

Lambeth Parent Portal

School Admissions Guide

**This guide explains the main pages for
the Lambeth In-Year Common Application Form (iCAF)**

Step 1 - Create an account

If you have a Lambeth Parent Portal account for two year old funding, you can use the same login details. If not, you will need to create an account. The person creating the account must have parental responsibility for the child whom the application is to be made. The person must also live with the child.

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

Confirm Email *
Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

Step 2 – Enter child’s details

This portal is for applying for an In-Year place – current Reception to Year 6 in primary school and current Year 7 to 11 in secondary school. Applications for Reception, junior, Year 7 and 14-19 places starting next academy year must be made via a different process.

Details

** indicates a required field*

Forename*

Middle name

Surname*

Date of birth* (DD/MM/YYYY)

Gender* Male Female

Child's address same as applicant?

Current or previous school borough

Current or previous school (leave blank if not in an English school, or school not)

Further details are required to be completed too.

Child's Further Details

Please specify additional details about the child to which this application relates and then click the Next button to continue.

Further Details

** indicates a required field*

Relationship to child - you must have parental responsibility for the child *

<< Please Select >>



Is the child living with you due to a court agreement? *

Yes

No

Is the child currently in care, or has the child previously been in care? If so, by which Local Authority? 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 attached to this form.

Not Looked After



Does the child have a current Education, Health and Care Plan? (If yes, do not continue with this form, instead contact your home borough's SEND Team for assistance in changing schools) *

Yes

No

Is the child's parent/carer a Crown Servant, i.e. in the UK armed forces or diplomatic

Yes

No

If the child is new to the UK, please complete the 'New Arrivals' section. Details on this page are to help support your child once a school place is offered.

New Arrivals

If your child is new to the UK, please tell us and answer the following questions accordingly.

New Arrivals

** indicates a required field*

Is the child a new arrival to the UK?*

Yes

No

Date of arrival in the UK*
(DD/MM/YYYY)

Country arrived from*

Country of origin (if different)*

Status in the UK*

First language*

Does the child speak/read/write English?*

Yes

No

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Step 3 – Fair Access Questions

As stated in the screen shot, further details are required to help support your child in to school and once a place is offered.

Fair Access Questions

If you are a Lambeth resident and your child is currently out of school (this does not include home educated), and we are unable to offer a school place, we may consider a referral to Lambeth Fair Access Panel (FAP). To assist with this, please answer the following questions.

If you tick any of the boxes below, you must attach professional confirmation documentation e.g. Key worker letter.

For more details about Lambeth FAP please view is in the In-Year booklets via www.lambeth.gov.uk/eadmissions

Fair Access Questions - please tick if your child:

** indicates a required field*

Is a young carer* Yes No

Is a child of a UK service person or other crown servant (eg, armed forces or diplomatic corp.)* Yes No

Has significant health issues and/or disability which affects their ability to access education and no EHCP* Yes No

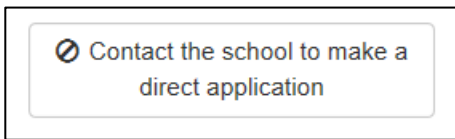
Is homeless, including being in a refuge* Yes No

Is a refugee/asylum seeker* Yes No

Is currently working with Lambeth/other borough Yes No

Step 4 – Choose preferences

Using the search functions you can see all the schools in Lambeth, but only Lambeth community schools and Oasis Academy Johanna can be chosen as a preference. All other Lambeth schools will be identified with the note:



If you wish to apply for schools outside Lambeth, please contact the school or School Admissions Team for that borough to find out their method of application.

You can choose up to three school preferences using this form.

School Search

This page allows you to search for the school(s) you wish to apply for. As this form is only for Lambeth community schools, and Oasis Academy Johanna, these are the only schools that can be selected. If you wish to apply for any other Lambeth school, you must apply to the school directly using their own form. If you wish to apply for schools outside Lambeth, please contact the school or School Admissions Team for that borough to find out their method of application.

Further information for each school is available by clicking on the name of any school in the search results. To select a school click on the Select link beside the school.

This is preference 1 of a possible 3.

Hide Search Options

Name

Distance Radius (km) Any Distance Other

School borough

Postcode

Gender Mix

Once a school has been chosen complete the reason for application needs to be stated from the list

Preference Reasons

This page shows a list of preference reasons available for the chosen school, and allows you to specify some text against that reason. Please select one or more that are relevant.

Preference Reasons

- Distance
- Medical
- Sibling at this school
- Social Reasons
- Religious
- Co-Educational School
- Other
- Staff** Child's parent/carer is a member of staff at the school

Reason notes

Step 4 a – Attach the required documents need to the form, for each preference.

The corresponding page allows you to attach documents to support your child's application and these files may be used by the School Admissions Team to determine school placement. Proof of address and child's date of birth currently needs to be attached to a preference in this section too.

Supporting documents for preferences can include medical or social documentation, and will be seen by school staff.

The completed Lambeth In-Year Transfer Form must be uploaded for each preference before submitting the application if your child is or was on the roll (register) of a London state school. This can be downloaded from the in-year admissions webpage, then completed by yourself and a senior member of staff at your child's current school, then attached.

Documents can be attached as a scanned image or clear photo **using the second documents box below**. Please enter a description to clarify what the file contains. If these are not received, it may delay the processing of this application.

If you are unable to attach the documentation to this application, please see details on the Proof of address and child's date of birth page for other routes. Documents need to be received as a matter of priority.

Please attach the documents to the form using the specified area.

Please use this area to attach the required documents

Please upload any documents which support this preference.

Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 5 MB.

Description *	File Name	Upload a file
No Documents Uploaded		

Step 5 – Summary

Please check that all the details you have entered are correct. If they are not use the relevant buttons to make corrections. If the information is correct click on the green 'Review and Submit' button.

Child Preference Summary

This screen shows a summary of all the preferences for your child. To add/edit new preferences, use the appropriate buttons.

You have now provided the maximum number of preferences

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Preferences exist with a status of 'Not Submitted'. To review and submit preferences, please click on 'Review and Submit' below

[Delete Application](#) [Edit Admissions Details](#)

[Review and Submit](#)

Step 6 – Submit application and disclaimer

It is important that you carefully read through the disclaimer and agree to the conditions stated. Then click the green 'Submit Application' button.

Submit Application

Full details of your application are shown below. If all details are correct, submit the application using the button at the bottom of this page. If you wish to amend any item, return to the summary page and make changes until the application is correct, then return here to submit it.

Disclaimer

By submitting this form ...

- I certify that I am the person with parental responsibility for the child named in this application and that the information given is true to the best of my knowledge and belief.
- I have read, understood and comply with the guidelines stated in the Lambeth in-year booklet (primary or secondary) and on this form.
- I have completed each section of this. I have also ensured that the [Lambeth In-Year Transfer Form](#) is completed and attached* as appropriate.
- I have read and understood the admission criteria for the schools that I have applied for.
- I wish to apply for a place at each of the schools named in in this application, and I have listed these schools in my order of preference.
- I have attached* [proof of my child's date of birth](#) (eg copy of passport or birth certificate).
- I have attached* the [required proof of address documents](#) requested.
- I have attached* supporting evidence if applying for a school because of social/medical reasons; admission of child out of their normal year group; child of school staff; Looked After Child or Previously Looked After Child grounds.
- I understand that once this form is submitted, no changes to preferences will be permitted, due to the processes involved in the Lambeth 'in-year' admissions procedure.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

* or will send them on to Lambeth School Admissions Team as a matter of priority for the application to be complete.

I confirm that I understand that the information supplied will be used for school admissions and safeguarding purposes and may be shared with other professions for these under the Data Protection Act 2018. More details about Lambeth's Privacy Notice can be found via our [webpage](#).

I have read the disclaimer

[Print Summary](#) [Return to Preference Summary](#) [Submit Application](#)

Step 7 – Confirmation

Once you have clicked on the 'Submit Application' button you will receive confirmation of this in the next page and via email.

Your application has been submitted

If you have not attached the required documents to the application, including the Lambeth In-Year Transfer Form (if applicable), you will have to provide them via other means. You can view the required documentation list and methods of sending to Lambeth School Admissions Team on our [webpage](#).

As your child's application has been submitted, you can now Sign Out.

You may log in again at any point to view your application as it is being processed. Results should be available within 20 school days of the full application being submitted.

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As mentioned in the screen shot, if you have not attached the required documentation to the form before submitting it, they must be received by Lambeth School Admissions Team as a matter of urgency to ensure that the form is complete.

If you have any questions about Parent Portal and the online Lambeth In-Year Common Application Form, please contact Lambeth School Admissions Team.