

Lambeth 14-19 for year 10 entry 2019/20



This guide is to assist parents/carers and their children through the admission process for 14-19 University Technology Colleges (UTCs) and studio schools for September 2019 entry for those starting in year 10 (ie born between 01/09/04 and 31/08/05). Entry into other years are dealt with directly with the college/school.

This guide contains general information and highlights 9 stages of the process that parents/carers must follow to submit their application if made through the Pan-London admissions process via your home Local Authority (LA).

What is a UTC?

The Department for Education states the following about UTCs:

UTCs are all-ability and mixed sex state funded schools, independent of local authorities. They are not extensions of, or conversions from, existing provision, but new academies, typically with 500-800 pupils in Key stage 4 and Key stage 5. UTCs specialise in subjects that need modern, technical, industry-standard equipment, such as engineering and digital technologies, and teach these disciplines alongside business skills and a broad, general education.

Pupils integrate academic study with practical learning, studying core GCSEs alongside technical qualifications. The ethos and curriculum are designed with local and national employers who also provide support and work experience for pupils. UTCs are sponsored by a university and employers, and work in partnership with other educational providers, including those with strengths in the UTC's specialist subject areas. UTCs should provide progression routes into higher education or further learning in work. This includes apprenticeships and higher apprenticeships; some UTCs may wish to consider offering apprenticeships themselves as they become established or may wish to work in partnership with apprenticeship providers. UTCs are funded on a comparable basis to other state funded schools.

'University Technical Colleges: How to apply', DfE (October 2015)

What is a studio school?

The Department for Education states the following about studio schools:

Studio schools are all-ability state-funded schools (usually for 14 to 19 year olds, although some studio schools start at an earlier age), typically with around 300 students. They are funded in the same way as mainstream free schools and academies. They are an innovative model of educational provision, developed by the Studio Schools Trust, combining academic and vocational qualifications taught through practical project-based learning. Study is combined with work placements from local and national employers.

Study is combined with work placements from local and national employers who are involved in the school. Learning in this way encourages students to develop employability skills like punctuality, good communication, reliability and team working, whilst gaining a strong grounding in English, maths and science.

'How to apply to set up a free school: guidance', DfE (July 2016)

It is important you use it to make the best choices for your child. If you are unsure about any aspect of the transfer process please contact Lambeth School Admissions Team on 020 7926 9503 to provide information and support.

If you would like any additional assistance or advice on the 14-19 UTC/studio school transfer process you may:

- Talk with your child's teacher or support staff in their current school
- Contact staff at the UTC/studio school you are interested in applying for
- Telephone the Lambeth School Admissions Team on 020 7926 9503

University Technical Colleges and Studio Schools in London (provision for 14–19 year olds)

Name and address	Specialism	Contact Details	Local Authority Area (LA web address)	How to apply
The BRIT School for Performing Arts & Technology Address: 60 The Crescent Croydon CR0 2HN	Dance, Film and media production, Music, Musical theatre, Interactive digital design, Theatre, Visual arts and design	Website: www.brit.croydon.sch.uk Email: admin@brit.croydon.sch.uk Tel: 020 8665 5242	Croydon Borough Council www.croydon.gov.uk/education/schools-new/school-admissions/	Direct to the school
De Salis Studio College Address: Wood End Green Road Hayes Middlesex UB3 2SE	Business and commerce	Website: www.desalisstudiocollege.co.uk Email: desalisstudio@gmail.com Telephone: 020 8573 1039	Hillingdon Borough Council www.hillingdon.gov.uk/schooladmissions	Via your home local authority
Elutec (East London University Technical College) Address: Yew Tree Avenue, Rainham Road South, Dagenham East RM10 7FN	Product design, engineering	Website: www.elutec.co.uk/ Email: interest@elutec.co.uk Telephone: 020 3773 4670	Barking and Dagenham Borough Council www.lbdd.gov.uk/admissions	Direct to the UTC

<p>Fulham Enterprise Studio</p> <p>Address: Kingwood Road London SW6 6SN</p>	<p>Business, construction, health and social care, performing arts and sports</p>	<p>Website: http://www.fulhamenterprise.net/</p> <p>Email: FES@fulhamcollege.net</p> <p>Telephone: 0207 381 3606</p>	<p>Hammersmith and Fulham Borough Council</p> <p>https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions</p>	<p>Direct to the School</p>
<p>Global Academy UTC</p> <p>Address: The Old Vinyl Factory, Blyth Road, Hayes, Middlesex UB3 1HA</p>	<p>Creative, technical and broadcast and digital media</p>	<p>Website: www.globalacademy.com</p> <p>Email: question@globalacademy.com</p> <p>Telephone: 020 3019 9001</p>	<p>Hillingdon Borough Council</p> <p>www.hillingdon.gov.uk/schooladmissions</p>	<p>Via your home local authority</p>
<p>Heathrow Aviation Engineering UTC</p> <p>Address: Potter Street, Northwood, Middlesex HA6 1QG</p>	<p>Aviation engineering Engineering</p>	<p>Website: www.heathrow-utc.org/</p> <p>Email: info@heathrow-utc.org</p> <p>Telephone: 019 2360 2130</p>	<p>Hillingdon Borough Council</p> <p>www.hillingdon.gov.uk/schooladmissions</p>	<p>Via your home local authority</p>
<p>Logic Studio School</p> <p>Address: Browells Lane, Feltham Middlesex TW13 7EF</p>	<p>Computing Technologies and International Logistics</p>	<p>Website: www.logicstudioschool.org</p> <p>Email: info@logicstudioschool.org</p> <p>Telephone: 020 8831 3000</p>	<p>Hounslow Borough Council</p> <p>www.hounslow.gov.uk/admissions</p>	<p>Direct to the school</p>

<p>London Design and Engineering UTC (LDEUTC)</p> <p>Address: Docklands Campus, University Way, London E16 2RD</p>	<p>Design Engineering</p>	<p>Website: www.ldeutc.co.uk/</p> <p>Email: admin@ldeutc.co.uk</p> <p>Telephone: 07714 255 193</p>	<p>Newham Borough Council</p> <p>www.newham.gov.uk/Pages/Category/Schools-and-colleges.aspx?l1=100005</p>	<p>Direct to the UTC</p>
<p>Mulberry UTC</p> <p>Address: 64 Parnell Road London E3 2RU</p>	<p>Digital technology Healthcare and medical services</p>	<p>Website: www.mulberryutc.co.uk/</p> <p>Email: shabegum1@mulberry.towerhamlets.sch.uk</p> <p>Telephone: 020 7790 6327</p>	<p>Tower Hamlets Borough Council</p> <p>www.towerhamlets.gov.uk/schooladmissions</p>	<p>Direct to the UTC</p>
<p>Parkside Studio College</p> <p>Address: Wood End, Green Road, Hayes UB3 2SE</p>	<p>Creative Media Construction, Hairdressing and Beauty Therapy, Health and Social Care, Hospitality and Catering, Sport</p>	<p>Website: www.parksidestudiocollege.co.uk</p> <p>Email: parksidestudio1@gmail.com</p> <p>Telephone: 020 8573 2097</p>	<p>Hillingdon Borough Council</p> <p>www.hillingdon.gov.uk/schooladmissions</p>	<p>Via your home local authority</p>
<p>Sir Simon Milton Westminster UTC</p> <p>Address: Sutherland Street, London SW1V 4LH</p>	<p>Transport engineering Construction</p>	<p>Website: www.westminsterutc.co.uk/</p> <p>Email: enquiries@westminsterutc.co.uk</p> <p>Telephone: 020 3506 9277</p>	<p>Westminster City Council</p> <p>www.westminster.gov.uk/school-admissions</p>	<p>Direct to the UTC</p>
<p>South Bank Engineering UTC</p> <p>Address: 56 Brixton Hill, Brixton, London SW2 1QS</p>	<p>Engineering for building and health sectors</p>	<p>Website: www.southbank-utc.co.uk/</p> <p>Email: info@southbank-utc.co.uk</p> <p>Telephone: 020 7738 6115</p>	<p>Lambeth Borough Council</p> <p>www.lambeth.gov.uk/eadmissions</p>	<p>Direct to the UTC</p>

<p>Space Studio West London</p> <p>Address: Letchworth Avenue, Feltham, Middlesex TW14 9RY</p>	<p>Space, Aerospace, Science, Maths</p>	<p>Website: www.spacestudiowestlondon.org</p> <p>Email: info@spacestudiowestlondon.org</p> <p>Tel: 020 3696 8140</p>	<p>Hounslow Borough Council</p> <p>www.hounslow.gov.uk/admissions</p>	<p>Direct to the school</p>
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Lambeth's UTC

South Bank Engineering UTC opened in Brixton in September 2016, with a catchment area which includes all of Lambeth.

South Bank Engineering UTC is a non-traditional school for 14-19 year-olds. The UTC has a narrow curriculum with high academic standards but in an environment where students develop highly valued technical and employability skills through strong industry and university partnerships and authentic project-based learning. Students have access to cutting-edge equipment and facilities including advanced computing, robotics and 3D printing. With specialisms in engineering for the building and medical sectors, the UTC is sponsored by London South Bank University and leading employers including Skanska and two London NHS trusts. Please see www.southbank-utc.co.uk for further information.

Applications for this UTC or studio school need to be made to the provider directly by 31 October 2018 (unless otherwise stated by the UTC/studio school), rather than via the method listed below and can be applied for in addition to others via the co-ordinated process.

Basics of the Pan-London admissions procedure

- **This relates to the process used to apply for UTCs or studio schools where applications are to be made via the home local authority**
- 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.

What the procedure cannot do

- It cannot guarantee every child a school place. This is because some UTCs/studio schools receive many more applications than places available, and this may be the case for all provisions applied for. In this instance allocations of offers for schools not applied for will be made where possible.
- It cannot guarantee your child will get a place at your first preference of provision.
- It cannot limit some multiple offers being made **after 1 March 2019**, (but Lambeth School Admissions Team will be aware of them and able to ensure that parents/carers reject one of these offers quickly).

How to apply – essential information

- Parents/carers only need to complete one common application form (CAF) to apply for up to three UTCs/studio schools anywhere in London.
- All parents/carers who apply online and on time will know what provision their child has been offered, (if any) on the evening of **1 March 2019**. This offer will be the highest preference offer that can be made.
- The procedure provides an easier to understand and fairer admissions process for both parents/carers and UTCs/studio schools.

The online portal opens on 1 September 2018; applications can be submitted from this date. The deadline for applications is **Wednesday 31 October 2018**. Lambeth School Admissions Team do not decide which school a child is offered. There is a process undertaken together with School Admissions Teams in other boroughs. Decisions about how a child's application for a school is ranked are made by the UTC's/studio school's admissions authority. This is dependent upon how well the child meets the provider's admissions criteria.

What is an admissions authority?

An admissions authority – the body of people who make decisions about admissions - will still determine which children can be offered a place at a UTC/studio school. At present Lambeth does not have any UTCs/Studio schools for whom we are the admissions authority; the South Bank UTC's admissions authority is the UTC itself. For those provisions in other boroughs, parents/carers should check with the provider itself or the School Admissions Team in the borough where that provision is.

Where the UTC/studio school is oversubscribed, the provision'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 provision and needs to be sent back to the provision and not the borough by the UTC/Studio school's deadline. Provision staff will not know what number preference their provision has been listed on the CAF, all are considered the same at the same time.

Stage 1 • Research

It is important to consider as much information as possible about the UTC/studio school(s) you wish to apply to. Check whether your child is likely to be offered a place based on the provision's published admissions criteria, which can be found on the individual provider or borough's webpage. You can find out information about provision by doing the following:

- Read the UTC's/studio school's prospectus or booklet provided by their borough's School Admissions Team carefully and look at the admissions criteria for each school.
- For each provision consider 'does my child meet these criteria'. If they do it may increase your child's chances of gaining a place at the provision.
- Go to the UTC's/studio school's open days or evenings. Details of these can be obtained from the provider.
- Talk to your child's current school head teacher, learning mentor or class teacher
- Read the latest Ofsted report for the provisions you are interested in. These are available for viewing or downloading from www.ofsted.gov.uk

Stage 2 • Apply on time and apply online!

The deadline for applications is Wednesday 31 October 2018 for entry in to year 10.

If you apply after this date the likelihood of gaining a place at your preferred provision may be significantly reduced.

You must complete the CAF for your home borough even though Lambeth currently does not have any specific UTC/studio school for which we co-ordinate. The home borough is the borough where you are residing at the time of application, even if this is temporary accommodation. Please check that your child's address is in Lambeth borough before completing the Lambeth CAF. Residents of boroughs other than Lambeth who wish to apply for a Lambeth school must complete the CAF provided by the home borough in which they live. The details of your application will then be passed on to Lambeth Council by your home borough. If you are not a Lambeth resident please contact your home borough for advice.

Using your research, list up to three UTC/studio school in the order you prefer them, regardless of what borough they are in. Do not include private (fee-paying) providers, as applications for these are made to them directly on their own form. The more provisions you list on the form, the greater the chances your child has of being offered one of your choice. However, please do not list providers you do not want your child to attend 'just to fill up the form'.

The preferred way for Lambeth residents to apply for a UTC/studio school entry in to year 10 place is online. This can be done via www.lambeth.gov.uk/eadmissions by **31 October 2018**. If you apply after this date the likelihood of gaining a place at your preferred school may be significantly reduced.

If your child has an Education Health Care Plan, do not complete a CAF please contact the:

Further information is available from:
Special Education Needs and
Disabilities (SEND) Team by:
Post: PO Box 734
Winchester
SO23 5DG
Telephone: 020 7926 9460
Email: sendsupport@lambeth.gov.uk
Website: lambeth.gov.uk/send-local-offer

Please note that any false or deliberately misleading information given on this form and/or supporting information may render your child's application invalid, or lead to any offer of a place being withdrawn.

Stage 3 • Proof of address

The application address stated on your child's CAF must be the address which you and your child currently live at, even if this is a temporary address. **Applications received without all the required proof of address documents for the parents/carer may result in the child's application being withdrawn if the address cannot be verified. This means that your child will not receive an offer of a place on 1 March 2019.**

If your child lives between two homes, e.g. split custody for parents only, just one of the parental addresses can be used for the application and for distance purposes. The address must be agreed between both parents/carers and is usually the address to which the child benefit is paid*. If proof of address is not received, then this may delay the processing of your application. All applications must be submitted with all the required documents by **31 October 2018**. Addresses of parent/carers and children may also be checked against Lambeth Council Tax and benefits records to aid verification.

At least one of the following documents to confirm your name and address as the applicant.

- 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.

Applications must include one of the following documents to confirm your child's name and 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 you or your partner are affected by the High Income Child Benefit charge and have decided to stop Child Benefit payments, HM Revenue and Customs have confirmed that you can still request a copy of your entitlement reward letter despite the fact that your payments have stopped.

If you are unable to submit any or only some of the documents listed above for you and/or your child, you will need to obtain a sworn affidavit or affirmation through a solicitor. This affidavit or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority which must include parent and child(ren)'s full names and address, the date you started living at that address and the child(ren)'s date(s) of birth.

Please note that Lambeth Council cannot contribute towards the cost of obtaining this.

Proofs of address documents requested by Lambeth School Admissions at the time of application are required for application processing purposes only. Schools may request additional proof of address documents for their own registration purposes. The documents they request may vary from the list used by Lambeth School Admissions.

Please be advised that your child's place can still be withdrawn if there are inconsistencies with the documents presented to Lambeth and the 14-19 provider.

You can submit your proof of address documentation by scanning and attaching this to your online application once the application has been initially submitted. This must be done before the on time application deadline, **31 October 2018**. (This is in addition to any other documents you wish to include as stated in stage 4).

Alternatively all the documents (copies not originals) can be posted to Lambeth School Admissions Team at PO Box 734, Winchester SO23 5DG or taken to the Lambeth Civic Centre, 6 Brixton Hill, London SW2 1EG (by appointment). The documents must have your child's name, date of birth and the online application reference clearly stated on the top and be stapled together.

If you have to submit a paper CAF, all proof of address and supporting documents (where applicable) **must** be attached to the application form.

If you have any problems supplying these documents, please contact us as soon as possible.

Stage 4 • Proof of child's date of birth

The 14-19 Lambeth CAF is only for children born between 01/09/04 and 31/08/05. Using this form for children outside this age group will result in the form being invalid (and it will not be processed, unless the child is being taught out of cohort).

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 doctor's prescription stating the child's date of birth.

Stage 5 • Provide additional documentation

In addition to the proof of address documents, you may need to submit additional supporting documentation with your child's CAF by 31 October 2018.

Documents can either be scanned and attached to an online application or if you do not have access to a scanner, documents (copies not originals) can be posted to Lambeth School Admissions Team at PO Box 734, Winchester SO23 5DG or taken to the Lambeth Customer Service Centre (Brixton), 6 Brixton Hill, London SW2 1EG. The documents must have your child's name, date of birth and the online application reference clearly stated on the top and be stapled together. If you have any problems supplying these documents, please contact us as soon as possible.

Medical/social

If you want your child's application to be considered as a medical/social application (where a provision has this criterion) because you believe that a particular provider is especially able to meet your child's needs above others in the area, you must submit professional documentation outlining this with the CAF for consideration. Submitting this documentation will not automatically guarantee that your child will be prioritised under this criterion.

'Looked After Children' or previously 'Looked After Children'

A 'Looked After Child' is a child that is currently in the care of the Local Council (foster or residential care). A previously 'Looked After Child' is stated as being the following in the 2014 School Admissions Code, paragraph 1.7:

Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁷ (or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

For 'Looked After Children' or previously 'Looked After Children' a letter from your child's social worker, or a copy of court papers must be submitted with the CAF by the deadline for the correct provider's admissions criterion to be applied.

Stage 6 • Supplementation Information Forms (SIFs)

In addition to the required documentation above, some providers may require applicants to complete a Supplementary Information Form (SIF). Please check the UTC's/studio school's information and their deadline to see if this is required.

The SIFs provide additional information needed for the provider's admissions criteria to be applied fully. Such information may include religious observance or specialism details. They may also require further documentation to be submitted such as Pupil Premium documentation. It is very important that the SIFs are completed and sent to the providers by their set deadline otherwise your child may miss out on a preferred place.

Stage 7 • Change of circumstances

The Lambeth School Admissions Team will consider your application using the details you provide on your form. **If you move address you must inform the School Admissions Team of your new address, the date of the move and provide new proof of address documents as soon as possible after the date of the move** so we are able to contact you if we need further information or to communicate the outcome of your application. This also applies if you have a change of medical circumstances or a sibling starts at a preferred provision. Please note that changes to preferences after the deadline for on time applications are not permitted.

If you inform your council of your change of address **before 10 December 2018**, the School Admissions Team will be able to take this into account when considering your application. If you change your address after 12 December 2018 and this means that you need to change your preferences you will need to contact your new council to find out what to do next.

Stage 8 • National Offer Day – Friday 1 March 2019

If you applied online and signed up to text messages you will receive an email and/text message on the evening of 1 March 2019 informing you to log in to you admissions account and view the outcome of the application.

Only if you applied using a paper CAF will an outcome notification letter be posted out first class post on **1 March 2019**. Details of what you can do next if your child was not offered your first preference will be online and included with any letter sent. In addition, some schools may also send their own offers to parents/carers after **1 March 2019**. Responses to those letters should be made according to the provider's directions. Your child will be offered the single highest place possible on the CAF.

Preference	Provider	Status*
1 st	Hillingdon UTC A	Pending
2 nd	Hillingdon studio school B	Offered
3 rd	Newham UTC C	Declined

In the example above the child's third preference was offered as they were not ranked high enough by the provider's admissions authority to be offered the first preference. Although the child could have been offered their third this was not offered as the higher second preference could be offered.

*preference status meanings:

Offered

This is the provision your child has been made an offer to attend.

Declined

Because a higher offer has been made, and the offer made must be a single offer by law, this lower preference became invalid and was declined.

Pending

Child has not been able to be offered a place at this provision at present. This is because the school had more applications than places, and offers have been made according to the provision's published admissions criteria. Other children had a higher priority than the child under the provision's published admission criteria or lived closer if considered for the same criterion.

If you have applied for South Bank Engineering UTC their outcomes will also be made on 1 March 2019.

Stage 9 • Accepting the offer

The deadline to accept offers, online or using a reply form sent to paper applicants, is **15 March 2019**. Failure to meet this deadline may mean that your child could lose their place. We strongly advise that you accept the offer made on National Offer Day even if it is not your first preference to ensure your child has a place for September 2019. Offers will continue to be made after National Offer Day. If an offer for a higher preference is made later on, you can then reject the original offer. Where allocations are made, again we advise that these are accepted until you receive an offer from a provider you selected on your application.

If your child has received two offers as a result of the co-ordinated admissions process and via South Bank Engineering UTC directly, please inform both the UTC and Lambeth School Admissions Team which college place you wish to accept as soon as possible so the rejected offer can be given to another child.

Stage 10 • Next steps

If your child was not offered your first preference of provision, we advise you to follow the steps below.

Waiting lists

Ensure that your child's name is on the waiting list for the UTC/studio school(s) that you applied for and were placed higher than the school offered on your CAF. Please check with the provider to ensure that your child's name is on their waiting list this it may not be an automatic process. Parents/carers need to be aware that if their child's name is on a provider's waiting list, their name may go up or down depending on how the admissions criteria applies to others on the waiting list. Late applications received after the closing date of **31 October 2018** will be considered after National Offer Day, **1 March 2019**.

Appeals

You can appeal against the refusal of a UTC/studio school place listed on your CAF under the School Standards and Framework Act 1998. Please check with the provider where appeals papers are to be obtained and returned.

If you are unsure about any aspect of the 14-19 procedure please contact Lambeth School Admissions Team Call Centre on 020 7926 9503, or email schooladmissions@lambeth.gov.uk

Document produced by
Lambeth School Admissions Team
020 7926 9503

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