



## THE NORWOOD SCHOOL SUPPLEMENTARY INFORMATION FORM (SIF) GUIDELINES FOR COMPLETING THE FORM

### INTRODUCTION

Our form is designed to be as clear and straightforward as possible. We hope these notes will be of help in explaining why certain items of information are required.

It is important that every item of information requested on the form is completed and is clearly legible. This will help us in efficiently processing your application and in the first instance, inviting your child to sit the test in November.

Any family wishing to apply for a place at The Norwood School must complete **two** forms, the Common Application form (CAF) from your Local Education Authority **and** the Norwood School Supplementary Information Form (SIF). Both forms must be returned by the closing deadline.

IMPORTANT DATES	
Friday 9 October 2020	Closing date for return of the Year 10 SIF to The Norwood School
Friday 9 October	Closing date for Year 7 and Year 10 Bursary Applications
Friday 23 October 2020	Closing date for return of the Year 7 SIF to The Norwood School
Saturday 17 October 2020	Date of school's bursary audition
Saturday 31 October 2020	Closing date for return of Common Application Form to your Local Authority
Saturday 14 November 2020	Date of banding test
1 March 2021	National Offer Day

It is essential that the Supplementary Information Form is returned to Norwood School by 9 October (Year 10) and 23 October (Year 7) 2020.

#### **And**

Your Common Application Form is returned to your Local Authority by 31 October 2020.

**If The Norwood School does not receive a Supplementary Information Form it will not be possible to invite your child to sit the Admission Test at Norwood School. If the Local Authority does not receive your Common Application form for The Norwood School they will not be able to proceed with your application.**

### YOUR ADDRESS

This must be the address at which the child lives at permanently and full time as the principal residence. This does not include short term rental or lease and does not include the address of a relative or carer, **unless** they have legal custody of the child. Any change of address during the course of the admissions process **must** be notified to the school immediately. You must provide supporting evidence in the form of a copy of a current Council Tax bill or utility bill (this must be current 2020/21 and dated no older than March 2020). The name on the proof of address must match the name of the parent/guardian on the SIF. This evidence must be submitted with your SIF to the school. Please note we will not provide a copying service on site. If a place is found to be offered on the basis on an incorrect address, the place will be withdrawn.

Our criteria, as stated in the Prospectus are:

#### **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 residence 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.

## **ADMISSION TEST ARRANGEMENTS**

**Norwood School** shares Admissions Test arrangements with the following Lambeth schools: **Dunraven, Archbishop Tenison's School, London Nautical, Lambeth Academy, Platanos College, St Martin-in-the-Fields School and Lilian Baylis School**. All 9 schools hold the same Admission Test on the same day. We aim, in this way, to limit the number of tests children are required to sit.

Your child **must only sit the test once, at one school**. Please tick **only one** box on the form indicating where you would like your child to sit the test. Please note you **must** apply to that school directly in order to be able to sit the Admission Test at that school. If you fail to submit an application direct to the school at which you wish to sit the test, your child may miss the Admission Test day. Once the Test results are known the admission departments collaborate in sharing the test scores for admissions purposes with each of the schools.

Your child must only sit the test once, at one school only. The application of any child who sits two tests is deemed to be invalid by both schools.

Please note that London Nautical School is for **boys only** and St Martin-in-the-Fields School is for **girls only**. The other 7 schools are co-educational and applications are open to both boys and girls.

## **YOUR CHILD'S PRIMARY SCHOOL DETAILS**

Your primary school details are needed to ensure a smooth transfer from primary to secondary school.

## **ACCESS AND TEST DAY ARRANGEMENTS**

If your child has any health problems, special educational needs or difficulties regarding gaining access to our buildings that we would need to be aware of for the Admission Test please would you complete that section so we are able to make any necessary arrangements to help your child (eg epilepsy, hearing or sight problems, mobility issues, dyslexia or any other relevant special needs). We are unable to provide additional time for the test, but will provide what support is reasonable within the examination conditions.

Please note this section is **only** for the arrangements for the admission test day, if you wish to apply for a place under Social or Medical grounds you must also tick the appropriate box on the front of the form and attach appropriate professional supporting evidence.

Please read the Checklist and remember to sign and date the declaration.

Incomplete application forms or failure to provide the appropriate proof of address will result in delays in processing your application.

## **CHILDREN WITH SPECIAL NEEDS**

- If your child has an EHCP (Education, Health and Care Plan) you need to apply by a different process. Please ask the advice of your Local Authority or your primary school.
- If your child has **SEND support in school** you should complete the Common Application form and The Norwood School Supplementary Information Form.

## **WHAT HAPPENS AFTER YOU HAVE SENT IN YOUR SUPPLEMENTARY INFORMATION FORM (SIF)?**

- Once you have completed and returned your supplementary application form to the school we will register your child's details for the Admission Test.
- We strongly recommend that you hand your application form into the school **in person**. Your form will be checked and an acknowledgement card will be given. If you have returned your application by post and would like confirmation of receipt, please enclose a stamped self-addressed envelope and we will send you an acknowledgement card by post.
- If you have indicated on your SIF you would like your child to sit the Admission Test at The Norwood School, you will receive a letter and registration card by Monday 9 November 2020 at the latest, giving you details of the time and venue for the Admission Test. If you have chosen for your child to sit the test at Archbishop Tenisons, London Nautical, Lambeth Academy, Platanos College, Dunraven, Lilian Baylis or St Martin-in-the-Fields, the relevant school will contact you regarding the arrangements for the Admission Test.
- After the Test the admissions department will work together with the Local Authority in applying the admissions criteria and carrying out the processes by which offers are made.
- Testing for the bursary applications will be carried out on Saturday 14 October 2020.
- Year 7 and Year 10 Bursary applications deadline 9 October 2020 and are made via school website

- On National Offer Day, 1 March 2021, your Local Authority will write to let you know which school is able to offer you a place.
- During week beginning 1 March 2021 letters will be sent from The Norwood School to all applicants who have been offered a place at The Norwood School.

## PARENTS' CHECKLIST

Have you:

- Checked your supplementary application form is completed in full, clearly and accurately?
- Signed the declaration?
- Enclosed a stamped self-addressed envelope, **if** you are sending your application by post?
- Attached a copy of your current council tax bill or other utility bill?
- If this child is under the care of the Local Authority have you attached a court order or similar evidence?
- If your child has an **exceptional** medical or social need for a place, have you attached professional supporting evidence?
- Have you completed the Common Application form and sent it to your Local Authority?
- Indicated whether you have applied for your child to apply for the Performing/Visual Art bursary?

When you have completed your Supplementary Information Form please return it either in person or by post to:

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

By Friday 9 October (Year 10) and 23 October (Year 7) October 2020

If you would like to return your form in person, please bring your form to the Main School Office. The school office is open between 8.00am and 4.00pm Monday to Friday.