

## What do I do next?"

### My child has received an allocated place

#### General Advice

#### **Q1: Why has my child been given an allocated offer of a place I did not put on my CAF?**

**A:** An allocated offer is an offer of a place at school that you have not expressed a preference for on your CAF. Lambeth School admissions make allocated offers for two reasons: firstly, to support your child and ensure that they have a school place for September and secondly, because we are legally required to do so. The Admissions Code legislates that Local Authorities must offer children places at schools with vacancies if nothing can be offered from their Common Application Form. Offers can only be made for Lambeth residents at Lambeth schools at present (later on allocated offers could be made to out of borough schools). These offers are made to those that live closest to the schools with vacancies and should not be rejected by parents/carers unless they can demonstrate that another offer of a school has been made. Allocated offers are made to ensure that **all** children have a school place for September 2012.

#### **Q2: Why wasn't my child offered a place at any of the schools I noted on my child's Common Application Form (CAF)?**

**A:** For each of these schools there were more applications than places, and the offers they made would have been made according to the school's published admission criteria, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like a more specific reason explaining why your child was not offered a place at any school, you should contact the admissions authority that is responsible for allocating places at each school within the next few days.

- To speak to the admissions authority for Community schools please telephone 020 7926 9503 and speak to an officer in Lambeth School Admissions Team
- To speak to the admissions authority for a Foundation, Voluntary Aided school or an Academy please contact the school directly

Please see Table 1, which identifies the admissions status and relevant telephone number for Lambeth's schools.

Table 1

<b>Lambeth school</b>	<b>Type of school</b>	<b>Admissions Authority telephone number</b>
Allen Edwards Primary School Ashmole Primary School Bonneville Primary School Clapham Manor Primary School Crown Lane Primary School Elm Wood Primary School Fenstanton School Glenbrook Primary School Granton Primary School Heathbrook Primary School Henry Cavendish Primary School Henry Fawcett Primary School Herbert Morrison Primary School Hill Mead Primary School Hitherfield Primary School Jessop Primary School Johanna Oasis Waterloo Primary Academy* Jubilee School Kings Avenue Primary School	Community school	Lambeth School Admissions Team 020 7926 9503

Kingswood Primary School Lark Hall Primary School Loughborough Primary School Paxton Primary School Richard Atkins Primary School Rosendale Primary School Stockwell Primary School Streatham Wells Primary School Sudbourne Primary School Sunnyhill Primary School Telferscot Primary School Vauxhall Primary School Walnut Tree Walk Primary School Woodmansterne Primary School		
Corpus Christi RC Primary School	Academy	020 7274 4722
Johanna Oasis Primary Academy: Waterloo *	Academy	Lambeth School Admissions Team 020 7926 9503
Durand Primary School	Academy	020 7735 8348
Archbishop Sumner's CE Primary School	Voluntary Aided	020 7735 2781
Christ Church (Brixton) CE Primary School	Voluntary Aided	020 7735 1343
Christ Church (Streatham) CE Primary School	Voluntary Aided	020 8674 4308
Holy Trinity CE Primary School	Voluntary Aided	020 8674 9051
Immanuel and St Andrew CE Primary School	Voluntary Aided	020 8679 5005
Iqra Primary School	Voluntary Aided	020 7622 3630
Macaulay CE Primary School	Voluntary Aided	020 7622 1355
Orchard School	Voluntary Aided	020 8671 4400
St Andrew's CE Primary School	Voluntary Aided	020 7274 7012
St Andrew's RC Primary School	Voluntary Aided	020 8769 4980
St Anne's RC Primary School	Voluntary Aided	020 7735 4516
St Bede's RC Infant School	Voluntary Aided	020 8674 7292
St Helen's RC Primary School	Voluntary Aided	020 7274 4343
St John's Angell Town CE Primary School	Voluntary Aided	020 7274 4847
St John the Divine CE Primary School	Voluntary Aided	020 7735 4898
St Jude's CE Primary School	Voluntary Aided	020 7274 2883
St Leonard's CE Primary School	Voluntary Aided	020 8769 2712
St Luke's CE Primary School	Voluntary Aided	020 8670 1981
St Mark's CE Primary School	Voluntary Aided	020 7735 1467
St Mary's RC Primary School	Voluntary Aided	020 7622 5479
St Saviour's CE Primary School	Voluntary Aided	020 7274 7986
St Stephen's CE Primary School	Voluntary Aided	020 7735 1023
Julian's Primary School	Foundation	020 8769 8698
Reay Primary School	Foundation	020 7735 2978
Wyvil Primary School	Foundation	020 7622 1164

\* School has academy status however their admissions are managed by Lambeth School Admissions Team

If the school is outside the borough of Lambeth the admissions authority will either be the borough in which the school is situated (for Community schools) or the school itself (for Foundation, Voluntary Aided schools and Academies).

To speak to the admissions authority for an out of borough Community school, please see Table 2 for neighbouring authority's telephone numbers. If the authority you require is not listed, please contact Lambeth Schools Admissions Team who will be able to provide a contact number.

Please telephone any Foundation, Voluntary Aided schools and Academies in other boroughs directly.

Table 2

Local Authority	Telephone number
Bromley	020 8313 4044
Croydon	020 8726 6400
Lewisham	020 8314 8282
Merton	020 8274 4906
Southwark	020 7525 5337
Wandsworth	020 8871 7316
City of Westminster	020 7641 1816/7

**Q3: Can I request that my child's name remains on the waiting list of any of the schools that I applied to but did not receive an offer from?**

**A:** Yes. If you wish your child to remain on the waiting list, you must contact the school's admission authority. For Community and Voluntary-Controlled schools, **please contact the local authority the school is in**. For Voluntary-Aided, Foundation schools and Academies, **please contact the school, directly**. Please refer to Tables 1 and 2 for further information on who to contact about this.

**Q4: If I accept the offer my child has been given now will this prevent him/her receiving a later offer at a school I prefer?**

**A:** No. We strongly recommend that you accept the allocated offer your child has received now so that it is secured, as there is no guarantee that they will be offered a place at another school later on. However, if your child does receive another offer at a school listed on the CAF, you can then reject the original offer then.

**Q5: Can I apply for another school?**

**A:** Yes. However, you need to apply using the Lambeth CAF and complete any Supplementary Information Forms that may be required. Lambeth Schools Admissions Team will be able to inform you of details of any vacancies in Lambeth schools as well as in other boroughs. However, this information is only available once schools have informed us of their vacancies, which will be **after 2 May 2012** (when all acceptance forms have been logged).

Please note that the availability of vacancies will change, so you are advised to apply for new schools ASAP while the school may still have places available.

Please note that offers of places at schools stated on new applications will be processed by similar arrangements as the 'on-time' process. However, notification dates of offers will vary.

Lambeth's School Admissions Team will co-ordinate all second or new CAFs that are submitted until 31 August 2012. After this date parents will need to apply for school place by completing Lambeth's Primary School In-year Application Form.

**Q6: Can I appeal against the decision to not offer my child a place at any of the schools I applied for?**

**A:** Yes. Under the School Standards and Framework Act 1998, you have the right to appeal against the decision not to admit your child to a school. If you wish to appeal against the decision not to offer your child a place at a Lambeth community school, to obtain an admission appeal information pack, please contact the Clerk to the Independent Appeals Panel, Governance & Democracy, Lambeth Town Hall, Brixton Hill, SW2 1RW, Tel: 020 7926 2170, Email: [democracy@lambeth.gov.uk](mailto:democracy@lambeth.gov.uk). Information can also be downloaded from the Council's website via the following link: [www.lambeth.gov.uk/eadmissions](http://www.lambeth.gov.uk/eadmissions)

**Please note that Democratic Services can only accept appeals for the Lambeth community schools as mentioned in Table 1 above.**

**If you wish to appeal against the decision not to admit your child to any other primary school, you will need to contact the individual school(s) direct, to obtain information about how to appeal.**

If your application for a school place was submitted on time (by 15 January 2012), the deadline for submitting an appeal is **Tuesday 22 May 2012**. After this time, appeals are unlikely to be accepted unless appellants are able to demonstrate convincing exceptional circumstances that delayed the submission of an appeal. The Council will consider all appeals for admission to the primary schools listed above for the academic year starting September 2012 by **6 July 2012**.

If your application for a school place was submitted after 15 January 2012 (the deadline for on time applications) the closing date for appealing is **20 school days after you receive written notification of the outcome of your application for a school place**. After this time appeals are unlikely to be accepted unless it can be demonstrated that there were convincing exceptional circumstances that delayed the submission of your appeal. **If your appeal is received after 15 June 2012, it is unlikely that your appeal will be heard before September 2012.**

For further information not covered in this Q&A sheet, you can contact an officer in the Lambeth School Admissions Team on 020 7926 9503.

### **Glossary of terms**

**Admissions authority** = the body responsible for the admission of children to a school.

**Admissions criteria** = the rules admissions authorities use to look at applications and to decide which children are given places at a school

**Appeal** = This is a formal request to a "higher" body to review the action, procedure, or decision of an admissions authority, which did not offer a child a place at the school. For school appeals, this higher body would be an independent appeals panel) Pursuing an appeal does not guarantee a place will be offered at the school.

**Common Application Form (CAF)** = This is a pre-formatted paper or online form that parents **MUST** complete in order to apply for a school place for their child. This online or paper form must be submitted to Lambeth School Admissions Team if this is the child's home Local Authority

**Declined** = During coordination if more than one school offers a child a place the child will only receive an offer for the highest preference. The other lower preference offers will be **DECLINED** so that other children who may not have an offer can receive one. (For example if school number 1, 2 and 3 offer a place to Child A, the admissions rules stipulate that Child A can only be offered school 1 as this is their highest preference. The offers for school 2 and 3 will automatically be **declined** to ensure that Child A only receives a single offer).

**Home borough** = The borough where your child lives

**Maintaining borough** = The borough where the school is.

**Preference** = the school(s) parents list on the CAF that they would like their child to attend. If parents are applying for more than one school then these schools should be listed in the order of your preferred choice, i.e., the school you most want your child to attend as school 1, your second choice as school 2, and so on.

**Supplementary Information Form** = an additional information form that is required by some schools, mainly church schools, If a school requires this form to be completed then parents **MUST** complete both the Common Application Form and the supplementary form.

**Waiting list** = the list of children who have applied to a particular school, which was not able to make an offer at the time of application, but who are willing to place the child on this "list". Children who reject an offer will have their place filled by children on this list. This list is usually managed in line with the schools admissions criteria.