# Starting secondary school September 2023/24

Lambeth

# Basics of the procedure



- ✓ The aim is that every child will receive the single highest preference offer possible.
- ✓ To make it easy to apply and fair for parents/carers.
- ✓ Well organised with good communication between schools and boroughs.
- ✓ There is a national deadline and outcome date.

# So what's this process all about?

- This is for pupils who do not have an Education, Health and Care Plan (EHCP) as such pupils' applications are dealt with via the SEND Team.
- Parents/carers only need to complete **one** Common Application Form (CAF) to apply for up to six schools **anywhere** in London except fee-paying.
- There is one deadline for the CAF: Monday 31 October 2022
- All parents/carers who apply on time will know what school their child has been offered, (if any) on the 1 March 2023. This offer will be the highest preference offer that can be made.
- The procedure provides a standard and fair admissions process for both parents/carers and schools.

# What the procedure cannot do

- It cannot guarantee every child a school place on 1 March 2023.
- It cannot guarantee each child will get a place at their first preference school.
- It cannot limit some multiple offers being made after 1 March 2023, (but Lambeth School Admissions Team will be aware of them and ensure that parents/carers reject one of these offers quickly).



# What is an admissions authority?

- A schools admissions authority - the body of people who make decisions about admissions - will still determine which children can be offered a place at a school. For community schools the admissions authority is the LA itself and for an academy, voluntary-aided (religious), foundation or free school it is the governing body of that school.
- Where the school is over-subscribed, the school's admissions authority will use their admission criteria to determine the order (rank) in which applicants will be offered places.
- An admissions authority may require parents/carers to complete a Supplementary Information Form (SIF) requesting information which is not contained on the CAF, e.g. church attendance. This form is obtained from the school or www.lambeth.gov.uk/admissions and needs to be sent back to the school **and not the borough** by the schools deadline.
- School staff will not know what number preference their school has been listed on the CAF, all are considered the same at the same time.

# All applications must have proof of address

**If you fail to provide the required documents, your child's application may be withdrawn!**

## Two proofs for parent/carer

***At least one of these:***

- Current financial year's Council Tax letter or statement, this must be supplied if you are the council taxpayer.
- Copy of the tenancy agreement.
- Copy of a benefit letter no more than 12 months old or a current financial year's Universal Credit letter/print-out which includes the child's name.

***Then at least one of the following as well:***

- Copy of a benefit letter no more than 12 months old or a current financial year's Universal Credit letter/print-out which includes the child's name (if not already provided from above list)
- Current TV licence.
- Copy of current utility bill (excluding mobile phone) no older than 3 months.
- Driving licence.

# All applications must have proof of address

## One proof for child's address

- Child Benefit letter for the current financial year (please copy all pages of the letter to include the home address on the first page and child's name on the second) or a current financial year's Universal Credit letter/ print-out which includes the child's name.
- Child's National Health Service registration card, or medical letter that is no older than 12 months or a medical letter or prescription that is no more than 12 months old (this can also be used to confirm your child's date of birth).
- Immigration documents that show address – if applicable.
- Child Tax Credit Award notice for the current financial year (please copy all pages of the letter to include the home address, parents name and child's details).

***If none or only some of the documents for the parent/carer or child can be obtained, a sworn affidavit, statutory declaration* or affirmation *obtained through a solicitor will be needed.***

# All applications must also have proof of child's date of birth

## Proof of child's date of birth

***You must attach proof of your child's date of birth to the CAF – either:***

- a copy of their birth certificate
- passport or EU National Identity Card
- alternatively this could be a copy of your child's NHS card, medical letter or doctors prescription stating the child's date of birth.



# Step-by-step guide

**You should:**

1. Find out as much as you can about the schools you are considering – get the prospectus', go to open days, refer to the Lambeth website, look at how offers were made for the school the previous year, etc.
2. Look closely at the admissions criteria for the schools and consider "does my child meet these criteria". If they do it will increase your child's chances of gaining a place at the school.
3. Apply online via **lambeth.gov.uk/admissions from 1 September 2022.**
4. List the schools you want to apply for in the order that you prefer them (1 to 6) on the CAF.
5. **Upload on to the CAF the required proof of address for you and your child.**
6. Attach to the CAF any medical/social or other documents for consideration.
7. Return **Supplementary Information Forms** to any school/academy that requires one by their deadline, as this impacts upon the chances of your child gaining a place.
8. Ensure your child sits the admissions test where required, as this also impacts upon the chances of your child gaining a place. The test used by some Lambeth schools is on **Saturday 12 November.**

# www.lambeth.gov.uk/admissions

## The benefits of applying online for your child's school place are:

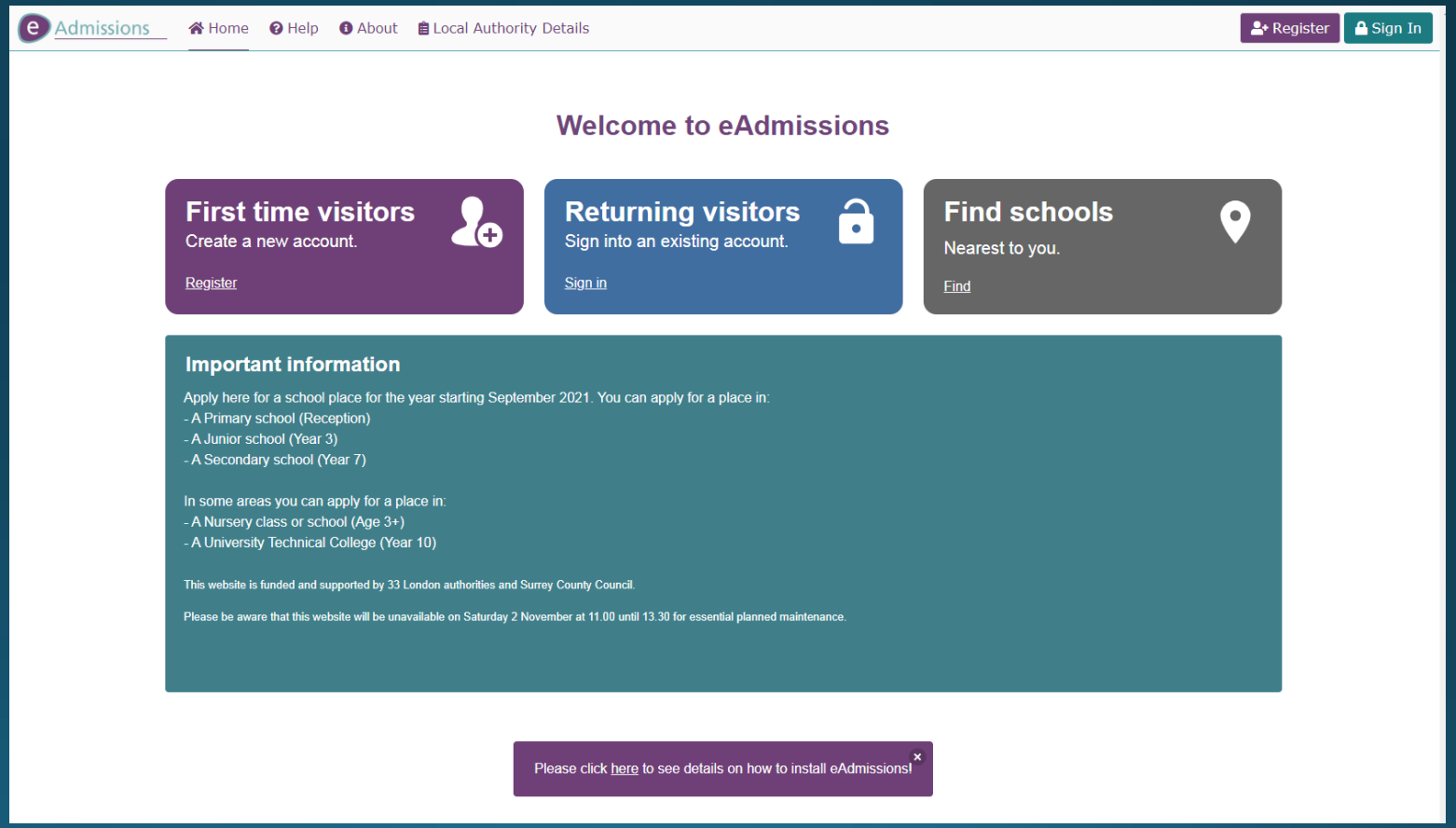
- ✓ It is free, simple, safe, quick and easy to use.
- ✓ Your application won't get lost in the post.
- ✓ Drop down school lists help reduce errors and save you time.
- ✓ You can change the information online rather than completing a new form.
- ✓ Information can be checked and changed at any point.
- ✓ You can upload the required documents on to the application.
- ✓ You get the official outcome of your child's application on the evening of 1 March 2023.
- ✓ You can accept the offer online to secure it.

e Admissions LONDON

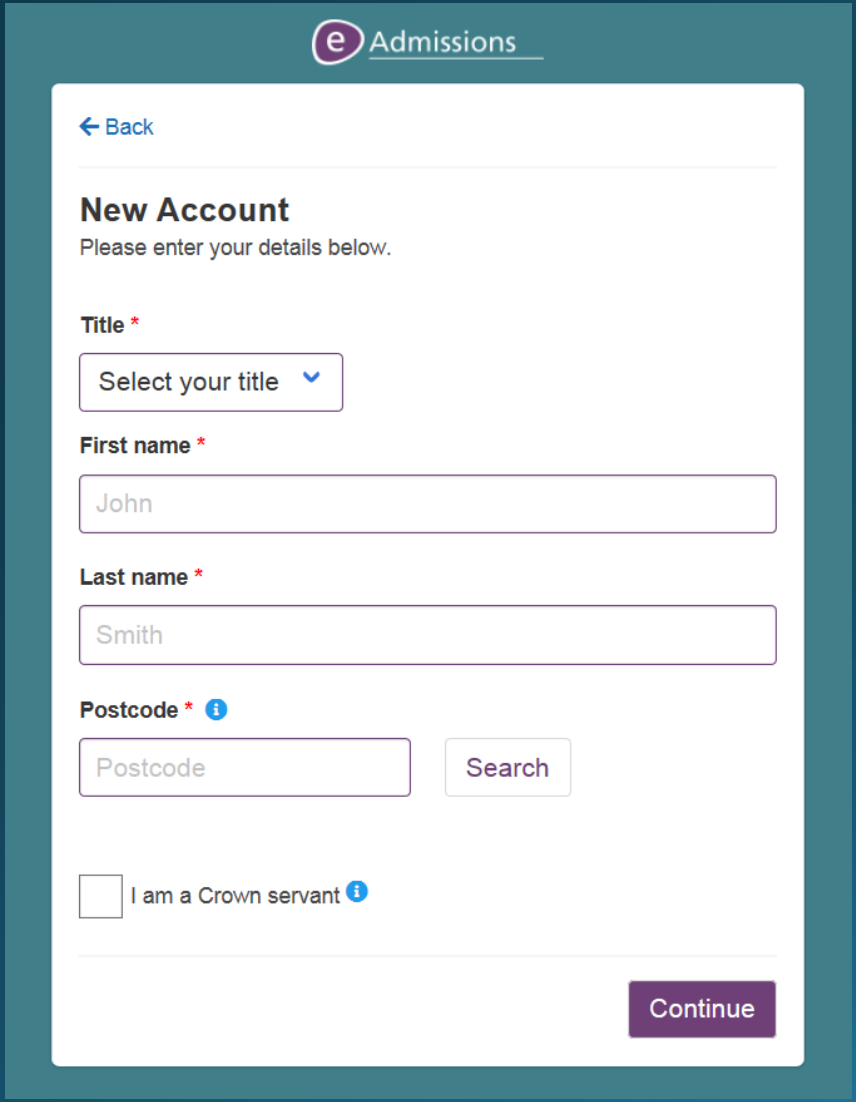
**IMPORTANT:** If you do not receive a reference similar to: 208-2023-09-E-001234 your form has NOT been submitted!

# Pan-London Portal

**The Pan-London school admissions portal was updated last year. It is now mobile compatible via the linked App.**



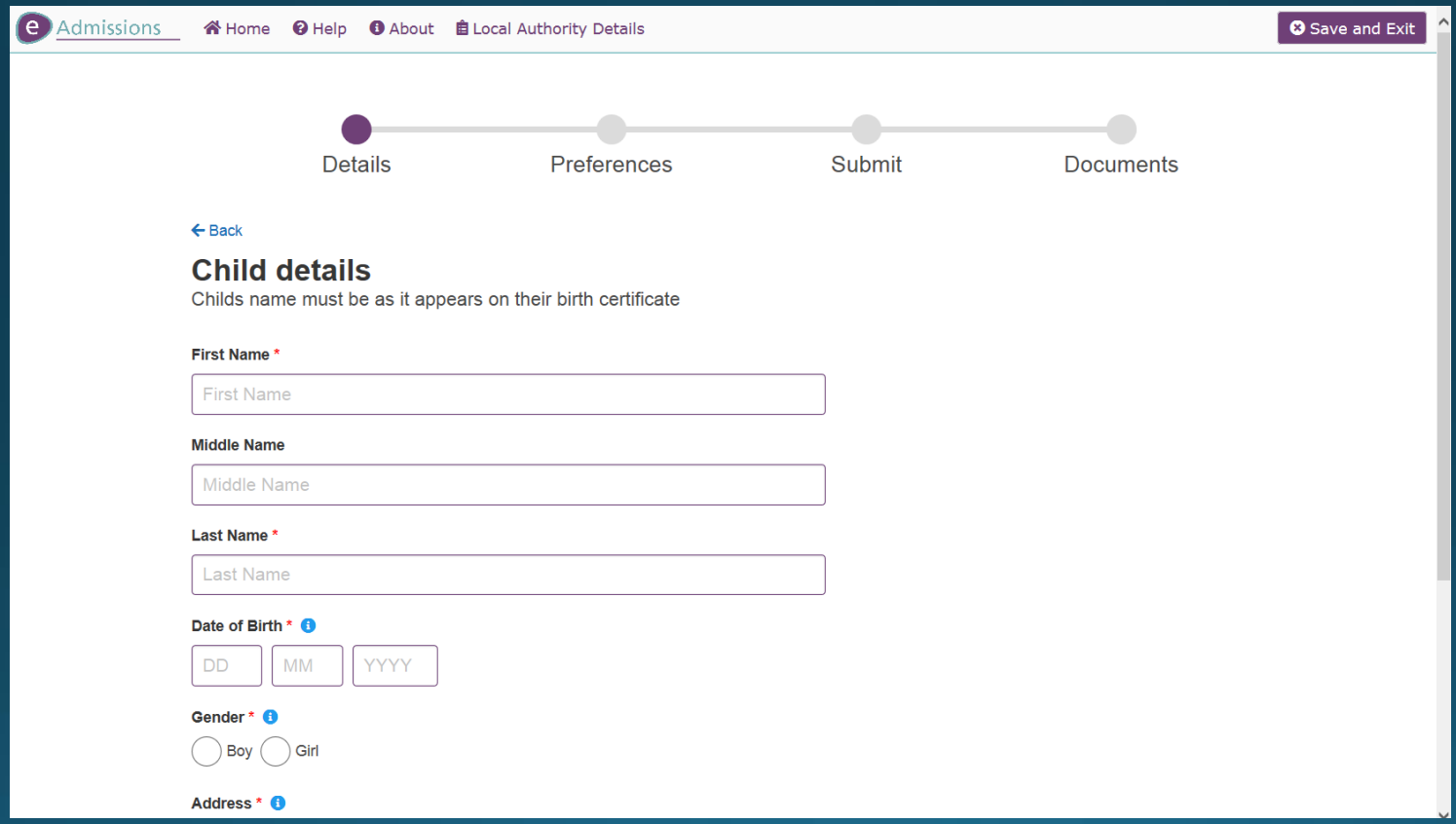
# Create an account



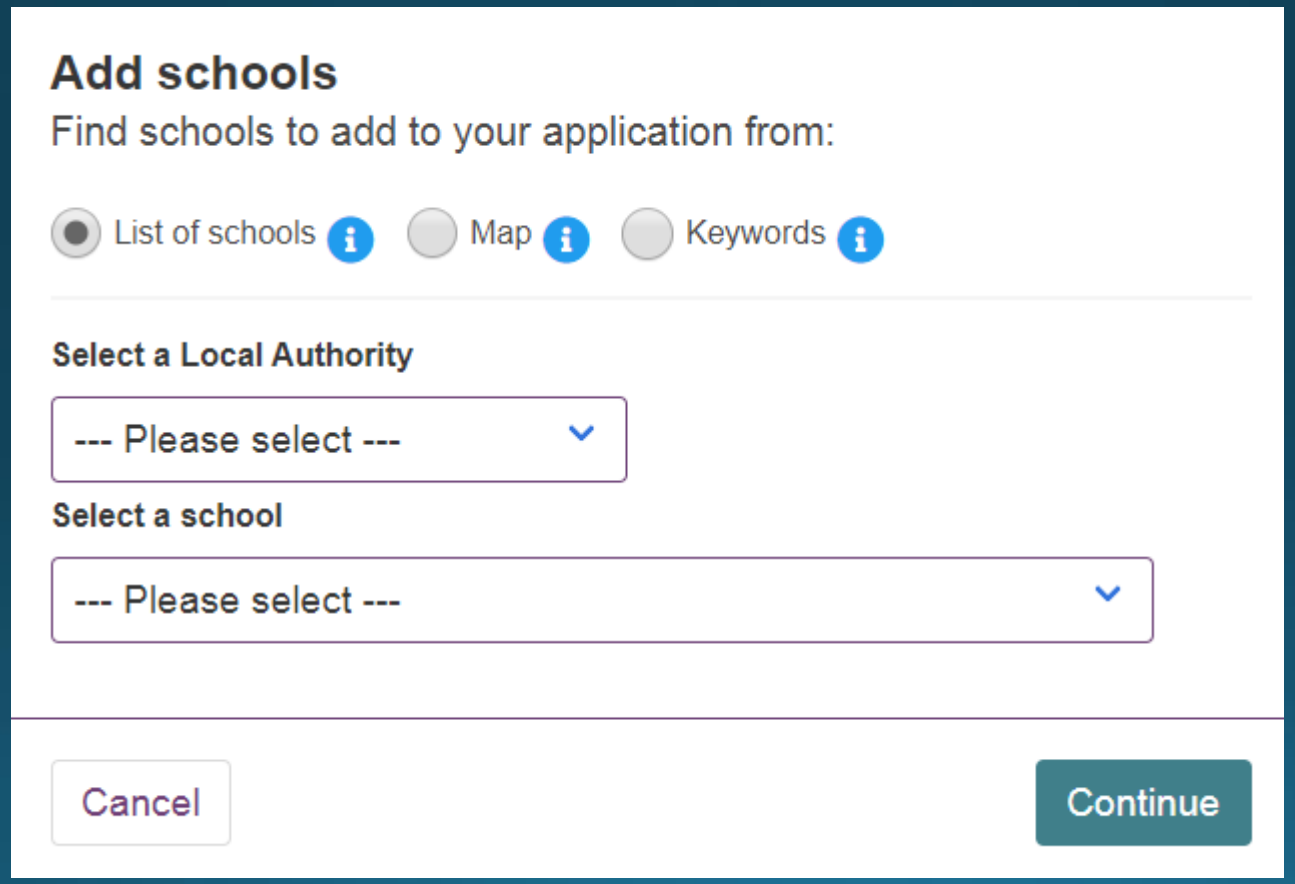

**Please ensure that the person completing the application has parental responsibility for the child and lives with the child.**

**If you have an existing online account, you must ensure that the address is still correct and amend to be the current address if necessary.**

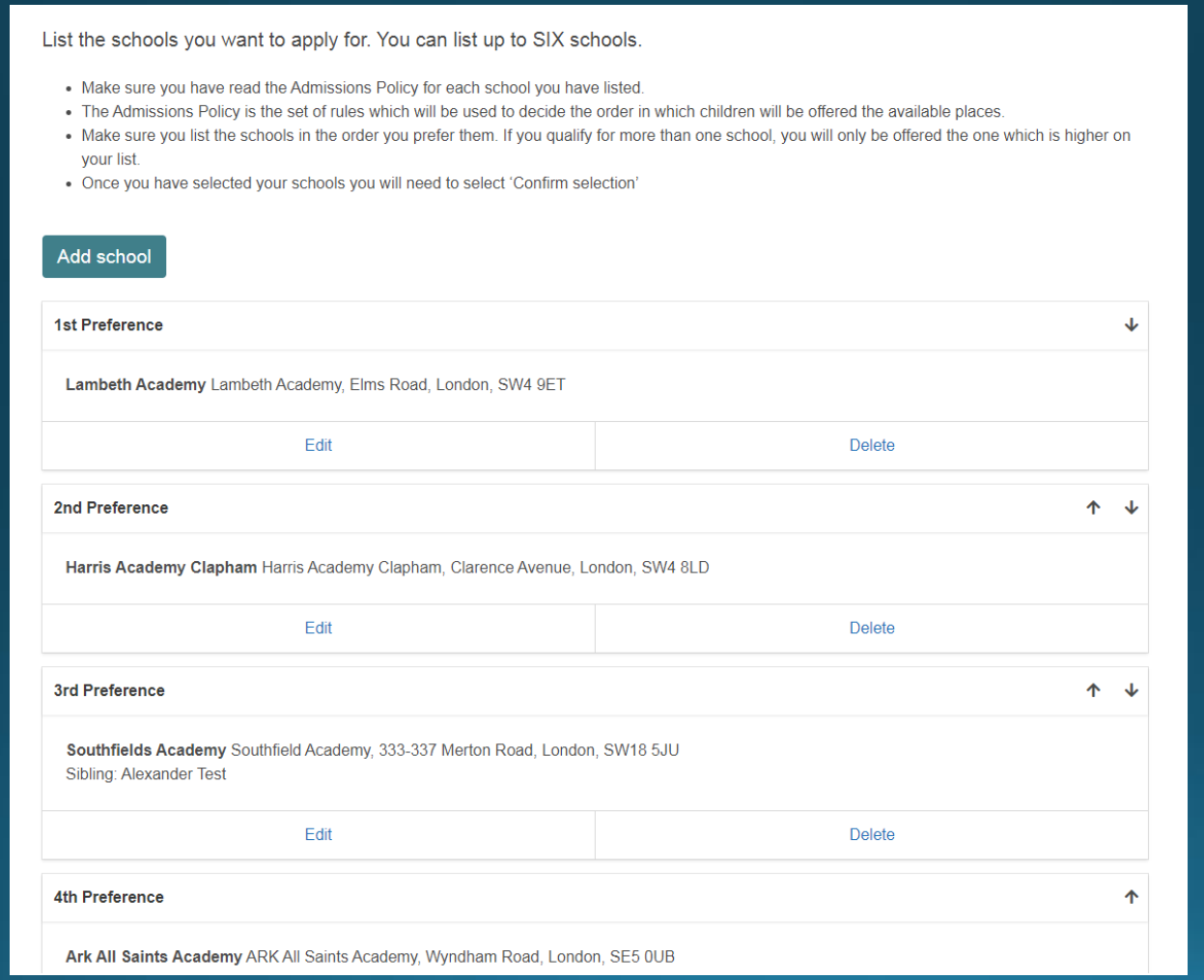
# Child’s details



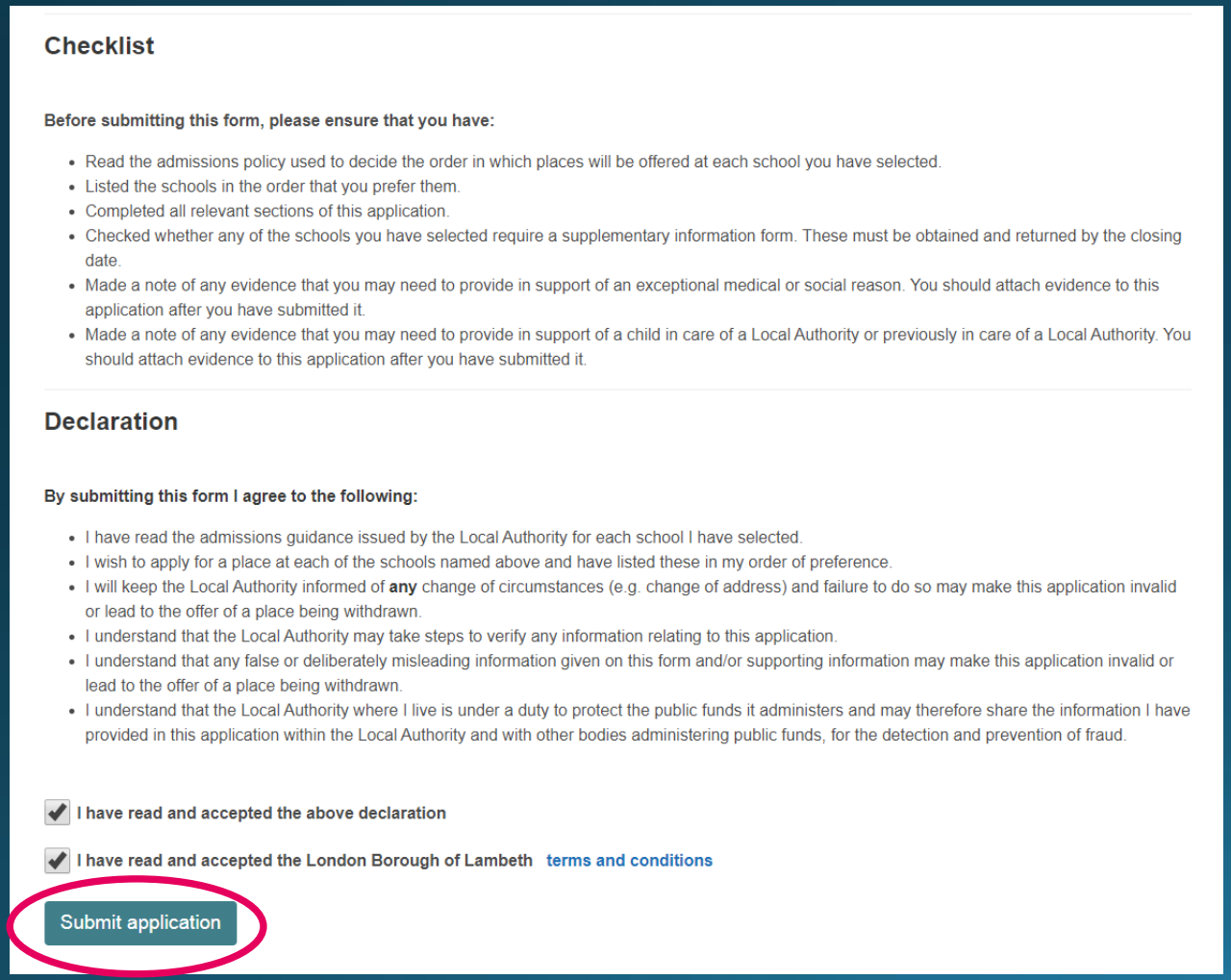
# Add preferences



# Check schools listed



# Checklist, declaration and submit



## Checklist

**Before submitting this form, please ensure that you have:**

- Read the admissions policy used to decide the order in which places will be offered at each school you have selected.
- Listed the schools in the order that you prefer them.
- Completed all relevant sections of this application.
- Checked whether any of the schools you have selected require a supplementary information form. These must be obtained and returned by the closing date.
- Made a note of any evidence that you may need to provide in support of an exceptional medical or social reason. You should attach evidence to this application after you have submitted it.
- Made a note of any evidence that you may need to provide in support of a child in care of a Local Authority or previously in care of a Local Authority. You should attach evidence to this application after you have submitted it.

## Declaration

**By submitting this form I agree to the following:**

- I have read the admissions guidance issued by the Local Authority for each school I have selected.
- I wish to apply for a place at each of the schools named above and have listed these in my order of preference.
- I will keep the Local Authority informed of **any** change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority where I live is under a duty to protect the public funds it administers and may therefore share the information I have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

☑ **I have read and accepted the above declaration**

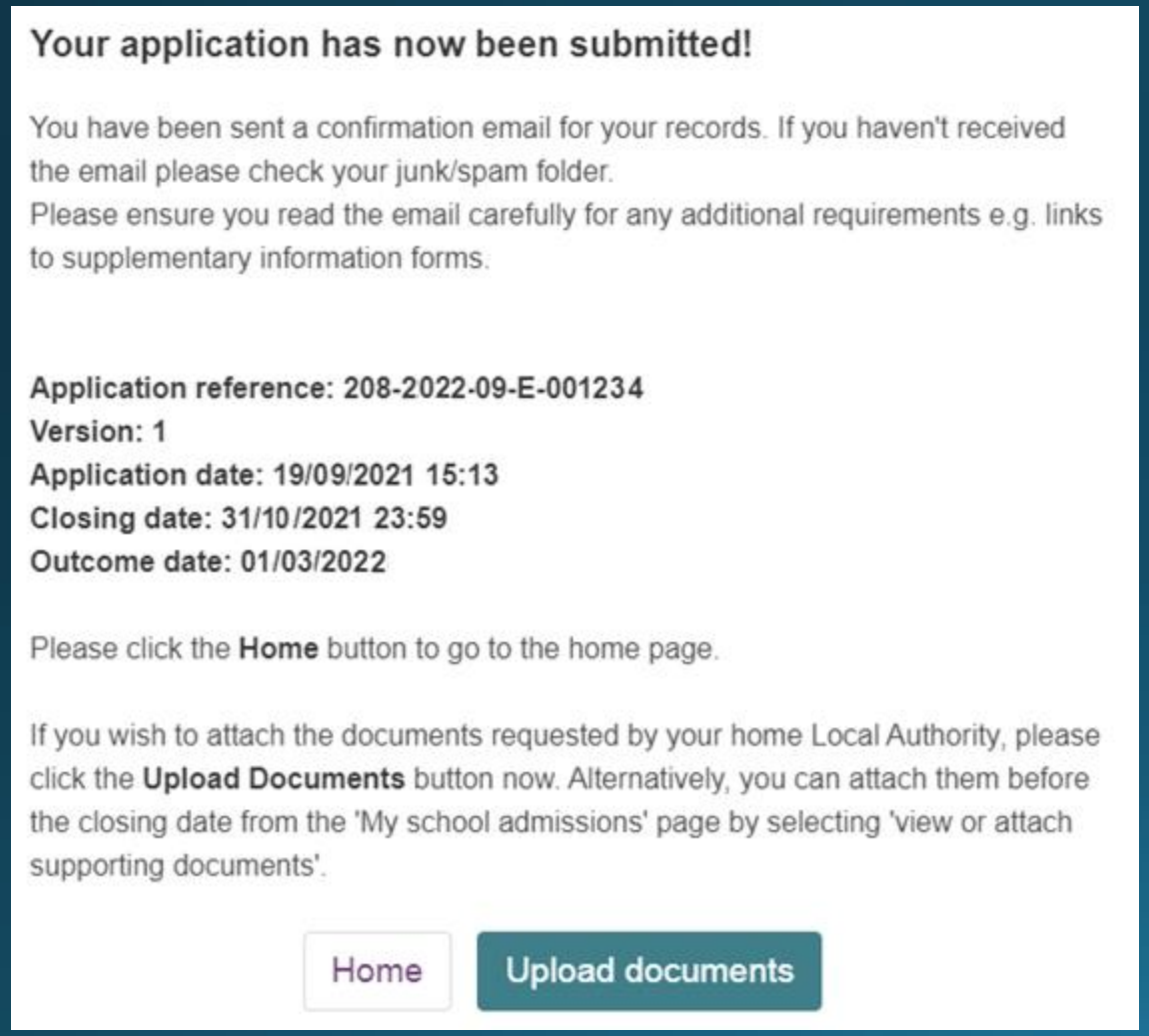
☑ **I have read and accepted the London Borough of Lambeth** terms and conditions

Submit application

**Don’t forget to click on the ‘Submit Application’ button!**

**You must re-submit the form if you make any changes.**

# Confirmation of submission



**Your application has now been submitted!**

You have been sent a confirmation email for your records. If you haven't received the email please check your junk/spam folder.
Please ensure you read the email carefully for any additional requirements e.g. links to supplementary information forms.

**Application reference: 208-2022-09-E-001234**
**Version: 1**
**Application date: 19/09/2021 15:13**
**Closing date: 31/10/2021 23:59**
**Outcome date: 01/03/2022**

Please click the **Home** button to go to the home page.

If you wish to attach the documents requested by your home Local Authority, please click the **Upload Documents** button now. Alternatively, you can attach them before the closing date from the 'My school admissions' page by selecting 'view or attach supporting documents'.

Home | Upload documents

**Then upload required proof of address and proof of child's date of birth.**

**Also upload any medical/social or other documentation to be considered.**

# A frequently asked question…

Do I use a Lambeth CAF for Lambeth schools and a Southwark CAF for Southwark schools and a Wandsworth CAF for Wandsworth schools then?

**No.** As you live in Lambeth you **only use the Lambeth CAF for any school anywhere** in London that is in the procedure!

# What happens after 31 October 2022?

- The online CAFs will be imported into a secure specialist computer database.
- Information from the CAF will be sent by secure computer link to the borough maintaining the school (where there are schools from other boroughs listed).
- Potential offers are then exchanged between boroughs until they are in a position to make the single best offer for children using all available places.
- Online application outcomes will be available online on the evening of **1 March 2023**. Paper application outcomes will be sent by letter via first class post on 1 March 2023. The outcome day is the same date for every borough in England.
- Parent/carers **must** ensure that any change of address is forwarded to Lambeth School Admissions Team ASAP.

# Offer procedure

On 1 March 2023 the highest possible offer that can be made will be made.  In this case, City Heights E-ACT Academy:

| preference | criterion | rank | school | status |
|---|---|---|---|---|
| 1st | religious | 200 | St. Martin-in-the-Fields High School for Girls | pending (not offered, on waiting list) |
| 2nd | distance | 340 | Woodmansterne School | pending |
| 3rd | distance | 60 | City Heights E-ACT Academy | offered |
| 4th | sibling | 40 | Burntwood School | declined |
| 5th | medical/ social | 70 | Shirley High School | declined |

# What happens after 1 March?

- If your child has been offered a place it is advisable that you accept it within two weeks, even if it's not your first preference, or is an allocated offer. This will **not** affect your application to schools that are placed higher on your application.
- Ensure your child's name is on the waiting list for the schools you prefer. Once an offer is made your child's name will be automatically removed from schools placed lower than the offered school on your application.
- You have the right of appeal where you can demonstrate that the admissions criteria has not been implemented correctly.
- You can consider applying for other schools where there are vacancies if your child has not been offered a place, or has an allocated offer you do not like.

# Points to remember

- Apply before the deadline of 31 October 2022 **and** send any Supplementary Information  Forms directly to the schools by their deadlines (varies depending on each school). Some have on-line forms.
- CAFs without the required proof of address will not be processed.
- Admissions authorities will apply their own admissions criteria to all applicants.
- Where a school has more applicants than places its published admissions criteria will be used to decide the order in which children are to be admitted.
- Parents/carers of children who cannot be offered a place on 1 March 2023 can choose to remain on waiting lists at any of their preferred schools.
- Lambeth School Admissions Team will assist parents/carers in securing a school place for their child later in the year if one is not offered on 1 March 2023.

# Suggested sources of further information

lambeth.gov.uk/admissions

ofsted.gov.uk

School open days

Lambeth School Admissions Team
020 7926 9503

***Apply online***
***and***
***apply on time!***

**Deadline: Monday 31 October 2022**