



# Dog Kennel Hill

## Admissions Procedures

|  |  |                            |              |
|--|--|----------------------------|--------------|
| <b>Date of issue</b>                             | January 2023   | <b>Date of next review</b> | January 2024 |
| <b>Person responsible for updating this plan</b> | Executive head: Galiema Amien-Cloete<br>Deputy Head: Victoria O'Reilly |                            |              |

Copies of this plan are held by:

|             |          |
|-------------|----------|
| Shared area | Policies |
|-------------|----------|

## INTRODUCTION

The Admissions Policy followed at Dog Kennel Hill Primary School is that which is laid down by Southwark Education Authority. The Executive Head Teacher and Deputy Head Teacher are responsible for admissions to the school, and is aided by Dog Kennel Hill Primary School's Admissions Team. Advice can be sought from Southwark's Admissions and Appeals Co-ordinator.

A copy of Southwark's Admission arrangements for September 2022 intake is available from the school office on request. The 'Starting primary school in Southwark' booklet, produced by the authority, is available online for prospective parents at [www.southwark.gov.uk](http://www.southwark.gov.uk).

Visits to look around Dog Kennel Hill Primary School are welcomed and encouraged; these can be arranged by contacting the school office via email: [school@dkh.southwark.sch.uk](mailto:school@dkh.southwark.sch.uk) or calling 020 7274 1826.

## ADMISSIONS CRITERIA

Applications for admission to Dog Kennel Hill Primary School including Nursery for each academic year, in the case of over-subscription, are considered against the following criteria in priority order:

1. residency in the London Borough of Southwark
2. the educational, medical, and social needs of the child, and in particular the needs of any child assessed as "in need" under the Children Act 1989 including Children in public care (Looked After Children/previously Looked After Children), children with special educational need or disability.
3. attendance of a sibling including step, foster and adopted living permanently at the same address, at the time of admission to the school, not at the time of application, (i.e. admission in the context means the date the child starts school)
4. children of staff members of the school who have been a staff member of Dog Kennel Hill Primary School for a minimum of two academic years or have been appointed because they have a skills/expertise required to fill a vacant post and there is a demonstrable shortage of individuals with the skills/expertise required by the school.
5. to children who live nearest to the school measured by the shortest walking distance.
6. to children who are cared for by a local authority registered child minder; distance will be considered from the child-minder's registered address and measured using the shortest walking distance.

Tie-break: where a school becomes oversubscribed once all the criteria have been applied, places will be offered to children living nearest the school measured by a straight line. If however, there is a tie break lots will be drawn to decide which child is offered a place.

All measurements will be as measured on a large-scale Ordnance Survey map and proof of residency, date of birth, identity and the child minder's registration documentation (where applicable) will be required to support the application.

## **Fraudulent applications**

DFEE Circular 6/96 advises admission authorities that it may, in some circumstances, be lawful to withdraw the offer of a school place before a child starts school if the place was offered on the basis of a fraudulent or intentionally misleading application. Parents should be advised of this and asked to provide proof of the child's date of birth and residence. (See appendix 1)

## **NURSERY ADMISSIONS**

Applications for Nursery places should be made directly to the school. Dog Kennel Hill primary nursery has 26 places for each session.

Children are eligible into Nursery in the September after their 3rd birthday, if there is space within the setting, the children may start at the beginning of the term following their 3rd birthday.

For children taking up 15 hours, this will comprise of Monday & Tuesday 9:00am-15:15pm and Wednesday 9:00am until 11:30am.

If children are eligible to 30 hours, this will comprise Monday to Friday 9.00am to 3.15pm. You can check if you are eligible here: [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk).

Admissions criteria is the same as above plus:

In selecting pupils to be admitted, the school will take account of the age profile of the new and existing pupils in that a balance needs to be maintained in relation to 3 and 4 year olds.

A child's attendance at Dog Kennel Hill Primary Nursery does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.

## **PRIMARY SCHOOL ADMISSIONS**

### **Reception**

Arrangements for admissions to primary schools are set out in detail in the 'Starting primary school in Southwark' booklet (which is why we do not set out the criteria in this document). Applications for Primary Schools in Southwark must be done online on the Southwark council website. To access an online application form please go to:

[www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)

If parents don't have access to the internet, or feel they need assistance in completing an application, they can go to one of the Southwark libraries where staff will be able to help. The 'apply online' sessions at the local Southwark libraries are very helpful.

The school has one Reception class with 30 children. All children who are 5 during the academic year from 1st September to 31st August will be offered a reception place starting in the September.

Parents may request to defer their child's entry until later in the same school year or until they reach compulsory school age, which is 5. Further information regarding deferred entry is in the 'Starting primary school in Southwark' booklet.

Once you have been offered a school place, you will need your child's birth certificate Child benefit documentation or if you are no longer eligible to receive child benefit, a letter from HMRC confirming that you were previously in receipt of child benefit, council tax bill and one

other proof of address, for example bank statement, TV licence, credit card or store card statement.

### **In-year Admissions**

Applying for a place at any other time is called an in-year admission.

- Children coming from outside Southwark must apply through the Local Authority,
- Children applying to move from one Southwark School to another can obtain the in-year admission form from their current school.

### **UNSUCCESSFUL APPLICATIONS**

If it is not possible to accept a child, the reason for the decision will be given in the letter and reference made to the parents' right of appeal and advice given about other nearby schools which the child could attend and explain that the application can remain on the waiting list.

### **Appeal applications**

There are provisions for appealing against the decision to admit a child to an Appeals Panel, in accordance with the provision of Section 423 of the Education Act 1996 Act and the school keeps a supply of appeal forms for appellants.

Any appeals need to be carried out through the Admissions and Appeals Team within 21 working days of the decision not to offer a place. Supplies of the form and notes for guidance are available from that Team.

A senior Member of staff is required to attend appeal hearings.

There is no right of appeal for unsuccessful applications for the Nursery class.

### **PUPILS WITH AN EDUCATION HEALTH CARE PLAN**

Applications for a place at a school cannot be rejected because a child has a Special Educational Need or, in the opinion of the Headteacher, may require an EHCP. Similarly, a place cannot be refused by a school stating they will only admit a child if the parents seeks 'additional' educational support from the LA to meet their child's needs. Similarly, an application for casual admission cannot be rejected because a child is thought to have behavioural difficulties or has been permanently excluded from another school. In all of these circumstances, if a place is available, it must be offered to the applicant. If a Statement of Special Educational Need is issued by the authority, then the school named in the statement is bound to admit the child regardless of whether the school has a vacancy in the year group for the child.

### **MEASUREMENT OF DISTANCES**

All applications to be considered under the distance criteria should be measured. Nearness to school is to be measured on a large-scale Ordnance Survey map of the area surrounding the school. For this purpose, measurement will be over the shortest walking route to the nearest school entrance to the parents' home and accessibility by private car or public transport will therefore be disregarded. Advice should be sought from the Admissions and Appeals Team if there are any difficulties with addresses or measurements.

## **MONITORING AND REVIEW OF POLICY**

The policy is subject to ongoing monitoring by the Executive Head and Deputy Head of School and the Governors of Dog Kennel Hill Primary School.

## **APPENDIX 1 PROVIDING EVIDENCE FOR ADMISSIONS**

To ensure that places are offered fairly and legally, no child is admitted into the school until proof of address (e.g. tenancy agreement, council tax bill) and child's birth certificate are seen.

Copies are taken for the records.

In the event of a child's name being changed by deed poll, a copy of the document is retained by the school.

### **Other acceptable documents include:**

- local authority rent card
- a certificate of identity issued by the Home Office
- forms issued by the Home Office
- Passport
- Adoption certificate
- paid household bills in the applicant's name at the address they claim to reside
- certificate of employment in HM forces
- Standard Acknowledgement Letter (SAL) held only by asylum seekers
- life assurance policy

### **Contact:**

Admissions and Appeals Co-ordinator  
Southwark Council PO BOX 64529  
London  
SE1P 5LX  
Tel: 020 7525 500