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# FOREST HILL SCHOOL

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## ADMISSIONS' PROCEDURES' POLICY

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*September 2012  
Review: in line with  
amendments to the LA model  
admissions' procedures*

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## Introduction

As a community school, the admissions' process and offer of a place at Forest Hill School are the responsibility of the Local Authority (Lewisham). Full details of the admissions' criteria are available from:-

**Admissions and Appeals Team**  
**3<sup>rd</sup> Floor, Laurence house**  
**Catford Road**  
**London SE6 4RU**

**T: 020 8314 8282**

[www.lewisham.gov.uk/admissions](http://www.lewisham.gov.uk/admissions)

Should over-subscription to a particular school occur, it may be helpful to be aware that places are allocated to applicants on the following basis:-

1. Children in Public Care (details **must** be supplied by the allocated social worker or foster carer). This means a child who is in care to a local authority or who is provided with accommodation by that authority, as well as 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).
2. In exceptional circumstances there is discretion to admit children on the grounds of their or their family's severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with a sub-group of the Admissions' Forum, teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions, and teaching professionals advise on applications made for social or special reasons. Supporting evidence **must** be provided before the closing date for applications.
3. Applicants whose brother or sister is on the roll of the school on the closing date for applications and will still be on the roll of the school at the intended date of admission. If the school is over-subscribed entirely with siblings, priority will be given to those living nearest and to those with exceptional social and medical need. Siblings include all blood siblings, adoptive siblings, half-siblings, foster siblings of Looked-After Children and step siblings. Siblings must all live at the same address as the child. Proof of the sibling relationship may be required.
4. Applicants who live nearest to the school. All distances will be measured in a straight line from the home to the main school entrance, using digitised mapping software or Ordnance Survey maps of the area. If more than one applicant lives in a multi-occupancy building, eg flats, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

**Twins, triplets and other multiple births** – where twins, triplets or children from other multiple births qualify for the last school place to be allocated, Lewisham will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

**Tie break** – on the rare occasion where two or more identical applications qualify for the last available place, lots will be drawn to decide which qualifying child is offered the place.

When a school is over-subscribed, any vacancy which arises as a result of the withdrawal of a successful application will be offered to the next child on the waiting list in that band. If a school cannot fill all places available in a particular band, applicants from adjoining bands will be offered the places until the school is full.

**Waiting lists** – requests to be placed on a waiting list for a community school must be made via the home local authority. In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents' highest possible preference, Lewisham will ensure that waiting lists do not contain lower ranked preferences except where it (or the home local authority) has agreed to a parental request to change the order of preferences. In such cases, where there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply. Waiting lists will be held for the first academic year (Year 7) of admission only. Those wishing to be considered for a place beyond Year 7 will be required to make an in-year application.

Waiting lists for Lewisham's community schools will include those who have moved to the area and were unable to make an 'on time' application. Parental enquiries about waiting list positions or appeal procedures for community schools should be directed to Lewisham's Admissions' Team.