Twin Oaks Primary School
ADMISSIONS POLICY
2026 - 2027

The school where everyone is valued and all succeed.

Governing Body with Responsibility	Full Governing Body
Agreed by Governors on	5/10/26
Chair's Signature	Samantha Hoyer
Staff Member Responsible for Review	Headteacher
Date for Review	October 2027

Applying for Admission to Reception

The Governors of Twin Oaks Primary School have agreed to adopt the Admissions Procedures and Determined Admissions Criteria as set out by Lewisham Local Authority.

Parents may apply for a Reception place any time after the child reaches the age of three. Parents will be notified if they have been successful by the local authority.

All children will be admitted into the Reception class at the beginning of the Autumn Term (September).

There is a maximum admission number of 30 children in Reception. Proof of permanent home address, identity and status will be required at the time of application, to ensure correct priority is given.

Decisions are made by Lewisham Council who co-ordinate all admissions and manage the waiting list. If more parents want places for their children than it is possible to provide in that year, priority will be given in the following order.

1. Children in public care, including those children who have been adopted, or become subject to a residence or special guardianship order. *Please note: children from abroad who are believed to be in care or have been in care will be given the same admission status as children looked after in the UK
2. Children with a particular medical or social need, (as supported by professional documentation.)
3. Brothers and sisters (including half brothers or sisters and foster brothers or sisters residing at the same address)
4. To children for whom it is the nearest school, measured by the shortest walking route.

In exceptional circumstances a child may be given priority on the grounds of an acute medical or social need, where the application is supported in writing by a professional.

Parents may appeal the decision, under the School Standards and Framework Act 1998. Forms are available from Lewisham Education (020 8314 6211) or the main office.

Casual or 'In Year' admissions

Casual admissions may take place at any time for any other year group, and a place will be offered if there is one available, by the Local Authority who deal with all admissions centrally.

If there is not a vacancy, the child's name may be placed on the waiting list and will be contacted when a place becomes available.

All admissions interviews will be carried out by the Headteacher before a child starts

in the school, and a date will then be agreed for them to start.

Transfers between schools usually take place at the start of each half term unless there are compelling reasons for an earlier transfer.

Appendix - Lewisham's determined admissions criteria for community primary school Reception classes (children born between 1 September 2022 and 31 August 2023) and who will start school in September 2027.

When there is over-subscription, places are offered to:

1. A looked after child' 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. 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). Details must be supplied by the allocated social worker or foster carer. Please note that children from abroad who are believed to be in care or have been in care will be given the same admission status as children look after in the UK.
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 panel of 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. Children whose brother or sister is on roll of the school on the closing date for applications and is expected to be on the roll of the school (or of the junior school in the case of separate infant and junior schools), at the intended date of admission. Children in Year 6 who will have transferred to secondary school by the time the younger child is admitted do not confer sibling priority. If the school is over-subscribed entirely with siblings, priority will be given to: i) those with an exceptional social or medical need (see 2 above) and then to ii) those who are permanently living nearest to the school (see 4 below). Siblings include all blood or adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child applying. Proof of the sibling relationship may be required.
4. Children living nearest to the school. All distances will be measured to a central nodal point in the school premises, using digitised mapping software

of the area, from a nodal point in the applicant's permanent home address. If more than one applicant lives in a multi-occupancy building (e.g. 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.

Waiting lists - 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 LA) 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 for Lewisham's community schools will include those who have moved to the area and were unable to make an 'ontime' application.
The reception co-ordinated scheme continues until the end of the summer term 2026. Applications received for Reception class beyond the end of the summer term 2026 will be considered as an In Year applicant. Waiting lists will be held for the first term of the Reception year only. Those with a continuing interest in a place at a school beyond this time will be required to make an in year application.