

Southwark community primary schools

Admission arrangements for September
2025 intake

A child with an Education, Health and Care Plan whose plan names a school must be admitted to the school in accordance with section 37 of the Children and Families Act 2014. This is a separate process from the coordinated admission arrangements set by Southwark Council.

1.1 Oversubscription criteria for Southwark community primary schools (all years excluding nursery)

In the event of there being more applications than places available, places will be allocated in the following order of priority:

1. Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted [see note (a)]
2. Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note (b)]
3. Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the headteacher that these can best be addressed at a particular school [see note (c)]
4. Children of permanent staff employed at the school [see note (d)]
5. Children living nearest to the school as measured by a straight line from the child's home to the main school gate/entrance [see note (e)]

Notes

- 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.

All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child.

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/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. This will then be treated as the home address.

Siblings attending the nursery or in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion.

- c) Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

- d) Applications will be prioritised where permanent staff employed at Southwark community primary schools are applying for a place for their child at the school they work in. For the purposes of this criterion, the 'permanent staff' member must:
- Be employed at the Southwark community primary school they are applying to for a minimum of two years at the time of submitting the application
 - Work as a teaching assistant or a qualified teacher at that school on a permanent basis; and
 - Work at the school for a minimum of 0.6fte (16.5 hours teaching staff).

Supporting evidence and verification from the headteacher at the school must be provided at the time of application to substantiate that the permanent staff member is employed as per the requirements set out above. Where supporting evidence has not been provided, priority will not be given under this criterion.

'Children of permanent staff' includes the natural, step, foster or adopted child living in the same family unit and at the same home address as the staff member making the application.

Priority is limited to a maximum of 1 child per form of entry per academic year at each Southwark community primary school as per the table below. If the staff member has multiple birth children or more than one child in the same academic year, Southwark community schools will admit all qualifying children under this criterion.

Published admission number at the Southwark community primary school	Maximum limit for children prioritised under criterion 4
120	4
90	3
60	2
30	1

- e) The LA uses the eastings and northings linked to an applicant’s address to calculate a straight-line distance measurement to all of our community schools in Southwark, which is generated by our Capita pupil database.

Due to Ivydale School being based at two sites, the distance for this school only will be calculated using a straight line from each applicant’s home address to the main gate/entrance of both school sites. The shorter of the two distances will then be used.

If a child lives in a block of flats where a communal entrance is used, the LA will use the grid references for the block, not for the individual flat. When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority.

- f) A child’s attendance at a co-located nursery class does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.
- g) 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, Southwark community schools will admit all qualifying siblings as ‘excepted pupils’ by going over their published admission number.

1.2 Tie break

Where two applications are equal in any given criterion, places will first be offered to children living nearest to the school measured by a straight line as described under criterion 5 of the oversubscription criteria. If however there is still a tie break, lots will be drawn to decide which child is offered a place.

1.3 Proof of address

Any offer of a school place will be conditional until proof of address has been provided within 15 days of the date of the offer of the place. Original copies of the following documentation will be required:

- Council tax bill; and
- One other proof of address such as a bank statement, TV licence or credit/store card statement

Occasionally, if the LA has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the LA discover that a parent has stated a fraudulent address, the offer of a school place will be withdrawn.

1.4 Dates of entry

Southwark Council will provide for the admission of children into the Reception year group in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his/her birthday (or on his/her birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Deferred entry

In accordance with Paragraph 2.17 of the School Admissions Code 2021, families are able to:

- Defer their child's entry to school until later in the same academic year (but not beyond the point at which the child reaches compulsory school age); or
- Take up their child's Reception place part time in the same academic year, until s/he reaches compulsory school age.

Where entry is deferred until later in the same academic year, the child's school place will be held and not offered to another child. Please view [Southwark Council's policy on deferring entry to primary school](#) for further information.

Admission of children outside of their normal age group

Families with summer born children who have not reached compulsory school age may request to delay their child's entry to Reception until the following academic year.

Please view [Southwark Council's policy on the admission of children outside of their normal age group](#) for further information.

For updates on the admission of summer born children you can also view the [Department for Education's website](#).

1.5 Waiting lists

Southwark Council will continue to co-ordinate admissions beyond offer date. Waiting lists for all oversubscribed community schools will be maintained for a minimum of one term (until at least 31 December 2025).

Children will only automatically be placed on the waiting lists of those schools which have been stated as higher preferences on their application unless there are exceptional circumstances which will be considered by the local authority. Each child on the waiting list will be ranked in line

with the oversubscription criteria stated at paragraph 1.1 above. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Any parent/carer wishing to know of their child's ranking on the waiting list and the criteria that applies to them has the right to be informed should they request this information.