

**ADMISSIONS POLICY FOR
LAMBETH'S COMMUNITY PRIMARY & SECONDARY SCHOOLS
and
OASIS ACADEMY JOHANNA
FOR THE 2021/2022 ACADEMIC YEAR**

Lambeth Local Authority (LA) is the Admissions Authority for:

- all community primary and secondary schools
- also Oasis Academy Johanna on behalf of Oasis Community Learning.

School applications for children with an Education, Health and Care Plan (EHCP) are dealt with by Lambeth Special Educational Needs and Disabilities Team, or the equivalent in their home borough. Children with EHCPs naming one of the schools where Lambeth is the admission authority will be admitted to the named school. Where the EHCP is finalised in advance of a normal admissions round, the admissions number will be reduced accordingly.

The schools for which Lambeth is the Admissions Authority and their admission numbers are as follows:

Names and admissions numbers for Lambeth community primary schools

All of the schools are mixed

Allen Edwards Primary	60	Jessop Primary	60
Ashmole Primary	30	Jubilee Primary	60
Bonneville Primary	60	Kings Avenue School	30
Clapham Manor Primary	60	Lark Hall Primary	60
Crown Lane Primary	60	Kingswood Primary	90
Elm Wood Primary	60	Loughborough Primary	60
Fenstanton Primary	60	Paxton Primary	90
Glenbrook Primary	30	Richard Atkins Primary	45
Granton Primary	90	Stockwell Primary	60
Heathbrook Primary	60	Streatham Wells Primary	30
Henry Cavendish Primary (Balham site)	60	Sudbourne Primary	90
Henry Cavendish Primary (Streatham site)	60	Sunnyhill Primary	60
Henry Fawcett Primary	30	Telferscot Primary	60
Herbert Morrison Primary	30	Walnut Tree Walk Primary	50
Hill Mead Primary	60	Woodmansterne School (primary provision)	120
Hitherfield Primary	90	Oasis Academy Johanna	30

Names and admissions numbers for Lambeth community secondary schools

Lilian Baylis Technology School (LBTS – mixed)	125
The Norwood School (mixed)	180
Woodmansterne School (mixed - secondary provision)	90 * (see note below)

Names and admissions numbers for additional Year 10 (14-19) intake for Lambeth community secondary schools

The Norwood School (mixed)	18
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Application process

Applications for primary (reception), junior, secondary transfer and 14-19 places in co-ordination

- Children who attend a Lambeth community nursery school class **will not** automatically transfer to the main school. Parents/carers **must** apply separately for the primary school through their home Local Authority (LA).
- Children that attend a Lambeth infant school will not automatically transfer to the junior school. Parents/carers **must** apply separately for the junior school through their home LA.
- Lambeth Council participates in the Pan-London admissions process, which runs in accordance with the School Admissions Code 2014.
- Applications for initial entry to all primary, junior, secondary schools and 14-19 providers within the co-ordinated process (i.e. all schools in Lambeth and other boroughs, excluding special schools and fee-paying schools) are to be made through the child's home borough using a Common Application Form (CAF). The on time application deadline is 15 January 2021 for primary and junior and 31 October 2020 for secondary.
- Applications received after the above deadlines will be classed as 'late' and not processed until after National Offer Days – primary and junior April 16 2021, secondary 1 March 2021.
- Late applications will then be slotted into any waiting list in accordance with how they meet the admissions criteria, regardless of date received.

***Applications for Woodmansterne School**

Primary admissions (all years)

Places will be offered in accordance with the oversubscription criteria below.

Secondary transfer admissions

Woodmansterne School is an all-through school. Children who attend Woodmansterne School in year 6, will automatically transfer to the secondary provision in year 7. All pupils being taught/on roll as a year 6 pupil at Woodmansterne School during the academic year 2020/21 and remain on roll during the secondary transfer application process will be eligible to automatically transfer to the Woodmansterne secondary provision in 2021/22. This means that the admissions number for year 7 entry in 2021 will be split, i.e. two Year 6 classes already in the school will continue into year 7 in 2021 without the need to re-apply. This means that up to 60 places will be taken up by these pupils and the remaining 90 will be offered through the Pan-London co-ordinated process:

60 on roll in year 6 in Woodmansterne School
+ 90 new entrants to be admitted for year 7 through co-ordination
= 150 children in year 7.

The oversubscription criteria for all new applicants, regardless of the year group will be the same as listed below.

Applications for Lambeth Nursery, University Technology College and Sixth Form places

These applications are to be made directly to the provider using their own forms and timescales.

In-year applications for primary and secondary schools

- Applications for places outside the normal admissions round are not co-ordinated in the same way as transfers. Instead, each borough has their own process.
- Applications for Lambeth community schools and Oasis Academy Johanna are to be made using the Lambeth In-year Common Application Form (iCAF).
- Offers made for Lambeth community schools and Oasis Academy Johanna are made in liaison with school staff by Lambeth School Admissions Team.
- Applications for Lambeth non-community schools are to be made directly to the school using their own form.
- Parents/carers who are seeking a new school place for their child who has been permanently excluded from a school should not apply via the in-year process. Instead, if they are a Lambeth resident, they should contact the Inclusion Team to discuss revised educational arrangements as detailed in the permanent exclusion letter issued. For non-Lambeth residents, parents/carers should contact their home Local Authority to find out how they can offer support and guidance regarding the next steps.

**Over-subscription criteria for
all Lambeth primary schools, Oasis Academy Johanna
and Woodmansterne School. Also for Lilian Baylis Technology
School and The Norwood School for in-year applications #**

For initial Year 7 entry (secondary transfer) for admissions criteria and arrangements for Lilian Baylis Technology School and The Norwood School, and that of Year 10 (14-19) bursary places for The Norwood School, please see further below.

In common with many other Admission Authorities, Lambeth uses Looked after Children, sibling, professionally supported medical/social need, children of staff and distance as key criteria in cases of over-subscription.

Lambeth LA, as the admissions authority for all Lambeth community schools and Oasis Academy Johanna, will comply, wherever possible, with parent's/carer's wishes where they have expressed a preference for a particular school. Nevertheless, if there are more applications than places available, this LA will give priority to children in the following order:

Criterion 1 – Looked After Children and previously Looked After Children

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Care Order or Special Guardianship Order) **immediately** following having been looked after.

The School Admissions Code 2014 states that: *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

Criterion 2 – Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in the nursery or year 6 of a primary

school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or 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. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

Criterion 3 – Children with Exceptional Medical or Social Needs

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the council's senior management as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

Criterion 4 - Children of staff at the school

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2017).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds, eg. a letter from the headteacher or other senior leadership team member. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers which identify all the above, priority will not be given.
2. There will be a maximum priority limit of 1 child per form of entry per year group for primary schools/phase (reception to year 6) (ie up to 7 children in total in a one form entry school); a maximum priority limit of 4 children per year group for secondary schools/phase (years 7 to 11).

Criterion 5 – Distance

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.**

This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

(FOR PRIMARY SCHOOLS ONLY) Children who attend a Lambeth community nursery school class **will not** automatically transfer to the main school. Parents/carers **must** apply separately for the primary school through Lambeth LA.

**Henry Cavendish, Sudbourne Primary schools have a different criterion for determining proximity from the home to school as set out below.

Henry Cavendish – Distance criterion on the basis of proximity

Priority will be given to children on the basis of proximity to the nearest nodal point for the preferred Henry Cavendish School site. This school operates a two address point system. The first node is a central point on the Hydethorpe Road site (Balham). The second node is a central point on the Dingley Lane site (Streatham). Any family applying for a place at the Balham site will have their distance measured from their current home address to the Hydethorpe Road site, whilst those applying for a place at the Streatham site will have their distance measured from their home address to the Dingley Lane site.

Applications will be considered for named sites only; hence parents/carers applying for a place at the Balham site must include this as a single preference and this preference will be for Balham ONLY. Their distance will be measured from the child's home address (straight-line) to the Hydethorpe Road nodal point. Parents/carers applying for a place at the Streatham site must include this as a single preference and this preference will be for Streatham ONLY. Their distance will be measured from the child's home address (straight-line) to the Dingley Lane nodal point. Parents/carers can apply for a place at both sites but this must be done as two separate preferences.

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be

undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds (the relevant nodal point) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

Sudbourne Primary - Distance criterion on the basis of proximity

Priority will be given to children on the basis of proximity to a central point on the Hayter Road site ONLY.

The distance between the child's current home address and the central point on the Sudbourne Hayter Road site will be measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds (i.e. the Sudbourne Hayter Road site) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

Process and over-subscription for Lilian Baylis Technology School (LBTS)

Lambeth LA is the Admissions Authority for LBTS School.

Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP are placed via the child's home borough Special Educational Needs and Disabilities (SEND) Team in conjunction with staff at the school. Where LBTS is the named school on an ECHP, the child's offer will be included within the school's PAN.

The 2021 determined arrangements for LBTS did include the use of an ability banding test to ensure that the school has a balanced and comprehensive intake for the school (the full range of ability of applicants for the school), ie an equal number of applicants are admitted from each ability band. In September 2020 it was agreed by the Headteacher, Chair of Governors and Lambeth Council that due to COVID-19 restrictions it was not safe on health grounds for children and staff for mass testing to take place in the pandemic. Therefore, the LA sought a 'variation' with the Office of Schools Adjudicator (OSA), as required by the School Admissions Code. The variation was to remove the banding requirement completely and just use the over-subscription criteria for offering places. The OSA did not agree to this, as it responded with the following:

I am prevented from approving the proposed variation by section 103(3) of the Act. This is because the banding arrangements are designed to produce an intake which is representative of the full range of ability of the applicants for the school and the proposed variation would produce an intake representative of the socio-economic area around the school.

It would not be right for me to leave the Council in a situation where it could not safely test children, yet was required to do so by its admission arrangements which could not be varied in the way proposed by the Council. This predicament was exacerbated by the late submission of the request for a variation. Therefore, I discussed possible ways forward with the Council. This determination requires, by virtue of section 88K of the Act, the Council to revise its arrangements. I am of the view that there is at least one way in which the Council could revise these arrangements so that they conform with the Code and secure the same objective as the banding process was designed to achieve.

[And]

I have discussed with the Council how it would be possible to achieve the current objective of an intake representative of the full range of ability of applicants for the school safely. One way that the objective could be achieved without holding any test would be to admit the majority of pupils (after looked after, previously looked after children, siblings, those with exceptional social and medical needs and children of staff) by random allocation.

As a result of this, the following process will be implemented instead of ability banding. Children will be placed within three bands.

The first will comprise of those with the over-subscription criteria 1, 2, 3 and 4 listed below will be used and children ranked according to distance as the tie breaker (distance measurement details as stated below).

The second band will comprise of children who have been assigned the 5th criterion of 'distance' and live at a distance between 0 and 4km from the school (measured as details below). This distance is a rounded distance from 4,126m, which is the mean average distance that children were offered a place in all five ability bands on National Offer Days in 2020 and 2019 (details on the Council's webpage for secondary transfer). The distance element has been included because distance is known to be a key reason why parents/carers apply for a school. Children in this band will be assigned a randomly generated rank (order) number. This will be undertaken using Excel formula by the LA.

The third band will be for children who live over 4km from the school and have a 'distance' criterion. Children in this band will be assigned a randomly generated rank (order) number. This will be undertaken using Excel formula by the LA. This band will not be opened until all those listed in bands 1 and 2 are offered a place at the school, or have received a higher preference offer.

The capacity of each band will vary, as all those in Band 1 comprises of those who meet criteria 1-4 and applied on time will be considered for a place before Band 2 children. Only when Bands 1 and 2 have no remaining children to be offered will Band 3 children be considered. The number of children in each band will not be known until all applications have been ranked.

Criterion 1 – Looked After Children and previously Looked After Children

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Care Order or Special Guardianship Order) **immediately** following having been looked after.

The School Admissions Code 2014 states that: *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

Criterion 2 – Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or 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. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

Criterion 3 – Children with Exceptional Medical or Social Needs

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the council's senior management as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

Criterion 4 - Children of staff at the school

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2017).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds, eg. a letter from the headteacher or other senior leadership team member. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
2. There will be a maximum priority limit of 4 children per year group for secondary schools/phase (years 7 to 11).

Criterion 5 – Distance

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a

computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

Waiting lists and Year 7 in-year applications for LBTS (in addition to 'Waiting list' information below)

Lambeth School Admissions Team, in accordance with the School Admissions Code, will maintain the school's secondary transfer (i.e. entry to year 7) waiting list and processes until 31 December 2021, as this will be until the end of the first Year 7 term.

Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.

This means that the banding set up for secondary transfer remains effective until 31 December 2021. Each time a vacancy arises in Band 2 or 3 a fresh allocation of rankings will take place before an offer is made, where there are new applicants added to them.

Process and over-subscription for The Norwood School

Lambeth LA is the Admissions Authority for The Norwood School.

Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP are placed via the child's home borough Special Educational Needs and Disabilities (SEND) Team in conjunction with staff at the school. Where The Norwood School is the named school on an ECHP, the child's offer will be included within the school's PAN.

The Norwood School can reserve up to 10% (up to 18 places) of their Year 7 places as Bursaries offered to pupils who show a particular aptitude for the Specialism in Visual and Performing Arts. Children who are eligible for a bursary place will have their names placed in the school's bursary band. All children for specialist places must complete the school's

Supplementary Information Form in addition to the Common Application Form to be invited to the school to take a short test for aptitude in visual and performing arts. Staff at The Norwood School undertake the specialism element themselves and pass on the names of the children that are eligible for the 10% of places to Lambeth LA for the rest of the criteria to be administered.

18 places are split between four disciplines, Art and Graphics, Drama, Dance and Music. There is no monetary reward as such. The Arts Bursary students will take part in a programme of exciting enrichment throughout their time at The Norwood School according to their specialism. This will include: Subsidised one to one and /or group instrumental or singing lessons. Subject specific specialised tuition in Art, Dance and Drama. A guaranteed place in The School Band/Ensembles/Orchestras whichever is most appropriate.

The 2021 determined arrangements for The Norwood School did include the use of an ability banding test to ensure that the school has a balanced and comprehensive intake for the school (the full range of ability of applicants for the school), ie an equal number of applicants are admitted from each ability band. In September 2020 it was agreed by the Headteacher, Chair of Governors and Lambeth Council that due to COVID-19 restrictions it was not safe on health grounds for children and staff for mass testing to take place in the pandemic. Therefore, the LA sought a 'variation' with the Office of Schools Adjudicator (OSA), as required by the School Admissions Code. The variation was to remove the banding requirement completely and just use the over-subscription criteria for offering places. The OSA did not agree to this, as it responded with the following:

I am prevented from approving the proposed variation by section 103(3) of the Act. This is because the banding arrangements are designed to produce an intake which is representative of the full range of ability of the applicants for the school and the proposed variation would produce an intake representative of the socio-economic area around the school.

It would not be right for me to leave the Council in a situation where it could not safely test children, yet was required to do so by its admission arrangements which could not be varied in the way proposed by the Council. This predicament was exacerbated by the late submission of the request for a variation. Therefore, I discussed possible ways forward with the Council. This determination requires, by virtue of section 88K of the Act, the Council to revise its arrangements. I am of the view that there is at least one way in which the Council could revise these arrangements so that they conform with the Code and secure the same objective as the banding process was designed to achieve.

[And]

I have discussed with the Council how it would be possible to achieve the current objective of an intake representative of the full range of ability of applicants for the school safely. One way that the objective could be achieved without holding any test would be to admit the majority of pupils (after looked after, previously looked after children, siblings, those with exceptional social and medical needs and children of staff) by random allocation.

As a result of this, the following process will be implemented instead of ability banding. Children will be placed within four bands.

The first band is the Bursary Band will be for those are eligible for the bursary band, and ranked according to the over-subscription criteria stated below.

The second band will comprise of those with the over-subscription criteria 1, 2, 3 and 4 listed below will be used and children ranked according to distance as the tie breaker (distance measurement details as stated below).

The third band will comprise of children who have been assigned the 5th criterion of 'distance' and live at a distance between 0 and 2km from the school (measured as details below). This distance is a rounded distance from 2,001.93m, which is the mean average distance that children were offered a place in all five ability bands on National Offer Days in 2020 and 2019 (details on the Council's webpage for secondary transfer). The distance element has been included because distance is known to be a key reason why parents/carers apply for a school. Children in this band will be assigned a randomly generated rank (order) number. This will be undertaken using Excel formula by the LA.

The fourth band will be for children who live over 2km from the school and have a 'distance' criterion. Children in this band will be assigned a randomly generated rank (order) number. This will be undertaken using Excel formula by the LA. This band will not be opened until all those listed in Bands 2 and 3 are offered a place at the school, or have received a higher preference offer.

The capacity of the Bursary Band will remain the same at 18 places. The capacity of Bands 2, 3 and 4 will vary, as all those in Band 2 comprises of those who meet criteria 1-4 and applied on time will be considered for a place before Band 3 children. Only when Bands 2 and 3 have no remaining children to be offered will Band 4 children be considered. The number of children in each band will not be known until all applications have been ranked. If vacancies arise in the Bursary Band, staff at The Norwood School will provide Lambeth LA with names of those on their bursary reserve list, ie those who are gifted in the specialisms, but less so than those in the original list. The new children will be moved from their previous band to the Bursary Band and the over-subscription criteria applied afresh in that band. If after this action, spaces remain in the Bursary Band, more offers will be made from Band 2, then Band 3 and then 4 as mentioned above.

Criterion 1 – Looked After Children and previously Looked After Children

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Care Order or Special Guardianship Order) **immediately** following having been looked after.

The School Admissions Code 2014 states that: *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the*

Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

Criterion 2 – Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or 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. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

Criterion 3 – Children with Exceptional Medical or Social Needs

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the council's senior management as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

Criterion 4 - Children of staff at the school

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2017).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds eg. a letter from the headteacher or other senior leadership team member. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
2. There will be a maximum priority limit of 4 children per year group for secondary schools/phase (years 7 to 11).

Criterion 5 – Distance

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

Waiting lists and Year 7 in-year applications for The Norwood School (in addition to 'Waiting list' information below)

Lambeth School Admissions Team, in accordance with the School Admissions Code, will maintain the school's secondary transfer (i.e. entry to year 7) waiting list and processes until 31 December 2021, as this will be until the end of the first Year 7 term.

Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.

This means that the banding set up for secondary transfer remains effective until 31 December 2021. Each time a vacancy arises in Band 2 or 3 a fresh allocation of rankings will take place before an offer is made, where there are new applicants added to them.

14 – 19 Provision Bursaries in Visual and Performing Arts at The Norwood School

The process for applying for these places will be the same as secondary transfer, and follow the same national and Pan-London timelines.

This school will offer up to an additional 10% of their Year 10 places – 18 places - to external pupils who show a particular aptitude for more than one of the school's specialisms, namely the visual and performing arts. Allocated places will be in addition to the published intake for Year 10 which is 180 students.

18 places are split between four disciplines, Art and Graphics, Drama, Dance and Music. There is no monetary reward as such. The Arts Bursary students will take part in a programme of exciting enrichment throughout their time at The Norwood School according to their specialism. This will include: Subsidised one to one and /or group instrumental or singing lessons. Subject specific specialised tuition in Art, Dance and Drama. A guaranteed place in The School Band/Ensembles/Orchestras whichever is most appropriate.

Applications for the Year 10 specialist places must be made by completing an online application through the child's home borough. In addition to this The Norwood School's 14 – 19 Supplementary Information Form (draft attached) is to be returned to the school directly. Students will then be invited to the school for an audition and workshop in visual and/or performing arts. Staff at The Norwood School undertake the specialism element themselves and pass on the names of the students that are eligible for the 18 places to Lambeth LA for the rest of the over-subscription criteria (listed above) to be administered.

After the 1 September 2021 no additional Bursary places will be allocated. Any vacant Bursary places will not become general places for in-years. Students applying for 14 – 19 Bursary places will only be admitted in the September of Year 10.

Progression into the Sixth Form by 14 – 19 Bursary Students will be dealt with in the same manner as other Year 12 applications, with regards entry requirements.

Other general admission elements to these arrangements

This section applies to all admissions rounds, unless stated otherwise. Some elements relate just to Lambeth community schools and Oasis Academy Johanna where Lambeth LA is the admissions authority, and are stated as such. Others relate to processes that will be implemented for standard rounds too (primary, junior and secondary transfer) where Lambeth is the home borough. Any variations to this may be stated in the admissions arrangements for other schools.

Applications relating to twins, triplets or other multiple births

Where a parent/carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admissions criteria, as per other children. Where the determining factor is based on distance, and these children have the same home to school distance, Lambeth LA will randomly allocate places to determine the rank order.

Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, Lambeth LA will randomly allocate the place in order to determine who gets the offer. The parent/carer can then determine whether to accept or reject the offer.

For schools that have a banding structure (Lilian Baylis Technology School and The Norwood School), if it is found that twins or multiple birth children have been split because of differences in their test scores, causing one/more to be offered and not the other(s), this matter could be addressed as a 'social' issue. This is because the children cannot be classed as 'siblings' in accordance with the 'sibling' criteria when one is not on the roll of the school yet has been offered. Therefore, the criterion of 'medical/social' could be applied to move the child/ren not offered up the waiting list in their band. This action does not guarantee a place, as there needs to be a vacancy in the band before another child is offered in accordance with the admissions criteria.

Starting reception class

All children entering a Lambeth community primary school and Oasis Academy Johanna will be admitted in September 2021, as Lambeth LA will be operating a single point of entry.

It will be expected that all children will start reception class in September. However, parents/carers can request that the date their child is admitted to school is deferred until later in the academic year. Parents/carers can request that their child takes up the place part-time until the child reaches compulsory school age. This must be agreed between the parent/carer and the school for which a place has been accepted and will be considered on a child-by-child basis. (see details below about Deferred entry).

Admission of children out of cohort/outside their normal age group Delayed entry

In line with the School Admissions Code, parents/carers may seek a place for their child outside of their normal age group. We are aware that some parents/carers of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 if they feel that it is in their child's best interest to start school later due to exceptional circumstances.

Before deciding to request to delay a child's admission, parent/carers should first contact the school(s) they are interested in applying for. They will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children

including those born during the summer months, and how those needs will continue to be met as children move up through the school. They may also be able to reassure parent/carers about any concerns that they may have about their child's readiness for school. All schools will have differentiated lessons to meet the needs of a wide range of children's abilities.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

Lambeth LA will manage request for a child to be taught out of cohort at one or more of its community schools and Oasis Academy Johanna via the following process:

- Parents/carers applying for an out-of-year group place in a Lambeth community primary school or Oasis Academy Johanna must submit supporting documentation (as per criterion 3 – Children with Exceptional Medical or Social Needs) with their application. The MEDSOC Panel will then decide (along with the relevant headteacher for the school concerned) whether such an out-of-year group place will be offered at the named school. This will allow this LA to comply with section 2.17 of the Code, where it states that *“Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned.”*
- This application **must** be received in the correct year in the relevant admissions round, i.e. the chronological year group the child is due to start.
- If the request has been agreed/accepted, the application will be withdrawn and places will be offered to another child/children as places cannot be held open. The parent/carer must then submit an application for the admissions round that has been agreed (i.e. 2022/23), which must be received before the deadline of 15 January to be processed as an on time application.
- The child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the new application (this is the same for any application whether an out of cohort request has been granted or not).
- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.

- If delayed entry is not granted parent/carers must make an application for their child for their chronological year group the following year.

Advanced entry

Before deciding to request to advanced entry for a child's admission, parent/carers should first contact the school(s) they are interested in applying for. They will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children including those with advanced skills and how those needs will continue to be met as children move up through the school. All schools will have differentiated lessons to meet the needs of a wide range of children's abilities. They may also be able to discuss with parent/carers about any how exceptionally able children can be accommodated.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

In very exceptional circumstances a parent/carer Lambeth LA will consider a request for a child to be taught a year ahead Lambeth LA will manage such requests one or more of its community schools and Oasis Academy Johanna via the following process:

- Such requests must be accompanied by professional supporting documentation and this needs to state that it is in the child's best interests to be start school a year ahead. It will have to include that the child is ready to start school early, academically, emotionally and physically. Such requests will be made for the cohort the parent/carer wishes the child to start in and will be handled in the same way as delayed entry (as stated above).
- If advanced entry has been granted there is no guarantee that an offer can be made at a school listed as a preference on the application (this is the same for any application whether an out of cohort request has been granted or not).
- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- If advanced entry is not granted parent/carers must make an application for their child for their chronological year group the following year by 15 January.

Admission of children out of cohort - for Lilian Baylis, The Norwood School and Woodmansterne School (secondary provision)

In line with the School Admissions Code, parents/carers may seek a place for their child outside of their normal age group. Lambeth LA will manage such request via the following process:

- Parent/carers who have a child being taught in a year 6 class during the academic year 2020/20 **must** submit an application with a letter from their child's primary school confirming that the child is being taught as a year 6 pupil together with any other supporting documents.
- The application, together with all supporting documentations, will be considered at the Medical Social panel meeting. (As per criterion 3 – Children with Exceptional Medical or Social Needs) with their application. The MEDSOC Panel will then decide (along with the relevant headteacher for the school concerned) whether such an out-of-year group place will be offered at the named school. This will allow this LA to comply with section 2.17 of the Code, where it states that *"Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned."*
- If the request has been agreed/accepted, the application will be withdrawn and places will be offered to another child/children as places cannot be held open. The parent/carer must then submit an application for the admissions round that has been agreed (i.e. 2022/23), which must be received before the deadline of 31 October to be processed as an on time application.
- The child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the new application (this is the same for any application whether an out of cohort request has been granted or not).
- If the place is not offered and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- Where the request has not been granted the family would be required to submit an in-year application for the chronological year group.

Children being taught out of cohort - In-Years

As with initial entry to primary and secondary school, In-Year applications with a request for children being taught out of cohort at a Lambeth community school and Oasis Academy Johanna will be considered by Lambeth LA and the MEDSOC Panel and headteacher/s of the school(s) applied for. Requests must be accompanied by professional supporting documentation to say why it is in the child's best interest to be taught out of cohort. One such document must be a letter from a member of the senior leadership team/headteacher of the child's current school stating that the child has been taught out of cohort and why.

Parent/carers need to be aware that all schools will have differentiated lessons to meet the needs of a wide range of children's abilities.

Parent/carers will also have to be mindful that if the request is granted for primary school place, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

The same process involved with considering delayed entry to school will be followed for Lambeth community schools and Oasis Academy Johanna (as stated above).

- If the request has been agreed the child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the application (this is the same for any application whether an out of cohort request has been granted or not).
- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- If the request is not granted then the child's application will be processed for their chronological year group; or the parent/carer can ask for the application to be withdrawn.

Deferred entry to primary school (starting school later within the child's normal age group)

Lambeth LA will provide for the admission of all its residents in the September following their fourth birthday. These arrangements make clear that where the child has been offered a place at the school, that:

- The child will initially be offered a full-time place in the September following their fourth birthday;
- The child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. This must be agreed between the parent/carer and the school for which a place has been accepted and will be considered on a child-by-child basis.
- Where the parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. This must be agreed between the parent/carer and the school for which a place has been accepted and will be considered on a child-by-child basis.

Decisions of the MEDSOC Panel

Whether this is in regards to 'Medical/social' criterion, delayed entry or out of cohort requests, there is no framework (statutory or otherwise) for a parent/carer to appeal against the decision of the MEDSOC Panel. All Panel decisions are final and are binding for both school and children with the information provided in advance. Re-hearings can only be considered if new significant documentation has been provided.

Application addresses

- All applications must be made stating the child's **current** address at the time of application.
- Proof of address is required for both the parent/carer – the person who has parental responsibility for the child - and child to verify this. The list of proof of address documentation required may vary, but will be published on the School Admissions Webpage and in the main booklets.
- Temporary addresses are accepted, as long as these are not used for the purpose of gaining a school place.
- An address that is considered to be an address of convenience, cannot be used, and can result in the application being withdrawn. Some examples of circumstances which may fall under this definition are as follows:
 - using the address of a relative, friend, childminder or business
 - using the address of a parent with whom the child spends the minority of the week
 - use of a rented or second owned property address on a temporary basis which gains advantage in the admissions process whilst still continuing to own or rent an alternative property
 - use of a local address whilst the child lives outside England
- Addresses outside of England (other than Crown Servants, which is noted below) will be accepted if stated on the CAF/iCAF as being the child's current address. Satisfactory proof of this address for the child and parent/carer will still be required to evidence a link to an address. The child must be resident at the linked England address on or before the date of admission (start of September for co-ordinated rounds). Such evidence might include:
 - Booked flights
 - End of lease /notice to tenants in property
 - Start of employment contract in London/South East UK
 - End of employment contract abroad
- Details of the proposed new local address should also be stated on the form, but home to school distance measurement cannot be used for that address until the child is resident there. The home to school distance for the address outside of England and Wales may not be able to be measured, and so the child's name will appear at the bottom of list for children in their criteria.

- If parents/carers are separated and share custody of the child, the address given should be that of the parent/carer with whom the child spends most/all of the school week nights (Sunday to Thursday nights), which will normally be the address where child benefit is payable or where the child is registered with a GP. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.
- If the above is not possible, or custody is 50/50 then a solicitor or court may need to be involved and Lambeth LA will use the form determined by this. A court cannot direct that an offer a certain school is made, but Lambeth LA will accept the direction about whose application, corresponding address and preferences is to be processed. It is therefore advisable that such direction is made in advance of the application being made. If this has not taken place two applications can be processed for a limited amount of time before National Offer Day or for in-years, an offer is made, until this has been undertaken. If this is not possible, Lambeth LA will have to monitor how this progresses, but cannot permit a child to have two offers from two applications.
- Common Application Forms (CAFs/iCAFs) without the required proof of address documentation may be withdrawn as deemed to be fraudulent, and any offer made will be also be withdrawn.
- Council tax records may be used to verify parental addresses.
- Changes of address must be relayed to Lambeth School Admissions Team as soon as possible after the move using a 'Change of address form' and be accompanied the required proof of address documentation for the parent/carer and child for the new address.

Proof of child's date of birth

Proof of a child's date of birth is required for all reception, junior, secondary transfer, 14-19 Common Application Forms (CAFs) and in-year Common Application Forms (iCAFs). The list of proof of address documentation required may vary, but will be published on the School Admissions webpage and in the main booklets.

Looked After children and previously Looked After Children

The definition of this is mentioned above, but proof of the child's status is required. This may take the form of a Social Worker's letter and/or a UK court document(s).

Crown Servants

Lambeth Admissions Team will accept applications from Crown Servants and will act in line with the DfE guidance 'Admission of children of crown servants'. An application for admission to a school must be accompanied by official confirmation of the relocation date from the Ministry of Defence, Foreign and Commonwealth Office or Government Communications Headquarters.

Waiting lists

Reception, junior and secondary transfer

- Where a school is over-subscribed and a place cannot be offered at a preference listed higher on the Common Application Form than the one offered, the child's name can be placed on the school's waiting list.
- Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.
- The School Admissions Code states that waiting lists must be maintained until the end of the term after the children start reception class and year 7. Therefore names will automatically remain on the list for Lambeth community schools and Oasis Academy Johanna, which were listed as a higher preference to the one offered until 31 December of that year.
- After 31 December a new in-year application will be required for a child's name to continue on the waiting list.
- Non-community Lambeth schools may have their own different policy on waiting lists.

In-year offers and waiting list

- If an offer is made from an In-Year Common Application Form (iCAF) this will be the highest preference possible at that time. Any lower preferences will be automatically declined (closed).
- Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.
- The child's name will be taken off the waiting list of any higher preferences to the one offered unless the relevant section on the reply form is completed.
- Children's names will remain on waiting lists for Lambeth community schools and Oasis Academy Johanna until the end of the academic year (31 August) in which the application was received or until 31 December of the same year if received after 1 June.
- After this time a new iCAF will be required to ensure that details on the waiting list are accurate and up-to-date.

Allocated (non-preference) offers

For Lambeth pupils only, if a place is unable to be made from their on-time Common Application Form preferences for reception and secondary transfer Lambeth School Admissions Team will seek to allocate a place at the nearest school with a vacancy it can secure for National Offer Day. This is in accordance with the School Admissions Code that every child will have an offer of a school place. Usually these offers will be for Lambeth state schools if places allow. Late applications will have an allocated offer made where necessary as soon as possible after it has been found that an offer cannot be made at a preference school.

For in-year application, where a child living in Lambeth is currently not in receipt of an education (ie without a school place or home educated) and no offer can be made at a preference school, Lambeth School Admissions Team will seek to allocate a place at the nearest school (or an alternative educational provision) with a vacancy as soon as possible. This task may be undertaken in conjunction with the Inclusion Team.

For children who are not resident in Lambeth, the responsibility of securing an allocated offer will be with their home borough/council.

Uptake of places

Reception, junior and secondary school places

- All offers made through the co-ordinated process require positive acceptance, i.e. Lambeth School Admissions Team and schools will seek an acceptance, it is not assumed.
- Where a parent/carer chooses to reject an offer, they are required to provide details of what educational provision they have secured for their child, or details of where they are moving to if the school is no longer a viable distance to travel to.
- Rejections of offers without the details listed above will not be accepted as Lambeth Council has a duty to ensure that each child has a school place before the September of the year the child is due to start.
- Where a child is not of Compulsory School Age (CSA) offers can be rejected, but the parent/carer needs to understand that the place may not be available when the child reaches CSA, unless delayed entry has been formally agreed as stated above.
- Children who do not take up the offered place may be referred to the Education Welfare Service.

In-year offers

- Where a child is moving from one local school to another, in line with The Education (Pupil Registration) (England) Regulations 2006 legislation, if a child does not take up the offer of a place within 20 school days the offer may be withdrawn. This would

occur after reasonable attempts have been made to contact the family about this matter.

- Children with no current school place who do not take up the offered place may be referred to the Education Welfare Service.

Appeals

- Parents/carers can appeal against the refusal of a school place listed on the CAF or iCAF under the School Standards and Framework Act 1998. Appeals against the decision not to offer a child a place at a Lambeth community school or Oasis Academy Johanna are to be lodged with Lambeth Democratic Services. An independent appeal hearing will be instigated by that service, in accordance with their arrangements.
- Timescales for appeals for on-time reception and secondary transfer Lambeth community schools and Oasis Academy Johanna applications will be published in School Admissions Team literature and online nearer the time. These dates are set to try and ensure that hearings are heard before the summer holidays.
- For late applications for Lambeth community schools and Oasis Academy Johanna, an appeal should be lodged with Lambeth Democratic Services within 20 school days of receipt of application outcome letter.
- Appeals lodged after the aforementioned published dates will be heard within 40 school days of the appeal on-time deadline or 30 school days of being lodged, whichever is the later date.
- For in-year applications for Lambeth community schools and Oasis Academy Johanna an appeal should be lodged with Lambeth Democratic Services within 20 school days of receipt of application outcome letter. Appeals will be heard within 40 days of being lodged
- Appeals for non-community Lambeth schools will need to be lodged with school staff for an independent appeal panel to hear the case in accordance with their timescales.

Appendices

1 – Draft Supplementary Information Form for The Norwood School – Year 7 entry

2 – Draft Supplementary Information Form for The Norwood School – Year 10 entry

2021 Year 7 SIFs for LBTS has been removed as they are no longer required, so has been omitted. The forms for The Norwood School remain due to their use for bursary places.

Determined and updated

Supplementary Information Form for Year 7 Entry – September 2021

THIS FORM MUST: BE RETURNED TO NORWOOD SCHOOL
BY **OCTOBER 9TH 2020**



Information about the child:

Child's First name		Child's Middle Names (if any)		Child's Last name	
Child's Date of Birth		Child's gender (please tick)		Male	Female
Address			Borough of Residence		
Post Code			Council Tax bill or other utility bill attached as proof (please tick)		

Information about the family:

Is a twin/triplet/half brother or sister also applying for admission to Year 7 in September 2021? (please tick)			Yes		
			No		
If yes, please give forename of child/children					
Will a brother or sister be on roll at Norwood School for September 2021? (please tick)			Yes		
If yes, please give details below			No		
Name		Current Tutor Group		Date of Birth	

Information about the parents/ guardians with whom the child lives:

Title (Mr/Mrs/Miss/Ms)	Initials	Surname	Relationship to child	Contact telephone numbers

Information about the child's current primary school:

Name of School		Telephone number	
Address of School		Local Authority	
Post Code		Dates child has attended this school	
		From	
		To	

About the Admission Test:

Nine schools share the admission test and however many schools are applied to, the test only has to be taken once. Please tick **one box only** below to tell us at which school you would like your child to take the test. Each school applied for will need their own supplementary form completed.

The Norwood School		Platanos College	
Lambeth Academy		St Martin-in-the-Fields (girls only)	
Dunraven School		Archbishop Tenison's School	
La Retraite School		London Nautical School (boys only)	
Lillian Baylis Technology College			

If your child will take the test at Norwood School, are there any health problems, special educational needs, or access issues that we need to know about? <i>e.g. epilepsy, sight or hearing problems, dyslexia, mobility issues etc.</i>	Yes		No	
If yes, please tell us about them in the box below and about any special arrangements that you think may be needed.				

The Norwood School will also be testing for Aptitude in the Performing or Visual Arts as 10% of our Year 7 intake are admitted under this criteria.

Are you applying for a Visual or Performing Arts Bursary?	Yes		No	
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Declaration

I understand that any false or deliberately misleading information may make this application invalid or lead to any offer of a place being withdrawn.

Name of Parent/Guardian Date

Signature of Parent/Guardian

Parents' Checklist

THINGS YOU HAVE TO DO:	
	All the sections for parents/guardians to fill in are completed clearly and accurately
	You have attached a copy of your current Council Tax or other utility bill. <i>Please do not send the original bill and note that the school cannot copy documents for you.</i>
	You have signed and dated the declaration
	It is vital that you complete this SIF in addition to the Common Application Form (CAF) via your home borough. Details from this SIF will be used to invite your child to the banding test and where chosen, the school's Visual or Performing Arts Bursary audition. Failure to return this SIF to the school by Friday 23rd October and ensure that your child sits the banding test on 7 November 2020, as well as submitting the CAF by 31 October 2020 will significantly reduce the likelihood of your child gaining a place at the school.
THINGS YOU MAY NEED TO DO:	
	You have enclosed a stamped self-addressed envelope (if you want to receive confirmation that your application has been received by the school).
	If the child is under the care of the Local Authority (a looked after child), you have attached a copy of a court order or other evidence to your CAF and sent to the local education authority.
	If the child has an exceptional social or medical need for a place, you have attached professional supporting evidence to your CAF sent to the local education authority.

PRIVACY NOTICE AND DATA COLLECTION STATEMENT

By submitting an application for admission, you are agreeing to the collection of your personal data by The Norwood School. This data will not be shared with any external parties except for those stakeholders as required for completion of the admissions process (this includes, but is not exclusive to, the Local Authority Admissions Team and the schools who take part in the shared Admission Test arrangements). All information submitted for admissions will be processed and maintained in line with General Data Protection Regulations (GDPR) and The Norwood School Records Management and Retention Policy. Further details can be found on The Norwood School website in Key Information / Policies

I confirm that I agree to the collection and use of my data as specified above.*

Send this form and all supporting documents to:

The Admissions Officer, The Norwood School, Crown Dale, London, SE19 3NY

Supplementary Information Form for Year 10 Entry – September 2021

THIS FORM MUST: BE RETURNED TO NORWOOD SCHOOL
BY **OCTOBER 9TH 2020**



Information about the child:

Child's First name		Child's Middle Names(if any)		Child's Last name	
Child's Date of Birth		Child's gender (please tick)		Male	Female
Address		Borough of Residence			
Post Code		Council Tax bill or other utility bill attached as proof (please tick)			

Information about the family:

Name of Parent/carer: Please print					
Email:					
Will a brother or sister be on roll at Norwood School for September 2021? (please tick)					Yes
If yes, please give details below					No
Name	Current Tutor Group	Date of Birth			

Information about the parents/ guardians with whom the child lives:

Title (Mr/Mrs/Miss/Ms)	Initials	Surname	Relationship to child	Contact telephone numbers

Information about the child's current secondary school:

Name of School	Telephone number	
Address of School	Local Authority	
Post Code	Dates child has attended this school	
	From	To

Auditions and Workshops: Saturday 17th October 2020

Please specify which specialisms you are interested in applying for, one from each block.

Block A	Block B
Dance GCSE	Art GCSE
Textiles GCSE	Graphics GCSE
Music GCSE	Acting GCSE
Music RSL	Photography GCSE

Acting RSL		Dance RSL	
Photography GCSE			

When your child attends the auditions and workshops at Norwood School, are there any health problems, special educational needs, or access issues that we need to know about? <i>e.g. epilepsy, sight or hearing problems, dyslexia, mobility issues etc.</i>	Yes		No	
If yes, please tell us about them in the box below and about any special arrangements that you think may be needed.				

Did you apply for a Visual or Performing Arts Bursary when you were in Year 6?	Yes		No	
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Declaration

I understand that any false or deliberately misleading information may make this application invalid or lead to any offer of a place being withdrawn.

Name of Parent/Guardian Date

Signature of Parent/Guardian

Parents' Checklist

THINGS YOU HAVE TO DO:	
	All the sections for parents/guardians to fill in are completed clearly and accurately
	You have attached a copy of your current Council Tax or other utility bill. <i>Please do not send the original bill and note that the school cannot copy documents for you.</i>
	You have signed and dated the declaration
	It is vital that you complete this 14 – 19 Bursary Application in addition to the Lambeth local authority In Year Application Form via their website. Details from this SIF will be used to invite your child to the workshops and auditions for the 14 – 19 Visual or Performing Arts Bursary Programme.
THINGS YOU MAY NEED TO DO:	
	You have enclosed a stamped self-addressed envelope (if you want to receive confirmation that your application has been received by the school).
	If the child is under the care of the Local Authority (a looked after child), you have attached a copy of a court order or other evidence to your CAF and sent to the local education authority.
	If the child has an exceptional social or medical need for a place, you have attached professional supporting evidence to your CAF sent to the local education authority.

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I confirm that I agree to the collection and use of my data as specified above.*_

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The Admissions Officer, The Norwood School, Crown Dale, London, SE19 3NY

Determined and updated