



DULWICH VILLAGE  
CHURCH OF ENGLAND  
INFANTS' SCHOOL

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## APPLICATION FOR ADMISSION FOR SEPTEMBER 2024

Dear Parent/Carer

Thank you for considering applying for a place for your child at Dulwich Village C of E Infants' School. Please find attached the details of the Admissions Policy which sets out how to apply to the school and the criteria by which places are offered. The following applies to applicants who are due to start school in September 2024. All applicants must submit a "Common Application Form" and applicants for a "Foundation Place" must also submit a "Supplementary Form".

Please complete one of each form for each child for whom you are applying.

**COMMON APPLICATION FORM ("CAF"):** both Foundation and Open Place applicants must submit a CAF and return it to the Southwark admissions team by 15<sup>th</sup> January 2024. If you are a Southwark resident you must apply online at <https://www.eadmissions.org.uk>. If you are not a Southwark resident, the CAF can be obtained from your home local authority.

Please note that in order for your application to be valid, a CAF form must be completed.

**SUPPLEMENTARY FORM:** This form **only** needs completing if you are applying for a Foundation Place and is available to download from our website. Please return this form with the required information directly to the school by 15<sup>th</sup> January 2024. If you are applying for a Foundation Place you must insert the full name and full address of your current vicar/priest/minister and, if you have worshipped at your present church for less than two years, your previous clergy. The school will write to the clergy listed to ask them to complete and return a clergy form. Please note letters will be sent to your clergy after the closing date. Please ensure that your clergy have returned your clergy form to the school by Monday 5<sup>TH</sup> February. We will not routinely send repeat requests to clergy. If the school has not received your clergy form by the date specified, applications for Foundation Places will be ineligible under the admissions criteria for Foundation Places.

If you do not meet the requirements of the Admissions Policy relating to Foundation Places your application will be considered under the criteria for Open Places. Please see the criteria in the attached policy, which has details of key terms and definitions

We specialise in the infant phase, "Key Stage 1", and children leave our school at the end of Year Two. Please note that although we have close links with Dulwich Hamlet Junior School the children do not transfer there automatically and there is no sibling policy between the schools.

Please note that your application will be considered on the basis of the address provided by you on your Common Application Form. If you are offered a place and then move before your child is due to start school, your application will be reconsidered in light of your new address and your place may be withdrawn.

We look forward to receiving your application and we hope to welcome you and your child to the school in September.

Yours sincerely,

Matilda Walker  
Chair of Governors



## ADMISSIONS POLICY FOR SEPT 2023

This Admissions Policy is subject to annual review, which might result in amendments being made in future years. *Capitalised terms are defined in the text or in the Definitions section at the end of this policy so please refer to this section.*

The Governors will accept applications from the 1st September 2023 for the September 2024 intake. Because the school is usually oversubscribed, the following criteria, approved by the Southwark Diocesan Board of Education make up the “Rules for Admission”.

### TYPES OF PLACES

There are two types of places:

Foundation Places	45 places
Open Places	45 places

Applicants will need to decide whether they are applying for a Foundation or Open Place. They cannot apply for both.

### FOUNDATION PLACES

The Governors have designated 45 places to be offered to pupils whose Parents/Carers (at least one) are Faithful and Regular Worshippers of Christian Churches (a “**Foundation Place**”). Within this category, priority will be given to members of St Barnabas Church, Dulwich.

Foundation place applicants **ONLY** must complete and return a Supplementary Form to the school at the time of application. The Governors will also seek verification of the applicant’s faithful and regular worship from the clergy named on the Supplementary Form. If the applicant has worshipped at their current church for less than the 1 year, details of their previous clergy will be required.

#### Oversubscription Criteria

If two or more applicants have equal right to a place under any of the criteria, the place will be offered to those living Nearest to the school. If two or more applicants live equidistant from the school and there are insufficient places to admit all applicants, the remaining places will be allocated by drawing lots.

Foundation Places will be allocated according to the following criteria, stated in order of priority:

1. Looked After Children or Previously Looked After Children, including internationally adopted previously looked after children (IAPLAC) of Faithful and Regular Worshippers at St Barnabas Church or other Christian Churches.
2. Children of Faithful and Regular worshippers at St Barnabas Church or another Christian Church with known Special Medical or Social Needs, for whom this is the only appropriate school.
3. Children of Faithful and Regular Worshippers at a Christian Church, who will have a Sibling at the School at TIME OF ENTRY.
4. Children of Faithful and Regular Worshippers at St Barnabas Church.
5. Children of Faithful and Regular Worshippers of another Christian Church.



**Applicants for a Foundation Place must submit a Supplementary Form** to the School by the closing date for application 15<sup>th</sup> January 2024. The School will then send a form to the clergy you have named to ask them to verify that you fulfil the requirement of Regular and Faithful Worship (as defined in this policy) at their church. Please note letters will be sent to your clergy after the closing date and it is your responsibility to ensure that your clergy has received and returned this form direct to the School. Unless the School has received your clergy form by Monday 5<sup>th</sup> February applications will be ineligible under the admissions criteria for Foundation Places and will therefore be considered for an Open Place

## OPEN PLACES

The Governors have designated 45 places to be offered to applicants who have not applied for a Foundation Place (“**Open Places**”).

### Oversubscription Criteria

Open Places will be allocated according to the following criteria, stated in order of priority. If two or more applicants have equal right to a place under any of the criteria, the place will be offered to those living Nearest the School. If two or more applicants live equidistant from the school and there are insufficient places to admit all applicants, the remaining places will be allocated by drawing lots.

1. Looked After Children or Previously Looked After Children including internationally adopted previously looked after children (IAPLAC).
2. Children with known Special Medical or Social Needs, for whom this is the only appropriate school.
3. Children who will have a Sibling at the School at time of entry.
4. Children of Permanent Staff Members.
5. Children who live Nearest to the School.

Any unfilled Foundation Places will become additional Open Places and any unfilled Open Places will become additional Foundation Places.

## HOW TO APPLY

**PLEASE READ CAREFULLY AND ENSURE THAT YOU PROVIDE THE NECESSARY INFORMATION TO SUPPORT YOUR APPLICATION.**

Applications for both Foundation Places and Open Places must submit a Common Application Form (“**CAF**”) to your home Local Authority Admissions Team by 15<sup>th</sup> January 2024. This must be done:

- if you are a Southwark resident, online at <https://www.eadmissions.org.uk>; or
- by obtaining a CAF from your home Local Authority.

Please note that applications must be made using a CAF otherwise they are deemed invalid.

Applications for Foundation Places **MUST** also submit a Supplementary Form.

If you submit an application correctly, it does not mean your child will necessarily be offered a place.



## GENERAL RULES FOR FOUNDATION AND OPEN PLACES

### **SPECIAL EDUCATIONAL OR SOCIAL NEEDS**

Please see the definition of “Special Educational or Social Needs” at the end of this document. Parents/Carers of pupils who have a statement of Special Educational or Social Needs, or Education, Health and Care (“EHC”) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement or an EHC Plan is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School as being the only suitable school for the child.

An application for a child with Special Educational or Social Needs without a statement or an EHC Plan will need to be supported by written evidence from an appropriate healthcare professional but please follow the advice of your local authority.

### **LOOKED AFTER OR PREVIOUSLY LOOKED AFTER CHILDREN**

Please see the definition of “Looked After Children” and “Previously Looked After Children” at the end of this document. The Governors will require appropriate written confirmation that the child is Looked After or Previously Looked After.

### **EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child’s normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the School. For Southwark residents a request must be made using Southwark council’s request form which is available on the website [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions). Non – Southwark residents must contact their home local authority.

Please would Parents/Carers whose children have been offered a place at the School and wish for their child to be educated outside the child’s normal age group put this in writing to the headteacher before the end of the month of May. An application for a place for a child to be educated outside the child’s normal age group for the following academic year will then be considered along with all other applications for places in the normal admissions round for the corresponding academic year.

### **DEFERRED AND PART-TIME ENTRY WITHIN THE SCHOOL YEAR**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All Parents/Carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Please would Parents/ Carers of children who have been offered a place at the School and wish their child to attend part-time or defer entry until later in the academic year notify the school of their wish to do so.



### CONDITIONAL OFFERS – IMPORTANT INFORMATION

If your child is offered a place at the School, this offer will be on a conditional offer on the basis that you provide the three documents listed below at a time requested by the School. You will be notified of this in your conditional offer letter.

1. Short Birth Certificate of Child; and
2. Council Tax Bill or Statement for the current year; and
3. One of the following documents which confirms current name and address of child:
  - a. Child Benefit or letter from the Child Benefit Office confirming you receive child benefit for the child in question. This letter must be dated less than 3 calendar months old prior to the offer letter.

OR

- b. Child's NHS Medical Card

OR

- c. Family Tax Credit/ Income Support Letter

Failure to provide these documents at the requested time could result in your offer being withdrawn.

### CAN WE APPEAL, IF TURNED DOWN?

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeals panel. The independent appeals panel will be entirely independent of the Local Education Authority, the School and Governors and will consist of 3 or 5 members.

Parents/Carers wishing to appeal should request an appeal form from the School.

### WAITING LIST

Two waiting lists will be kept, one for Foundation Places and one for Open Places, ordered in accordance with the admission criteria. (The waiting lists will operate so that, if either category of places is undersubscribed, the waiting list for that category, if there are any children on it, will be used first to fill any places that become available. If there are no children on one of the waiting lists, the waiting list for the other category will be used to fill any place. This is in order to maintain the principle that half the places should be offered to children who meet the Foundation Place criteria and half the places should be offered as Open Places. The child is kept on the waiting list until the parent / carer asks for the child to be taken off.

Those who wish to be included on the waiting list for Foundation Places will have to fulfil the criteria laid down for Foundation Places in this policy, i.e. attendance at Sunday worship once a month over a period of 18 months prior to the closing date for applications.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to the School in accordance with a "Fair Access Protocol" will take precedence over those on the waiting list.



## CASUAL (IN – YEAR) ADMISSIONS

Application for admission to the School for children wishing to join Reception, Years 1 and 2 after the initial admission round may be made at any time by:

- a) Applications from Southwark residents – Parents/Carers must in the first instance speak to the headteacher of the school their child is attending who will be able to provide them with further details on the school to school transfer process. <https://www.southwark.gov.uk/schools-and-education/school-admissions/in-year-admissions>
- b) Applications from families new to Southwark and Southwark residents who have children attending out of borough schools – Parents/Carers are required to return their completed in-year form to Southwark Admissions for processing stating their preferred preference for a school.

Should there be more applications than places available in Years 1 or 2 and Reception priority will be established in accordance with the admissions criteria (set out above) relating to the type of place (Foundation or Open) for which application is made.

Please note that your child will **NOT** automatically transfer to the Dulwich Hamlet Junior School at the age of 7 because Dulwich Hamlet Junior School operates their own admissions criteria.

## DEFINITION OF TERMS

**Parent/Carer** means “Parent” as defined in section 576 of the Education Act 1996, namely:

- all natural parents, whether they are married or not;
  - any person who, although not a natural parent, has parental responsibility for a child or young person;
- and
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

**Faithful and Regular Worship** means attendance by one Parent/Carer at a worship service at least once a month over a period of 18 months prior to the closing date for applications.

**Christian Churches** means churches which are full members of Churches Together in England, The Evangelical Alliance or an Affinity Church.

**Governors** mean the governors of the School, from time to time.

**Permanent Staff Member** means a permanent member of staff, full or part-time, teaching or non-teaching who has at least 2 years’ service with the school at the time of the application. Alternatively, they may have less than 2 years’ service but have been appointed because they have the skills/expertise required to fill a vacant post and the Head Teacher of the School has determined that there is a demonstrable shortage of individuals with the skills/expertise required by the School.



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**Looked After Children** has the meaning of “looked after” as set out in section 22(1) of the Children Act 1989. This means children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school.

**Previously Looked After Children:**

All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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’s Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

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).

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.”

**Nearest** means, for the purpose of measurements, the nearest distance between the designated entrance to the Lake Building to the applicant’s home, using the distance determined by the School, which currently uses GI Tech Services’ measurement system. This system measures the distance by the shortest straight line route in meters. This will not always give the same result as when using other technology such as “google maps” etc. The address co-ordinates, supplied by the Ordnance Survey (OS), determine the start point of the home address. If a child lives in a block of flats where a communal entrance is used, a fixed point within the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority. Where a child is subject to a shared residence arrangement between two Parents or Carers, for the purposes of measuring the distance to school the school will use the address from the evidence required stated on page 3, Section 3.

**School** means Dulwich Village Infants Church of England School.

**Special Medical or Social Needs** means the child has an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence from a relevant specialist health professional, social worker or other relevant care professional, which sets out the reasons why this school is the ONLY suitable school and the difficulties that would be caused if the child had to attend another school.

**Sibling** has its normal natural meaning and includes step-siblings, half siblings, adopted and foster siblings living at the same address.

**Supplemental Form** means the additional form required for applications for Foundation Places which can be downloaded from the School’s website.