



The London Nautical School

# **Admissions Policy**

September 2025

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## **Purpose**

This document describes the arrangements for pupil admissions at Year 7 and for all midterm applications in years 7 to year 11 for the London Nautical School with effect from September 2025.

## **Consultation & Adoption**

This document was consulted on during December 2022 and January of 2023.

## **Scope**

The London Nautical School admits pupils of all abilities from the whole of London, and occasionally beyond and has an admission number of 120 in Year 7.

The School will accordingly provide for the admission of this number of students each year if sufficient applications for entry are received. Where fewer than the published admission number for the relevant year groups are received, the School will offer places to all those who have applied.

London Nautical may set a higher admission number as its Published Admission Number (PAN) for any specific year. The School is not required to consult on any proposed increase to its Pupil Admission Number (PAN), however it must notify Lambeth Local Authority (LA) of the increase and specify the changes on our School website.

Students will not be admitted above the PAN unless exceptional circumstances apply. (for example in the case of Siblings in relation to the oversubscription criteria as below)

All places at the School in Year 7 are coordinated through the Pan-London Coordinated scheme and parents will be required to apply on the appropriate Common Application Form provided and administered by the respective home LA of the applicants.

In addition, a Supplementary Information Form (SIF) must be sent to the Admissions Department at the London Nautical School on or before that date. The Local Authority will advise parents whether or not a place at the school has been allocated to them on the 1<sup>st</sup> March. Parents are allocated the highest preference school that has offered a place.

Admission priority will be given to pupils with Education Health care Plans as follows:

### **Education Health Care Plans**

- i) Places will first be offered to children with an Education Health and Care Plan which names the school. These children will be included in the overall admission number of the school.
- ii) School applications for children with an Education, Health and Care Plan (EHCP) are dealt with by the local council Special Educational Needs and Disabilities Team.
- iii) Children with EHCPs naming one of the schools where Lambeth is the admission authority will be admitted to the named school. Where the EHCP is

finalised in advance of a normal admissions round, the admissions number will be reduced accordingly in the mainstream section of the school.

### **Over Subscription**

The following criteria will be used to rank pupils in the case of oversubscription:

#### **Looked after children**

Looked After Children (LAC) are defined as children in public care at the date on which the application is made.

*Definition: {The School Admissions Code 2014 states that: 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) at the time of making an application to a school. 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 Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)}*

Priority will be given to Looked After Children (LAC) and Previously Looked After Children (PLAC)

PLAC are children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order) **immediately** following having been looked after.

If an application is made under the 'looked after' LAC criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. (If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.) Distance will be used to determine place order.

#### **A) Siblings**

Pupils who already have another **sibling** on the school roll (including the 6<sup>th</sup> form) as at September of the admission year in question.

Sibling is defined as a full, half or step brother who is living at the same home address, and may include an adopted or fostered child or a child that is placed in the same home due to a court order, provided it can be proven they are resident at that address. Distance will be used to determine place order.

*(In the case of twins, where one is allocated a place in the Random Allocation the remaining twin will also receive a place).*

#### **B) Medical and/or social reasons**

For pupils with medical and / or social reasons applications must be professionally supported. Medical reasons must be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons must be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications must set out the particular reasons why the London Nautical School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence. Distance will be used to determine place order.

### **C) All other pupils**

In the event that the number of applications exceeds the places remaining, random allocation will be used to determine place order. This will be in the form of a lottery, with a number allocated to each applicant.

#### **Tie breaker**

In the case of oversubscription in any of the categories A-D above, the Governing Body will draw lots to decide between applicants. This will be independently verified.

#### **Admission of children outside their normal age group.**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

- Included with the application form, parents should request that the child is admitted to another year group (they should state which one), and the reasons for that request.
- Parents must submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc.

Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

London Nautical Governors (drawing on the advice from the SLT / SENCo) will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

London Nautical will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made and the reason for any refusal.

This applies to all admissions whether made in the normal admissions round through the CAF or in-year admissions. In the case of students joining in-year who have recently entered the country we will counsel parents on when it is in the best interest of the child to make an application for admission outside the normal age group.

### **Operation of Waiting Lists**

Subject to any provisions regarding waiting lists in the LA's Coordinated Admission Scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, and subject to the above oversubscription criteria, a waiting list will operate.

This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where a place(s) become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be maintained for the first term of each academic year i.e. until 31 St December.

### **Arrangements for appeals panels**

Parents / Carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of London Nautical School. The Appeal Panel will be independent of the School. This can be via the use of Democratic Services from Lambeth Local Authority.

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 should prepare guidance for Parents/Carers about how the appeals process will work and provide Parents/Carers with a named contact who can answer any enquiries Parents/Carers may have about the process.

### **Mid Term Admissions To Any Year Group**

The maximum year sizes are as follows:

Y7: 120

Y8: 120

Y9: 120

Y10: 120

Y11: 115

Parents, carers or guardians who would like their boy(s) to be considered for a place at the school in any of Years 7 to 11 should initially contact the school's Admissions Officer ([admissions@lms.org.uk](mailto:admissions@lms.org.uk)) with their request. The school will process our own in year applications and an outcome given within twenty (20) school working days.

Should there be a vacancy and no one on the waiting list at that time, a place may be offered. Otherwise the parent may request to be placed on the waiting list and will be contacted as and when a vacancy occurs and a free place can be offered.

The **in-year** waiting list will be carried forward from one academic year to the next should that be appropriate and necessary.

### **Late Applications**

Secondary transfer applications received after the deadline of 31<sup>st</sup> October will be processed after National Offer Day. Late applications will be processed in accordance with the admissions criteria.

### **Admission to London Nautical Sixth Form**

There is no automatic transfer from Year 11 pupils enrolled at London Nautical School into Year 12. Those wishing to join London Nautical School from its Year 11 or from other schools must do so by application.

### **Appeals**

Parents, carers or guardians have the right to appeal to an independent panel where a place is not allocated to them, and where they think that the school has not complied with our published admissions criteria. Normally there are no other grounds for appeal unless there have been substantial changes in circumstances since the application was made (e.g. the child has received a statement since originally applying). Such appeals have to be made within 30 days of notification of failure to obtain a place. Further information can be obtained from the school on request.

Any parent not offered a place may, if they so wish, ask to be placed on a waiting list, which will be maintained by the school until at least the end of the first school term, (31<sup>st</sup> December). Where a vacancy occurs the place will be offered in accordance with the above-published criteria. There is no priority in relation to length of time on the list.

### **Annual procedures for determining admission arrangements**

The School will have consulted between 31<sup>st</sup> October and be complete by 31<sup>st</sup> January the following;

- The LA
- Any other Admission Authorities for primary and secondary schools located within the relevant area for consultation set by the LA
- Any other governing body for primary and secondary schools (as far as not falling within the above) located within the relevant area for consultation.
- Affected admission authorities in neighboring local authority areas.
- Community groups which the School considers relevant;

London Nautical School will determine its admission arrangements each year by 28<sup>th</sup> February at a FGB meeting where it is minuted and agreed.

Following consultation, the School will consider comments made by those consulted. The School will then determine its admission arrangements by 28<sup>th</sup> February and notify those consulted what has been determined.

A copy will be sent to the Local Authority prior to the 15<sup>th</sup> March and the school webpage updated by the same date.

#### **Publication of admission arrangements**

The School will publish its admission arrangements each year once these have been determined, by:

- Copies being sent to the offices of the LA for distribution to primary and secondary schools as appropriate
- Copies being sent to the offices of the LA and consultees as above
- Copies being made available without charge on request from the School
- Copy being published on our website

The published arrangements will set out:

- The name and address of the School and contact details
- A summary of the admissions policy, including oversubscription criteria
- A statement of any religious affiliation
- Numbers of places and applications for those places in the previous year
- Arrangements for hearing appeals