



Lambeth

Child's name

Please print in capital letters



Common Application Form

for a Lambeth primary school –
reception class 2009/10



This form is **only** for children born between
01/09/04 and 31/08/05

For Lambeth primary schools only



Note: If you are submitting this application through the post, please ensure that you use the right postal charge to avoid this application being delayed in reaching Lambeth.

We recommend that you use recorded delivery to ensure you have proof of purchase.



Closing date

Monday 2 February 2009

Please do not complete this form if you are applying online
via **www.lambeth.gov.uk/eadmissions**

If you require this form in one of the languages printed here, please contact the Lambeth School Admissions Team on 020 7926 9503, or your child's current nursery provision or visit www.lambeth.gov.uk/eadmissions

Jezeli zyczysz sobie otrzymac ten tekst w jednym z wymienionych tutaj jezykow, skontaktuj sie z Lambeth Schools Admissions Team pod numerem 020 7926 9503 lub obecnym przedszkolem Twojego dziecka albo odwiedź stronę internetową www.lambeth.gov.uk/eadmissions

Polish

Se necessitar deste formulário numa das linguas aqui indicadas, contacte a Equipa de Admissões Escolares de Lambeth através do número 020 7926 9503, a creche actual do seu filho ou visite o site www.lambeth.gov.uk/eadmissions.

Portuguese

Haddaad u baahato foomkan oo ku qoran mid kamida luqadaha halka ku qoran, fadlan la soo xiriir Kooxda Ogolaanshooyinka Iskuulada Degmada Lambeth telefoonka 020 7926 9503, ama goobta siisa ilmahaaga xannaano carruur ama booqo websaytka ah www.lambeth.gov.uk/eadmissions

Somali

Si desea un ejemplar de este formulario en uno de los idiomas indicados, póngase en contacto con el Lambeth Schools Admissions Team llamando al 020 7926 9503, pídale en la guardería a la que acude su hijo o visite en www.lambeth.gov.uk/eadmissions.

Spanish

Guidelines – please read these carefully before completing this form

How to complete this Common Application Form (CAF)

You will notice that this form has particular sections. It is important that you complete ALL sections of the CAF. Any false or deliberately misleading information given on this form and/or on any supporting information may render this application invalid, and can lead to the offer of a place being withdrawn.

If you are applying to a voluntary-aided or foundation school that requires more information please contact the school directly for any supplementary forms.

Definitions

Home Local Authority (LA): The borough where your child lives

Maintaining Local Authority (LA): The borough where the school is.

Please follow the guidelines below.

Section 1: Child's date of birth

This form is only for children born between 01/09/04 and 31/08/05. Anyone using this form for children outside this age group will result in the form being invalid. Please contact Lambeth School Admissions Team on 020 7926 9503 to find out the correct way to apply for a school place for a child who is of a different age.

Child's address

This must be the child's permanent address on the closing date for applications. If you change your address later, you must tell the council straight away. You must not use a business address, childminder's address or any address other than the home. Lambeth Council and/or primary schools reserve the right to check the information you give and to request proof of address. If a place is found to be offered on the basis of an incorrect address, the place will be withdrawn.

Social/medical needs

If your child has an exceptional medical, social or personal reason for needing a place at a particular school, you must state so in this section and provide professionally supported evidence (eg doctor's letter) with your application. Application forms received without supporting evidence will not be considered under these exceptional grounds. **If your child has a statement of Special Educational Needs, please do not complete this form.** You should contact Lambeth's Special Educational Needs Section on 020 7926 9460 and a member of staff will assist you.

Please note that if your child has special educational needs but does not have a statement, you must complete this form in the normal way.

Section 3: Primary school preference

Please read the notes on the form before completing this question. When choosing which schools you want to apply for and putting them in the order you prefer them please consider 6 important points:

1. Read the published admissions criteria and how the places were allocated last year for each school. Ensure that your child meets the school's admissions criteria before putting it on this form.
2. Apply for **at least** 2 schools as this increases your options.
3. Include **at least** one school which is near to your home. Distance is used by many schools to decide which children are allocated places.
4. It is important that you include **at least** one Lambeth community school in this section to, again, increase your options.

- You must include **only** Lambeth schools you want to apply for using this form.
- List the schools in the order you prefer them. The information is used to decide which school place to offer you if more than one school can allocate your child a place. The order cannot be changed later.

Please inform us in this section whether you have applied to any independent schools.

Supplementary forms

Some schools may require you to complete a supplementary form to provide additional information. This is typically the case for church

places, to provide details of your priest/minister for example, but other types of schools may have supplementary forms as well. Please contact the school directly for any other supplementary forms that they may require you to complete. Completed supplementary forms must be returned to the school.

DCSF code

Each school has its own unique DCSF code. Lambeth codes are printed in each school's details.

Siblings

If your child has a brother or sister attending a primary school in September 2009 please give details in the section provided.

A sibling is defined as a full/half/step brother or sister, living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority.

Please note that Lambeth School Admissions Team will not process faxed or photocopied forms; only forms with the original signature. Forms can be downloaded from www.lambeth.gov.uk/eadmissions. You can also apply on line from this site, (see page 3 of the Starting School in Lambeth booklet).

If your child has a statement of Special Educational Needs please do not complete this form, contact Lambeth Special Educational Needs Section on 020 7926 9460.

1 Child's details – as on their birth certificate

Child's first name(s)

Surname/last name

Child's date of birth

Day	Month	Year	Boy/Girl
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This form is only for children born between 01/09/04 and 31/08/05

Child's home address

(This must be the address where the child normally lives.

If this is different from the parents/carers address, please give reasons for this.

If parents/carers share custody, this must be stated and both addresses shown – see Section 2.)

Postcode

Is parents/carers address different? **Yes** **No** (please tick as appropriate)

If yes, please give reason(s)

If parents/carers live at different addresses do they share custody?

Yes **No** **N/A** (please tick as appropriate)

Please note that when your child enrolls at their new school you will be required to provide proof that this address is the child's residence. If you are unable to do this then the application may be deemed fraudulent and the place withdrawn.

Home borough

Current educational provision (if any – eg nursery)

Name

Address

Postcode

Social/medical needs

If you think that there are **exceptional** medical or social reasons why your child should attend a particular school please complete this section. Please note that you **must** provide professionally supported evidence with this application form if there are any social/medical circumstances that you would like a school to consider with this application.

It is very important that you check the admissions criteria of each school for which you are applying to see if priority of admission can be given on this basis.

Please identify the social/medical need that your child is experiencing.

Nature of evidence attached, eg GP letter

Is this child a looked after child/child in public care of a local authority?

Yes

No

(please tick the relevant box)

If yes, what

borough is the child looked after by?

You **must** attach a letter from the child’s social worker, confirming that he/she is a looked after child, to this Common Application Form.

This information will be taken into consideration with this application as all schools must put looked after children as a high priority in their admissions criteria.

Special educational needs

Does your child receive extra assistance under School Action?

Yes

No

(please tick as appropriate)

Does your child receive extra assistance under School Action Plus?

Yes

No

(please tick as appropriate)

Does your child have a statement of Special Educational Needs?

Yes

No

(please tick as appropriate)

If yes to the child having a statement of Special Educational Needs – **do not complete this form**, contact Lambeth Special Educational Needs Section on 020 7926 9460.

3 Primary school preference

Please indicate up to THREE primary schools IN LAMBETH you wish to apply for in **order of preference**. You must list all maintained schools (not independent/private school) which you would like to apply for.

For schools in other boroughs, please use their Common Application Form.

Please use the space provided if you wish to give your reasons for your preference of school. These can include religious, philosophical, specialist or any other reasons. If you feel that there are exceptional medical or social reasons why your child should attend a particular school, as noted in Section 1, please tick the box underneath your preference and provide the relevant documents to support this.

Supplementary information forms

Please ensure that you obtain any necessary supplementary information forms from any school that requires their completion. All completed supplementary information forms must then be returned to the school by their deadline.

Preference 1

School name

DCSF code

Details of any siblings attending this school who will still be there during the 2009/10 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Do you wish to identify any social/medical needs as noted in Section 1 to apply to be considered with the application to this school?

Yes No (please tick as appropriate)

Reason for choice

(optional)

Preference 2

School name

DCSF code

Details of any siblings attending this school who will still be there during the 2009/10 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Do you wish to identify any social/medical needs as noted in Section 1 to apply to be considered with the application to this school?

Yes No (please tick as appropriate)

Reason for choice

(optional)

Preference 3

School name

DCSF code

Details of any siblings attending this school who will still be there during the 2009/10 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Do you wish to identify any social/medical needs as noted in Section 1 to apply to be considered with the application to this school?

Yes **No** (please tick as appropriate)

Reason for choice

(optional)

Please identify school(s) in other boroughs or independent schools you have applied to (please indicate which schools including name of borough).

Checklist – before returning this form, please ensure that you have:

- Researched thoroughly each school you are interested in. You can do this by reading the prospectus available from the school or the starting school in Lambeth booklet. If it is not a Lambeth school you will need to obtain information from the school or the school's Local Authority.
- Checked that the school's address is within the Borough of Lambeth.
- **Checked that your child meets the admissions criteria for the schools you are considering.**
- Completed all relevant sections of this form including the child's name on the front cover. Failure to complete this form in full may hinder its processing.
- Enclosed any supporting evidence (eg a letter from the family doctor/consultant in support of any medical claim).
- Obtain supplementary forms from any school that requires them and complete them. They should then be returned to the school before the deadline set by the school for returning supplementary forms.
- Please note we can send a receipt as proof that this form has been received by Lambeth Schools Admission Team only if a stamped addressed envelope is attached. It is your responsibility as parents/carers to ensure that Lambeth School Admissions Team has received your child's CAF.

The completed Common Application Form should be returned by Monday 2 February 2009 to:

By post: Lambeth School Admissions Team, Exclusions, Reintegration, Attendance and Admissions (ERAA) Service, 4th Floor, International House, Canterbury Crescent, London SW9 7QE

By hand: One Stop Shop, Ground Floor, International House, Canterbury Crescent, London SW9 7QE (Monday-Thursday 9.30am-4.30pm; Friday 11am-4.30pm)

Please note that outcome letters are sent out on 24 April 2009 for on time applicants. Common Application Forms received after 2 February 2009 will be regarded as late and will not be processed until after 24 April 2009 when offers have been made for on time applications.

4 Declaration and signature of parents/carers

- **Please ensure you have gone through the checklist above BEFORE signing this section.**
- **My child is born between 01/09/04 and 31/08/05.**
- I have completed each section of this form, including writing my child's name on the front.
- I wish to apply for a place at each of the schools named in Section 3, and I have listed these schools in my order of preference.
- I understand that once this form is submitted, after 2 February 2009, no changes to preferences will be permitted, due to the processes involved in the Lambeth Co-ordinated Admissions Procedure.
- I certify that I am the person with parental responsibility for the child named in Section 1, and that the information given is true to the best of my knowledge and belief.
- **I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid and can lead to the offer of a place being withdrawn.**

Parent's/carer's signature Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Information supplied will be used for registered purposes under the Data Protection Act 1998.

The completed Common Application Form should be returned by Monday 2 February 2009. If you are posting your application we recommend you use recorded delivery to ensure you have proof of postage