

Admissions Policy 2020-2021

(September 2021 Entry)



Reviewed and Approved by the LGB during the term: Spring Term 2020

Next Review date: Spring 2021

Dulwich Hamlet Junior School Admissions Policy 2020- 2021

Policy Purpose

- To provide clear and transparent information to support parents in applying for Year 3 or an In-year place at Dulwich Hamlet Junior School
- To ensure that the school's Admissions procedures are accountable and in line with current legislation, in particular The Schools Admission Code
- To reflect the school's commitment to providing an inclusive education for pupils in the local community, irrespective of ability.

Responsibilities

The Head of School has delegated the role of administration of admissions to the Admissions Officer – currently Mrs Chrissie Purcell.

The Head of School has delegated the role of the Appeals Committee to an independent panel currently managed by Clerks Associates Ltd.

The School

Dulwich Hamlet Junior School is an academy, run by Dulwich Hamlet Educational Trust. The school is funded directly by the Department for Education.

We are our own Admissions Authority and are responsible for our own admissions arrangements. We are required to consult on a periodic basis and regularly publish our admissions arrangements.

The published admission number (PAN) for Dulwich Hamlet Junior School is 90. All applicants will be admitted if fewer than 90 applications are received. All offers of places are conditional upon receipt of the documentary evidence before the place is taken up.

Applying for a place in Year 3

All applications for children starting school in Year 3 are to be made via Southwark Council www.southwark.gov.uk/schooladmissions or via the local authority website in which you reside (most likely to be Lambeth or Lewisham).

We are happy to offer help and advice to families for our Year 3 places, and welcome visits to the school on our Open Days to find out more. For admission into our Year 3 classes in 2021 you will need to apply online by the date published on the local authority website and in the online Starting School booklets.

Late Applications

Any applications received after the closing date published on the Southwark website will be considered as 'late applications'. Please visit the Southwark Admissions website: www.southwark.gov.uk/schooladmissions for guidance on how to apply in these circumstances, or call the Southwark Schools Admission Team on 0207 525 5337 for advice and support.

Late applications will be considered **after** all on-time applications have been fully processed, unless exceptional circumstances merit earlier consideration, in accordance with the timeline published on the Southwark Admissions website.

Admissions criteria and Oversubscription criteria

Where the number of applications for admission is greater than the number of places available, applications will be considered against the criteria set out below. After the admission of pupils with an Education, Health & Care Plan, where Dulwich Hamlet Junior School is named on the Plan, criteria will be applied in the order below:

1. Children in public care (Looked After children) and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order) [see note (a)].
2. Children who will have a sibling attending the school at their time of entry [see note (b)].
3. Children who have a specific psychological, medical or social need which the school is best placed to meet, backed up by professional advice and agreed by the Head of School and an Admissions Panel [see note (c)].
4. Children living nearest the school measured by straight line route from home to the main school entrance on Dulwich Village [see note (d)]
5. Where the school becomes oversubscribed within a single criterion, places will be offered to children who live nearest the school. If oversubscription still exists, lots will be drawn. The process will be overseen by a person independent of the process.

Notes

(a) 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.

(b) Siblings include half brothers and sisters and stepbrothers and sisters who share the same home. It also includes adopted and foster brothers and sisters who share the same home.

(c) Evidence of specific psychological, medical or social needs including the reasons why a particular school would best meet those needs and the difficulties that would be caused if the child had to attend another school. This must be substantiated by written evidence from relevant qualified professionals e.g. a child or educational psychologist, a child psychiatrist, a general practitioner, an orthopaedic consultant or social worker, and agreed by the Head of School and an Admissions Panel (with governor representation).

(d) The distance is determined using the computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school by the shortest straight-line route in metres. A centroid (centre point), supplied by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the same school, lower door numbers will take priority. In the event that the distance is the same for more than one applicant, the school will use random allocation as a tie-break.

The home address is the address where the child resides. Where a child spends time with both parents or carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent and treat that as the home address.

Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will go over our published admission number to support the family when possible to do so.

Parents are advised that websites such as google maps will not give an accurate measurement and cannot be relied on for school admissions purposes. The school finder facility on Southwark Council's website gives approximate distances to schools based on postcodes alone and cannot be relied on to identify the school which is the closest to an actual address.

Operation of waiting lists

Where in any year, the school receives more applications for places than there are places available, a waiting list will operate. This waiting list will be maintained by the school once the local authority has relinquished control. Applicants will remain on the schools waiting list, following an unsuccessful application, unless advised to remove by the applicant.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Parents may keep their child's name on the waiting list for as long as they wish; admission authorities must maintain waiting lists for at least one term (31 December), however their position on the list may alter depending on additional applicants.

Please note that 'Looked After children, previously Looked After children and those allocated a place at the school in accordance with the Fair Access Protocol (see below) must take precedence over those on a waiting list.

Arrangements for admitting pupils to other year groups, to replace any pupils who have left the school

'In-Year' applications must be made by completing the Southwark 'In-Year' application form which can be downloaded from Dulwich Hamlet Junior School website at

www.dulwichhamletjuniorschool.org.uk

The completed form should then be returned to The Admissions Officer at The Dulwich Hamlet Junior School Dulwich Village London SE21 7AL or emailed to:

office@dulwichhamletjuniorschool.org.uk

*Applications for places outside the normal round of admissions (in year admissions) will be allocated in accordance with the school's published admission criteria. **Please contact Dulwich Hamlet Junior School directly for further information.***

The school will consider all applications and if the year group applied for has a place available, the school will admit the child. If more applications are received than there are places available, the oversubscription criteria will apply and the same waiting list processes will apply.

Requests for Deferred Entry

The School Admissions Code gives parents the right to request admission outside of the normal age group but does not place any duty on schools to agree to such requests. We do not, as a matter of settled practice, admit children outside of the normal age group. Any request would most likely be treated as a more general 'in-year admission' made on exceptional social or medical grounds.

Deferred Summer Born Children

For those summer born children who were accepted to their respective primary settings a full year after the point at which they could first have been admitted (the point at which

other children in their age range are beginning year 1) the parent will again have to request admission out of the normal age group. They MUST still apply at the point of chronological age transition to junior school, and submit this extra form to the Local Authority as part of the normal admissions process. There is no automatic transfer with the year group the child has been with to date, or automatic right to remain out of year group on transfer to a new school setting. It is not until this transition point to junior school that a decision is made.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012.

Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria, but on consideration of the evidence presented in the paperwork submitted.

Arrangements for Appeals Panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Dulwich Hamlet Junior School. The Appeal Panel will be independent of the school. Dulwich Hamlet Junior School will comply with the School Admissions Code of Practice and the School Admission Appeals Code of Practice, which apply to maintained schools and the law on admissions as it applies to maintained schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The school will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. Appeals must be heard within 40 school days of the appeal being lodged, or before the end of the summer term - whichever is sooner.

The panel must first consider whether the schools published admission arrangements comply with the mandatory requirements of the School Admissions Code. They must also decide if they were correctly applied in the individual's case.

Step two

If the panel decides there is good reason for turning down the application, the appellant has the chance to state why they are appealing against the decision:

- explain why the school is the best place for the child
- tell the panel about any special circumstances that might justify the child being awarded a place

- submit additional evidence or documentation that might be relevant to the appeal, such as a medical note from a doctor to support an application on the basis of social or medical need

Step three

If the panel decides that the appellant's case is the stronger, it will uphold the appeal and the child will be awarded a place at the school. If it finds that the admission authority's case is stronger, it will uphold the decision not to offer the child a place.

The panel's decision is binding - both on the appellant and the school's admission authority, and can only be overturned by the courts.

The panel will let the appellant and the admission authority know by post within seven days. If the appeal is successful, your child will be offered a place at school. If you are unsuccessful the child's name can, on request, be placed on a waiting list.

Appeal forms and procedures can be found on the school website
www.dulwichhamletjuniorschool.org.uk