

ADMISSIONS POLICY FOR THE NORWOOD SCHOOL FOR THE 2021/2022 ACADEMIC YEAR

Lambeth Local Authority (LA) is the Admissions Authority for:

- *all community primary and secondary schools*
- *also Oasis Academy Johanna on behalf of Oasis Community Learning.*

School applications for children with an Education, Health and Care Plan (EHCP) are dealt with by Lambeth Special Educational Needs and Disabilities Team. Children with EHCPs naming one of the schools where Lambeth is the admission authority will be admitted to the named school. Where the EHCP is finalised in advance of a normal admissions round, the admissions number will be reduced accordingly.

Published Admissions Number For The Norwood School, year 7 entry = 180

Published Admissions Number For The Norwood School, year 10 (14-19) entry = 18

Application process

Applications for secondary transfer and year 10 (14-19)

- Children who attend a Lambeth community nursery school class **will not** automatically transfer to the main school. Parents/carers **must** apply separately for the primary school through their home Local Authority (LA).
- 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.
- Lambeth Council participates in the Pan-London admissions process, which runs in accordance with the School Admissions Code 2014.
- Applications for initial entry to all primary, junior and secondary schools within the coordinated process (i.e. all schools in Lambeth and other boroughs, excluding special schools and fee-paying schools) are to be made through the child's home borough using a Common Application Form (CAF). The on time application deadline 31 October 2020.
- Applications received after the above deadlines will be classed as 'late' and not processed until after National Offer Day 1 March 2021.
- Late applications will then be slotted into any waiting list in accordance with how they

meet the admissions criteria, regardless of date received.

14 – 19 Provision Bursaries in Visual and Performing Arts at The Norwood School

The process for applying for these places will be the same as secondary transfer, and follow the same national and Pan-London timelines.

This school will offer up to an additional 10% of their Year 10 places – 18 places - to external pupils who show a particular aptitude for more than one of the school's specialisms, namely the visual and performing arts. Allocated places will be in addition to the published PAN for Year 10.

Applications for the Year 10 specialist places must be made by completing an online application through the child's home borough. In addition to this The Norwood School's 14 – 19 Supplementary Information Form (draft attached) is to be returned to the school directly. Students will then be invited to the school for an audition, interview and workshop in visual and/or performing arts. Staff at The Norwood School undertake the specialism element themselves and pass on the names of the students that are eligible for the 18 places to Lambeth LA for the rest of the criteria (listed below in the policy) to be administered.

After the 1 September 2021 no additional Bursary places will be allocated. Any vacant Bursary places will not become general places for in-years. Students applying for 14 – 19 Bursary places will only be admitted in the September of Year 10.

Progression into the Sixth Form by 14 – 19 Bursary Students will be dealt with in the same manner as other Year 12 applications, with regards entry requirements.

In-year applications for secondary schools

- Applications for places outside the normal admissions round are not co-ordinated in the same way as transfers. Instead, each borough has their own process.
- Applications for Lambeth secondary community schools are to be made using the Lambeth In-year Common Application Form (iCAF).
- Offers made for Lambeth secondary community schools are made in liaison with school staff by Lambeth School Admissions Team.
- Applications for Lambeth non-community schools are to be made directly to the school using their own form.
- Parents/carers who are seeking a new school place for their child who has been permanently excluded from a school should not apply via the in-year process. Instead, if they are a Lambeth resident, they should contact the Inclusion Team to discuss revised educational arrangements as detailed in the permanent exclusion letter issued.

For non-Lambeth residents, parents/carers should contact their home Local Authority to find out how they can offer support and guidance regarding the next steps.

Oversubscription criteria for The Norwood School

Lambeth LA is the Admissions Authority for The Norwood School.

All children (without an EHCP) applying for admission to the school in Year 7 will be required to take a Non Verbal Reasoning Test. Staff at The Norwood School administer the banding test in collaboration with other schools in Lambeth that use the test. In addition to the Common Application Form the school's Supplementary Information Form (appendix 2) will need to be completed by the child's parent/carer and sent to the school by the set deadline as this is used to invite children to sit the test.

The purpose of the test is to band pupils in order to ensure that the school has a balanced and comprehensive intake, ie an equal number of applicants are admitted from each ability band.

The Norwood School can reserve up to 10% (up to 18 places) of their Year 7 places as Bursaries offered to pupils who show a particular aptitude for the Specialism in Visual and Performing Arts. Children who are eligible for a bursary place will have their names placed in the school's bursary band. All children for specialist places must complete the school's Supplementary Information Form in addition to the Common Application Form to be invited to the school to take a short test for aptitude in visual and performing arts. Staff at The Norwood School undertake the specialism element themselves and pass on the names of the children that are eligible for the 10% of places to Lambeth LA for the rest of the criteria to be administered.

All applicants will be placed in one of seven bands – bursary, five ability bands and a band for those without a test score, and the oversubscription criteria will be used to determine who can be offered a place within each band.

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.

Once children with an EHCP 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 children are admitted from each band.

Where the number of places remaining is not equally divisible by five (for the ability bands), an additional place(s) will be allocated in one or more bands to ensure all those with the

same score are in the same band.

The criteria will be applied to children in each band, including the bursary band, in the order set out below:

Criterion 1 – Looked After Children and previously 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.

The School Admissions Code 2014 states that: 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 the 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 Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 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. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare

arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the council's senior management as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social

worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion 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 teaching assistant or 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 (i.e. their employment must have started no later than September 2017).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds eg. a letter from the headteacher or other senior leadership team member. 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 be a maximum priority limit of 4 children per year group for secondary schools/phase (years 7 to 11).

Criterion 5 – Distance

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) 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.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

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.

Other general admission elements to these arrangements

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Waiting lists

Secondary transfer and 14-19 intake

- Where a school is over-subscribed and a place cannot be offered at a preference listed higher on the Common Application Form than the one offered, the child's name can be placed on the school's waiting list.
- Waiting lists will be ordered in accordance with the published admissions criteria for the school.
- The School Admissions Code states that waiting lists must be maintained until the end of the term after the children start year 7/year 10. Therefore names will automatically remain on the list for Lambeth community schools, which were listed as a higher preference to the one offered until 31 January of that year.
- After 31 January a new in-year application will be required for a name to continue on the waiting list.
- Non-community Lambeth schools may have their own different policy on waiting lists.

In-year offers

- If an offer is made from an In-Year Common Application Form (iCAF) this will be the highest preference possible at that time. Any lower preferences will be automatically declined (closed).
- Waiting lists will be ordered in accordance with the published admissions criteria for the school.
- The child's name will be taken off the waiting list of any higher preferences to the one offered unless the relevant section on the reply form is completed.
 - Children's names will remain on waiting lists for Lambeth community secondary schools until the end of the academic year (31 August) in which the application was received or until 31 December of the same year if received after 1 June.
- After this time a new iCAF will be required to ensure that details on the waiting list are accurate and up-to-date.

Appeals

- Parents/carers can appeal against the refusal of a school place listed on the CAF or iCAF

under the School Standards and Framework Act 1998. Appeals against the decision not to offer a child a place at a Lambeth community school or Oasis Academy Johanna are to be lodged with Lambeth Democratic Services. An independent appeal hearing will be instigated by that service, in accordance with their arrangements.

- Timescales for appeals for on-time secondary transfer and 14-19 places at Lambeth community schools will be published in School Admissions Team literature and online

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nearer the time. These dates are set to try and ensure that hearings are heard before the summer holidays.

- For late applications for Lambeth community schools, an appeal should be lodged with Lambeth Democratic Services within 20 school days of receipt of application outcome letter.
- Appeals lodged after the aforementioned published dates will be heard within 40 school days of the appeal on-time deadline or 30 school days of being lodged, whichever is the later date.
- For in-year applications for Lambeth community schools an appeal should be lodged with Lambeth Democratic Services within 20 school days of receipt of application outcome letter. Appeals will be heard within 40 days of being lodged

For more details about the school's admissions arrangements, please visit www.lambeth.gov.uk/eadmissions

