

THE CHARTER SCHOOLS

EDUCATIONAL TRUST

The Charter School Bermondsey

Admissions Policy

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Reviewed by:	M Huntley	Principal	
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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children

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) 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'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).

Any references to previously looked after children in the School Admissions Code 2014 means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately having been looked after.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Internationally adopted previously looked after children (IAPLAC)

An 'internationally adopted previously looked after child' is a child who is 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC"

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for up to 6 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

Requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.2. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The Charter School Bermondsey has a **Planned Admission Number (PAN) of 120 pupils** for Year 7 entry September 2026. Our admissions for Year 7 pupils is run as part of the London Borough of Southwark's Co-ordinated Admissions Scheme. Please contact the Southwark Admissions Team on 020 7525 5337 or schools.admissions@southwark.gov.uk.

6.2 Oversubscription criteria

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

1. Looked after children and previously looked after children (as illustrated in the definition above)
2. Children who have a sibling (full, half, step, fostered or adopted brother or sister) already attending the school at the time of the admission.
3. Geographical proximity to the school, as measured from the child's home to the front gates of the school in a straight line.

6.3 Children with Education, Health and Care Plans

All children whose statement of special educational needs or education, health and care plan names the school will be admitted.

This is a separate process and you can contact the SEND team to determine how to apply.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Keeton's Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

Where Charter School Bermondsey has spaces in Year 7-11 it will consider students who wish to join us during the school year. As is the case in the normal admissions round, all children whose statement of SEND or EHC plan names the school, will be admitted if in agreement with the local authority the school feels that it can meet the needs of the student.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

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. Please read the following carefully to ensure that you follow the correct procedure depending on your circumstances.

1. Transferring your child from one Southwark school to The Charter School Bermondsey

If your child is currently attending a Southwark school, and you plan to apply for a place at The Charter School Bermondsey, you must complete and submit Southwark Council's in-year application form. Please click [here](#) to complete the In Year Application Form for pupils attending a Southwark School only and return to:

The Charter School Bermondsey Applications
Charter School Bermondsey
Keeton's Road
Bermondsey
SE16 4EE

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

2. Making a new in year application to any Southwark school, including The Charter School Bermondsey

If your child is currently not attending a Southwark school (new arrivals into the borough and overseas applicants), and you'd like to apply for an in-year place at The Charter School Bermondsey, you must complete and submit Southwark Council's in-year application form.

Please click here [Citizen Portal - Sign in \(southwark.gov.uk\)](#)

For more information on in-year admissions, please visit: [In year admissions - Southwark Council](#)

8. Waiting Lists

1. Any child refused a place at the school will automatically be put on a waiting list (unless a higher preference school has been offered.) A waiting list will be maintained until the end of the academic year after which it will be cleared.
2. The waiting list is maintained in the order of the oversubscription criteria only (not application date). This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.
3. Parents/carers have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application.
4. If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list.
5. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Please contact the school for more information or if you have any questions. Paper copies of all the forms that you require can be collected from Reception.

9. Appeals

Charter School Bermondsey has an Independent Appeals Panel appointed in accordance with the provisions of the statutory Code of Practice on School Admission Appeals. If your child has not been offered a place at Charter School Bermondsey, you have the right of appeal to the panel.

Please find the timetable for admissions appeals for students who wish to join the school in September 2026:

- Deadline for lodging appeals is 12 noon Friday 27th March 2026.
- You must give reasons for your appeal and also enclose copies of any supporting documents or evidence you wish to present to the appeals panel.
- Appeals will take place week commencing 1st June 2026.
- Invitation letter about the hearing sent 10 days in advance by the Clerk to the Independent Appeals Panel.
- Provide any additional or supporting evidence by 29th May 2026.
- Notification of decision of the panel sent by 26th June 2026.

Appeals for in-year applications is as follows:

You must lodge the appeal within 20 school days upon receipt of your letter of refusal. You **MUST** state the reasons for your appeal and supply documentary evidence at this stage. Appeals are heard within 30 school days of receipt of the appeal form.

Please contact the school for more information or forms.

10. Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body/Admissions Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.