

“What do I do next?”

My child has received an allocated place

General Advice

In all cases we recommend that you:

- Accept the offer your child has received
- Ask to remain on the waiting list at any of the higher preference schools
- Add your child to the waiting list of any other schools you would like your child to attend.
- Contact Lambeth School Admissions Team after 15 May for details of any vacancies in Lambeth schools and apply for another school.

Q1: 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 allocations would have been made according to 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's School Admissions Team
- To speak to the admissions authority for a Foundation or Voluntary Aided school please contact the school directly

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

Table 1

Lambeth school	Type of school	Admissions Authority telephone number
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 Primary School Jubilee School Kings Avenue Primary School Kingswood Primary School Lark Hall Primary School Loughborough Primary School Paxton Primary School	Community school	Lambeth School Admissions Team 020 7926 9503

Table 1 (continued)

Lambeth school	Type of school	Admissions Authority telephone number
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	Community school	Lambeth School Admissions Team 020 7926 9503
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
Corpus Christi RC Primary School	Voluntary Aided	020 7274 4722
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 7501 9710
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
Durand Primary School	Foundation	020 7735 8348
Julian's Primary School	Foundation	020 8769 8698
Reay Primary School	Foundation	020 7735 2978
Wyvil Primary School	Foundation	020 7622 1164

Q2: Most of my child's school friends have been offered a school place at one of the schools noted on their Common Application Form. This is a very frustrating and difficult period for our family. What will Lambeth LA do about my child's situation?

- A:** We will do everything we can to support your child in obtaining a reception place offer from school identified on your CAF for September 2009. The following actions will be taken to help you through this period:
- For all Lambeth residents who have not been offered a reception place on 25 April 2009, Lambeth Children and Young People's Service (CYPS) will allocate places it identifies in its Community schools, where an allocation can be made.
 - These allocations are made on the basis of distance, i.e. the nearest Lambeth Community school to your home address that has a vacancy. If a place is later offered at one of your preferred schools and you are able to prove this to Lambeth Schools Admissions Team, you

can reject the allocated offer. These are the only grounds that an allocated offer can be rejected.

Q3: Why has my child been given an allocated offer of a place I did not put on my CAF?

A: The new Admissions Code of Practice (legislation) states that Local Authorities must offer children places at schools with vacancies if no offer is made from a school noted on their Common Application Form. Offers can only be made for Lambeth residents at Lambeth schools at present. These offers are made to those that live closest to the schools with vacancies and cannot 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 2009.

If your child has not been made an allocated offer at present, this is because other children who lived closer to the schools with vacancies were offered place as is undertaken on a distance basis and there were not enough vacancies to offer all children who could not receive a place at the schools on the CAF. However, an allocated place may be made in the future if necessary by Lambeth LA.

Q4: 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 please contact the admissions authority for the schools concerned to request this - refer to Table 1 for information on who to contact. However, for Community schools your child's name will automatically be placed on the waiting list if it was a higher preference from the one received.

Q5: Can I apply for another school?

A: Yes. You need to apply using a new Lambeth CAF and 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. However, this information is only available once schools have informed us of their vacancies, which will be **after 15 May 2009** (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.

Lambeth's School Admissions Team will co-ordinate all second or new CAF applications that are submitted until 31 August 2009. After this date the Team will only co-ordinate applications for Lambeth Community schools until 1 October 2009. For applications to any other Lambeth schools after 1 September, please apply to the schools directly and from 1 October to the Community schools directly as well. Please note that offers of places at schools stated on new applications will be processed by the arrangements outlined in the previous paragraph. As a result the notification dates of offers will vary. If you wish to apply for a school in another borough, please contact that borough directly for details about how to apply.

Q6: Can I appeal against the schools decision to not offer my child a place?

A: Yes. You have the right of appeal under the School Standards & Framework Act 1998. You must contact the admissions authority for the school as soon as possible and ask for the date when appeals have to be submitted.

PLEASE NOTE THAT DEMOCRATIC SERVICES CAN ONLY PROCESS APPEALS FOR THE COMMUNITY SCHOOLS LISTED IN THE TABLE ABOVE. IF YOU WISH TO APPEAL FOR ANY OTHER SCHOOL, YOU MUST CONTACT THOSE SCHOOLS DIRECT FOR INFORMATION ABOUT HOW TO APPEAL

For applications received on time, the deadline for submitting appeals for any of Lambeth's Community or Voluntary Controlled schools is Monday 1st June 2009. For late applications, appeals must be submitted by Monday 1st June 2009 or no later than 20 school days after receipt of written notification of the outcome of your application (whichever is later). In respect of both on time and late applications, appeals received after the deadlines specified above will not be considered unless you are able to demonstrate convincing exceptional circumstances which delayed the submission of your appeal.

Lambeth CYPS is committed in supporting you and your child until your child receives an offer of a school place. If you have any further queries please contact 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 Local Authority (LA) = The borough where your child lives.

Maintaining Local Authority (LA) = 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.