

**Admissions Policy  
2018-2019**



Next Review date by LGB: Spring 2019

## **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 became an independent state academy on April 1<sup>st</sup> 2011. The school is funded directly by the Department for Education. Academies are publicly funded independent schools, free from local authority and national government control. We are our own admission authority and are responsible for our own admission arrangements. We are required to consult on a periodic basis and regularly publish our admission arrangements.

### **Applying for a place in Year 3**

Please note – it is essential that all applications meet the deadlines as set down centrally – all applications received after this date will be considered as ‘late applications’ (see below).

Please note that families applying for a Year 3 place apply online at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions) Paper applications must only be completed in exceptional circumstances e.g. by late applicants.

A supplementary form must be completed if an application is being made on “psychological, medical or social needs”, with relevant evidence to support the application. (Please see criteria 3 below).

The published admission number (PAN) for Dulwich Hamlet Junior School is **90**.

### **Late Applications**

Late applications - those submitted after the published date (available on the local authority website) will be considered **after** all on-time applications have been fully processed, unless exceptional circumstances merit earlier consideration.

### **Admissions criteria and Oversubscription criteria**

In the event of the school being oversubscribed the following criteria will be strictly applied:

After the admission of pupils with ‘Education, Health & Care Plans’ (EHCP), formerly known as ‘Statements of Educational Needs’ where Dulwich Hamlet Junior School is named on the EHCP, the criteria will be applied in the order below:

1. Looked after children and previously looked after children.  
*(Please see notes on page 4 (1a))*
2. Children who have a sibling who already attend the school and who will continue to do so on the date of admission  
*(Please see notes on page 4 (2b))*
3. Children who have a ‘exceptional social/medical or psychological need’ which the school is best placed to meet  
*(Please see notes on page 4 (3c))*
4. Children who live closest to the school, by straight line measurement from the main gate of the school on Dulwich Village, to the main entrance of the child’s home.  
*(Please see notes on page 4 (4d & 4e))*
5. In the event of oversubscription 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

1(a) “A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

*This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).*

*Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.*

*Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).”*

2(b) Brothers and sisters include half brothers and sisters and step brothers and sisters who share the same home. It also includes adopted and foster brothers and sisters who share the same home.

3(c) Evidence of exceptional 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 Executive Head Teacher and an Admissions advisory panel

4(d) The school buys into a computerised Geographical Information System (GIS) in order to determine distance. This system measures the distance from each applicant’s home to the designated main entrance of the school, in Dulwich Village, London SE21 7AL, 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 community school, lower door numbers will take priority.

4a(e) 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.

5(f) 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 ask community schools to go over their published admission number to support the family when possible to do so.

*Parents are advised that websites such as [www.googlemap.co.uk](http://www.googlemap.co.uk) 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 to Year 3**

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 local authority and then it will be handed over to the Academy to maintain post offers. Applicants will automatically be placed on the schools waiting list, following an unsuccessful application.

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 a Fair Access Protocol 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**

*Applications for places outside the normal round of admissions (in year admissions) will be allocated in accordance with the school's published admission criteria and processed as per Southwark's agreed protocol. **Please contact Dulwich Hamlet Junior School directly in regard to an In Year application.***

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.

### **Deferred entry / Admission of children outside of their normal age group**

As a junior school we are ineligible to offer deferred entry, as all children are of statutory school age by the time they start in Year 3.

### **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 schools website [www.dulwichhamletjuniorschool.org.uk](http://www.dulwichhamletjuniorschool.org.uk)