise children on these grounds will be determined via Lambeth CYPs' MEDSOC Panel, which is comprised of CYPs senior management as well as senior school staff. Documents from an appropriate professional (not including general information from a website, etc) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority as the decision to prioritise under this criterion will solely rest with the MEDSOC Panel.

### **Criterion 4 - Children of staff at the school**

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (ie, their employment must have started no later than September 2012).

1. All such applications must be submitted to the MEDSOC Panel via an iCAF application submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
2. There will only be a maximum priority limit of 2 children per year group.

<b>Criterion 5 – Distance</b>
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Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.

This measurement will be from a point from the child's home as identified by the software to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.*

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

*\*Where the number of places remaining is not equally divisible by five, an additional place will be allocated in one or more bands.*

## **Other general admission elements to these arrangements**

<b>Applications relating to twins, triplets or other multiple births</b>
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Where a parent 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, Lambeth LA 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, Lambeth LA will

randomly allocate the place in order to determine who gets the offer. The parent can then determine whether to accept or reject the offer.

### **Proposed oversubscription for Lilian Baylis Technology School (LBTS)**

Lambeth LA is the Admissions Authority for LBTS School.

#### **General Places**

All children applying for admission to the school in Year 7 will be required to take a Non Verbal Reasoning Test. Children who have not taken the test will only be considered for a place at the school after those who have taken the test. In the case of continued oversubscription after the full allocation of places, a place will only become available to a child who has not taken the test once all other children remaining on the oversubscription waiting list for places have been offered a place.

All applicants will be placed in one of five bands, based on their score in the Test. Once the specialist places have been allocated and places have been allocated to children with a Statement of Special Educational Needs in which the school is the named school, the remaining places will be allocated on the basis of the oversubscription criteria detailed below, so that equal numbers of applicants are admitted from each band.\*\*

The criteria will be applied to applicants in each band in the order set out below:

#### **Criterion 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.

#### **Criterion 2 – Siblings**

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in the nursery or year 6 of a primary school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

### **Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. The decision to prioritise children on these grounds will be determined via Lambeth CYPS' MEDSOC Panel, which is comprised of CYPS senior management as well as senior school staff. Documents from an appropriate professional (not including general information from a website, etc) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority as the decision to prioritise under this criterion will solely rest with the MEDSOC Panel.

### **Criterion 4 - Children of staff at the school**

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (ie, their employment must have started no later than September 2012).

1. All such applications must be submitted to the MEDSOC Panel via an iCAF application submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
2. There will only be a maximum priority limit of 2 children per year group.

### **Criterion 5 – Distance**

Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.

This measurement will be from a point from the child's home as identified by the software to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.*

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

*\*\* Where the number of places remaining is not equally divisible by five, an additional place will be allocated in one or more bands.*

## **Other general admission elements to these arrangements**

### **Applications relating to twins, triplets or other multiple births**

Where a parent 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, Lambeth LA 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, Lambeth LA will

randomly allocate the place in order to determine who gets the offer. The parent can then determine whether to accept or reject the offer.

**Admission of children outside their normal age group - for Lilian Baylis, The Elmgreen school and The Norwood school**

In Line with the School Admissions Code, parents may seek a place for their child outside of their normal age group. Lambeth LA will manage such request via the following process:

- Parent/carers who have a child being taught in a year 6 class during the academic year 2016/17 **must** submit an application with a form from their child's primary school confirming that the child is being taught as a year 6 pupil together with any other supporting documents.
- The application together with all supporting documentations will be considered at the Medical Social panel meeting. (as per criterion 3 – Children with exceptional medical/social reasons with their application). The MEDSOC Panel will then decide (along with the relevant headteacher for the school concerned) whether such an out-of-year group place will be offered at the named school. 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.”*
- If the request is granted, then the child’s application will be processed for a place in year 7 for 2017/18 as agreed by the MEDSOC Panel and the school.
- 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.