



# **John Donne Primary and Nursery School**

## **Determined Admissions Arrangements**

**For admissions from: Autumn 2022**

## Introduction statement

John Donne Primary School is a 2 form entry Primary school in the Communitas Education Trust (CET), situated in Peckham. The educational provision at John Donne Primary School will significantly improve our pupils' life chances. Pupils will receive outstanding teaching across a range of subjects in a broad and balanced curriculum. Pupils will leave the school having achieved well and been prepared for secondary school.

## Published admission number (PAN)

The school has an admission number of 60 for entry in Reception year.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## Application process

If you are a Southwark resident, you must apply online at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions). If you live in another borough you must complete the admission application for the borough in which you live, even if you would like to apply for a school in Southwark. Please submit your online application by 15<sup>th</sup> January 2022. You will receive notification of the school your child has been offered by your Local Authority (LA) on 19<sup>th</sup> April 2022.

A child with a Statement of Special Educational Needs whose Statement names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. 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.

## Oversubscription criteria

In the event of there being more applications than available places and after the admission of children with a statement of special education needs or an education, health and care plan where the academy is named on the statement or plan, places will be allocated against the criteria set out below:

- (i) Children in public care (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) [see note (a)]
- (ii) 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]
- (iii) Children with exceptional medical, social or psychological needs, where it is agreed by the Governing Body and the headteacher that these can best be addressed at the Academy [see note c]
- (iv) Children of permanent staff members who work at least three days per week [see note d]

(v) Children living nearest to the school as measured by a straight line from the child's home to the main school gate [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. 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).

Any references to previously looked after children in the School Admissions Code 2014 means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately having been looked after.

(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, at the Academy 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) For the purpose of this criterion, the permanent staff must be:

- a member of teaching or support staff employed at the school for 2+ years at the time in which the application for admission is made; or
- recruited to fill a vacant post for which there is a demonstrable skill shortage
- the child's home address is that of the staff member

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.

(e) John Donne School uses the eastings and northings linked to an applicant's address to calculate a straight line distance measurement to the main entrance of the school on Wood's Road.

A child's home address in a situation where parents have shared responsibility, is where the child mainly resides.

If a child lives in a block of flats where a communal entrance is used, the School 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 the Academies 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, John Donne School will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.

(h) Offer of a school place will be conditional until original documents of proof of address and applicant ID has been satisfied by the school.

Occasionally, if the School 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 school discover that a parent/carer has stated a fraudulent address the offer of a school place will be withdrawn.

## **Tie-break**

Where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest to the school measured by a straight line as described under criterion 5. If, however there is a tie break lots will be drawn to decide which child is offered a place.

## **Late applications**

All late applications received after 15<sup>th</sup> January 2022 (except those regarded as exceptional circumstance) will not be considered for a school place until after the initial offer of places on 19<sup>th</sup> April 2022.

## **Waiting lists**

Southwark LA will continue to co-ordinate admissions beyond the offer date. The LA will hold waiting lists for the Academy until the end of 31<sup>st</sup> August, after this date the waiting list will be returned to the Academy.

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 School. Each child on the waiting list will be ranked in line with

the oversubscription criteria as stated above. 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. The waiting list will operate until the end of the academic year.

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

## **In-year admission**

Applications for in year admission can be made at any time outside the normal admissions round.

The school will operate a waiting list for each year group where the school receives more applications for places than there are places available.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria, not the date that the application was received. This means that the waiting list will be reordered in accordance with the oversubscription criteria as other applicants are added or removed. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [office@jdacademy.org.uk](mailto:office@jdacademy.org.uk) for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.jdacademy.org.uk](http://www.jdacademy.org.uk).

## **When can a child start primary school**

Southwark LA 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**

Families of children who are offered a school place before they are of compulsory school age can defer their child's entry to Reception until later in the same academic year or until the child 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. Families will not however be able to defer their child's entry into Reception beyond the academic year for which the original application was accepted.

For further information on deferring a child's Reception place until later in the same academic year please read Southwark's policy on "Deferring entry to primary school".

## **Admission of children outside their normal age group**

Families with summer born children should read Southwark's policy on the "Admission of children outside their normal age group" for further information on how they can delay their child's entry to Reception until the following academic year. Both policies can be viewed at [www.southwark.gov.uk/info/200289/primary\\_school\\_admissions](http://www.southwark.gov.uk/info/200289/primary_school_admissions).

However, we do anticipate changes to this section following the Government's consultation in respect of the admission of summer born children.

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

At the time of application, parents should request that their child is admitted to another year group, stating which one, and the reasons for that request.

Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

**Signed:**



**Chair of Governors**

**\*Reviewed annually by John Donne School Governing Body**