

Dulwich Hamlet Junior School  
**Admissions Policy 2025-2026**  
(September 2025 Entry)



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## **Dulwich Hamlet Junior School Admissions Policy 2025-2026**

(for September 2025 entry)

*Outstanding learning, within a glittering curriculum, where everyone matters.*

*Respect, Integrity, Resilience, Enjoyment and Independence*

### **Policy Purpose**

- To provide clear and transparent information to support parents in applying for Year 3 or an In-year place at Dulwich Hamlet Junior School.
- To ensure that the school's Admissions procedures are accountable and in line with current legislation, in particular The Schools Admission Code.
- To reflect the school's commitment to providing an inclusive education for pupils in the local community, irrespective of ability.

### **Responsibilities**

The Headteacher has delegated the role of administration of admissions to the Admissions Officer – currently Miss Stephanie Bartle.

The Headteacher has delegated the role of the Appeals Committee to an independent panel currently managed by Clerks Associates Ltd.

### **The School**

Dulwich Hamlet Junior School is an academy, run by The Charter Schools Educational Trust. The school is funded directly by the Department for Education.

We are our own Admissions Authority and are responsible for our own admissions arrangements. We are required to consult on a periodic basis and regularly publish our admissions arrangements.

The published admission number (PAN) for Dulwich Hamlet Junior School is 90. All applicants will be admitted if fewer than 90 applications are received. All offers of places are conditional upon receipt of the documentary evidence before the place is taken up.

## Applying for a place in Year 3

All applications for children starting school in Year 3 are to be made via Southwark Council [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions) or via the local authority website in which you reside (most likely to be Lambeth or Lewisham).

We are happy to offer help and advice to families for our Year 3 places, and welcome visits to the school on our scheduled Open Days in the Autumn term to find out more. For admission into our Year 3 classes in 2025 you will need to apply online by the date published on the local authority website and in the online Starting School booklets.

### Late Applications

Any application received after the closing date published on the Southwark website will be considered as a 'late application'. Please visit the Southwark Admissions website: [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions) for guidance on how to apply in these circumstances, or call the Southwark Schools Admission Team on 0207 525 5337 for advice and support.

Late applications will be considered **after** all on-time applications have been fully processed, unless exceptional circumstances merit earlier consideration, in accordance with the timeline published on the Southwark Admissions website.

### Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the criteria below.

### Oversubscription Criteria

Where the number of applications for admission is greater than the number of places available, applications will be considered against the criteria set out below. After the admission of pupils with an Education, Health & Care Plan, where Dulwich Hamlet Junior School is named on the Plan, criteria will be applied in the order below:

1. Looked after children, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC) [see note (a)].
2. Children who will have a sibling attending the school at their time of entry [see note (b)].

3. Children for whom there is an exceptional reason why Dulwich Hamlet Junior School is the only school which is suitable and appropriate for the child to attend because of a specific social, medical or psychological need which prevents them from attending any other school. This must be supported by written evidence from relevant qualified professionals (e.g., A GP, hospital consultant or social worker) explaining the reason why the school is the only suitable and appropriate school for the child to attend, and agreed by the Headteacher and an Admissions Panel [see note (c)].

4. Children of all permanent staff members who work at least 0.6 full time equivalent for the school, where the member of staff has been permanently employed at the school for two or more years at the time at which the application for admission to the school is made.

5. Children living nearest the school measured by straight line route from the main entrance of the child's home, to the main school entrance on Dulwich Village [see note (d)].

**Tie-Breaker:** Where the school becomes oversubscribed within a single criterion, places will be offered to children who live nearest the school. If oversubscription still exists, lots will be drawn. The process will be overseen by a person independent of the process.

### **Notes to Oversubscription Criteria**

*(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 the definition in Section 22(1) of the Children Act 1989). An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).*

*Internationally adopted previously looked after children (IAPLAC): 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) Siblings include half brothers and sisters and stepbrothers and sisters who share the same home. It also includes adopted and foster brothers and sisters who share the same home.*

*(c) Evidence of specific psychological, medical or social needs including the reasons why a particular school would best meet those needs and the difficulties that would be caused if the child had to attend another school. This must be substantiated by written evidence from relevant qualified professionals e.g. a child or educational psychologist, a child psychiatrist, a general practitioner, an orthopaedic consultant or social worker, and agreed by the Headteacher and an Admissions Panel (with governor representation).*

*(d) The distance is determined using the computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school by the shortest straight-line route in metres. A centroid (centre point), supplied by Ordnance*

*Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the same school, lower door numbers will take priority. In the event that the distance is the same for more than one applicant, the school will use random allocation as a tie-break.*

*The home address is the address where the child resides. Where a child spends time with both parents or 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 and treat that as the home address.*

*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, we will go over our published admission number to support the family when possible to do so.*

*Parents are advised that websites such as google maps will not give an accurate measurement and cannot be relied on for school admissions purposes. The school finder facility on Southwark Council's website gives approximate distances to schools based on postcodes alone and cannot be relied on to identify the school which is the closest to an actual address.*

## **Operation of waiting lists**

Where in any year, the school receives more applications for places than there are places available, a waiting list will operate. This waiting list will be maintained by the school once the local authority has relinquished control. Applicants will remain on the school's waiting list, following an unsuccessful application, unless advised to remove by the applicant.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Parents may keep their child's name on the waiting list for as long as they wish; admission authorities must maintain waiting lists for at least one term (31 December), however their position on the list may alter depending on additional applicants.

Please note that Looked After children or Previously Looked After children allocated a place at the school in accordance with a Fair Access Protocol (see page 7) must take precedence over those on a waiting list.

## **In-Year Applications**

**Applications for places outside the normal round of admissions (in-year admissions) will be allocated in accordance with the school's published admission criteria and processed as per Southwark's agreed protocol.**

If you plan to apply for an in-year place at Dulwich Hamlet Junior School, you must complete an online e-admissions application via the Southwark Admissions website:

<https://www.southwark.gov.uk/schools-and-education/school-admissions/in-year-admissions>

On receipt of your application the school will notify you of the outcome in writing within 15 school days.

## **Entry Admission of Children Outside Their Normal Age Group**

The School Admissions Code gives parents the right to request admission outside of the normal age group but does not place any duty on schools to agree to such requests. We do not, as a matter of settled practice, admit children outside of the normal age group.

Any such requests from Southwark residents must be made using the Southwark Council's request form which is available on the website at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions). Any non-Southwark residents must contact their home local authority for details on how to make a request for admission outside the normal age group.

The admission authority expects parents and carers to provide them with information in support of their request, demonstrating why it would be in the child's interests to be admitted outside of their normal age group.

The admission authority will make their decision in the child's best interests, taking the circumstances of the case into account and considering all of the child's needs, including the parent's views; 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 view of the Headteacher must be taken into consideration.

The school will convene an Admissions Panel to consider the case and evidence, in order to reach an informed and balanced decision and will inform parents in writing, setting out clearly the reasons for their decision.

Parents will have the right to appeal, however, this right does not apply if they are offered a place at the school but it is not in their preferred age group. Please see 'Arrangements for Appeals Panels' section.

## Summer Born Children

For those summer born children who were accepted to their respective primary settings a full year after the point at which they could first have been admitted (the point at which other children in their age range are beginning Year 1), the parent will again have to request admission for an out of the normal age group place, alongside an application for a school place, and should do so when their child's 'correct' cohort are making applications for a school place. They **MUST** still apply at the point of chronological age transition to junior school, and submit this extra form to the Local Authority as part of the normal admissions process. There is no automatic transfer with the year group the child has been with to date, or automatic right to remain out of year group on transfer to a new school setting. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. **It is not until this transition point to junior school that a decision is made i.e., not at entry to Reception stage.**

The school expects parents and carers to provide them with information in support of their request, demonstrating why it would be in the child's interests to be admitted a year later than their chronological peers.

The school will make their decision in the child's best interests, taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs. The school will also take into account the fact that the child has been educated in a different year group up until this point. The view of the Headteacher must be taken into consideration.

The school will convene an Admissions Panel to consider the case and evidence, in order to reach an informed and balanced decision. As long as the normal application and request for admission for an out of normal age group place have been submitted on time, the school will ensure that the parent receives the response to their request before primary national offer day in writing.

Where a request is agreed, the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admissions arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower, or higher, priority on the basis that the child is being admitted out of their normal age group.

If the request is refused, the admissions authority will explain why they think it is in the child's best interests to be educated in their normal age group and parents will have the right to appeal, however, this right does not apply if they are offered a place at the school but it is not in their preferred age group. Please see '*Arrangements for Appeals Panels*' section.

## Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code:  
<https://www.gov.uk/government/publications/school-admissions-code--2>

Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

## **Arrangements for Appeals Panels**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Dulwich Hamlet Junior School. The Appeal Panel will be independent of the school. Dulwich Hamlet Junior School will comply with the School Admissions Code of Practice and the School Admission Appeals Code of Practice, which apply to maintained schools and the law on admissions as it applies to maintained schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The school will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. Appeals must be heard within 40 school days of the appeal being lodged, or before the end of the summer term - whichever is sooner.

### **Step one**

The panel must first consider whether the schools published admission arrangements comply with the mandatory requirements of the School Admissions Code. They must also decide if they were correctly applied in the child's case.

### **Step two**

If the panel decides there is good reason for turning down the application, the appellant has the chance to state why they are appealing against the decision and:

- explain why the school is the best place for the child,
- tell the panel about any special circumstances that might justify the child being awarded a place,
- submit additional evidence or documentation that might be relevant to the appeal, such as a medical note from a doctor to support an application on the basis of social or medical need.

### **Step three**

If the panel decides that the appellant's case is the stronger, it will uphold the appeal and the child will be awarded a place at the school. If it finds that the admission authority's case is stronger, it will uphold the decision not to offer the child a place.

The panel's decision is binding - both on the appellant and the school's admission authority, and can only be overturned by the courts.

The panel will let the appellant and the admission authority know by post within seven days. If the appeal is successful, the child will be offered a place at the school. If the child is unsuccessful the child's name can, on request, be placed on a waiting list.

Appeal forms and procedures can be found on the school website:

<http://www.dulwichhamletjuniorschool.org.uk/admissions.html>