

# Lambeth Secondary School

## In-Year Admissions 2022/23



Information for parents/carers of children applying for a secondary school and UTC place after 1 September 2022 for years 7 to 11 in the 2022/23 academic year, and born between 01/09/2006 and 31/08/2011

**Download application [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions)**

# Frequently asked questions

## What are 'in-year' admissions?

An in-year admission is when a child already attends a school but wishes to transfer to another school or UTC outside of the usual transfer time, for example because the child has moved to a new address. These transfers take place during the academic year, which is why they are referred to as in-year admissions.

A normal admissions round refers to applications for the start of reception in a primary school or secondary transfer from primary school to year 7 in secondary school. All applications outside of normal admissions are regarded as 'in-year' (casual) admissions.

Your application will be considered as in-year if:

- you are applying for a place in years 1 to 6 at a primary school or years 8 to 11 at a secondary school
- you are applying to a place at a UTC, year 11
- you are applying for a reception place at a primary school or a year 7 place at a secondary school after school has started in September
- you are applying to a place at a UTC year 10 place after the term has started in September.

## Things to consider before requesting a transfer

Transferring schools in-year can, for some children, have a negative impact on a child's achievement. It can take many months for a child to settle into a new school. For this

reason transfers are not actively encouraged where possible.

If your child's current school have put a number of measures in place in order to support your child, as the school has invested so much time and effort in your child, please make every effort to continue with this process and work with the current school to try and overcome the existing issues which are driving the transfer request. You may find a new school is unwilling to resource the same level of support your school is currently offering to your child.

It is normally found that behaviour patterns, and unfavourable associations with other types of pupil can follow a child from school to school. If the information we receive from your child's school highlights that your child has faced difficulties in complying with its behaviour policies and code of conduct, this may be taken into account once an offer has been made. This could be in the form of additional support or home/school agreements being put in place in the new school.

If, however, there is evidence that your child has been a victim of other pupils' behaviours, we advise that you obtain a statement from the headteacher to support your transfer request.

If it becomes clear from your child's Lambeth In-Year Common Application Form Part B and/or additional information that your child has had an unsettling school history and/or your child has attended two or more schools, it may not

be possible to accept a further move unless a change of address makes travel to the existing school unreasonable. If this is not the case, we urge you to work with your child and the school to find a solution that will allow them to successfully complete their studies there.

Please note that it is very disruptive for a child's education to transfer to another school during years 10 and 11 and where possible, you are advised to avoid such a move.

**You must not withdraw your child from attending a school unless you have made other arrangements for them to receive full-time education. You must inform the school in writing before your child stops attending and advise them of the new educational arrangements in place for your child. The school and/or your Local Authority are required to check that the arrangements you are making are in place and are satisfactory.**

## Lambeth's UTC

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

South Bank Engineering UTC is a non-traditional school for 14-19 year-olds. The UTC has a narrow curriculum with high academic standards but in an environment where students develop highly valued technical and employability skills through strong industry and university partnerships and authentic

project-based learning. Students have access to cutting-edge equipment and facilities including advanced computing, robotics and 3D printing. With specialisms in engineering for the building and medical sectors, the UTC is sponsored by London South Bank University and leading employers including Skanska and two London NHS trusts.

Please see [southbank-utc.co.uk](http://southbank-utc.co.uk) for further information.

### **Lambeth school or University Technical College (UTC) in-year process?**

The majority of secondary schools in Lambeth (i.e. academies, foundation, and voluntary-aided schools and our UTC) do not participate in Lambeth's in-year admissions process.

If you are interested in securing an in-year place at any of these schools or the UTC you will need to apply to the school/UTC directly.

Parents/carers who are interested in accessing a place at a community school should apply via Lambeth's in-year application process.

There is an online In-Year Common Application Form Part A (iCAF Part A) for applying for Lambeth community schools. This form is via Parent Portal and can be found on our in-year secondary web page via [lambeth.gov.uk/admissions](http://lambeth.gov.uk/admissions).

Please see the tables on pages 10 and 11 about Lambeth schools and UTC and where applications are to be made – the school/UTC or Lambeth Council. Please see the 14-19 webpage via [lambeth.gov.uk/](http://lambeth.gov.uk/) admissions for further information about UTC's.

### **Fair Access Protocol**

The purpose of the Fair Access Protocol (FAP) is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly. The protocol's aim is to reduce the amount of time any child, especially the most vulnerable, are without at school place.

The FAP will only be used once the in-year admissions process has been exhausted.

For all applications to FAP the local authority will approach the child's present or previous school for a report, this information is required to determine the most appropriate educational provision at this stage of their statutory schooling.

The Fair Access Panel considers all the information available and the child's individual circumstances to make a decision about what school would best meet the child's needs. Further details of the FAP will be available via [lambeth.gov.uk](http://lambeth.gov.uk)

### **So, who will decide who can or cannot be offered places in Lambeth schools and UTC?**

The admissions authority for each school will decide who gets an offer of a place, if there is a vacancy, by

using the school/UTC's admissions criteria. Lambeth is the admissions authority for all community schools in the borough. In simple terms:

- Lambeth Council will be the deciding body for schools that parents/carers apply for through Lambeth School Admissions Team
- where parents/carers apply directly to schools/UTC's, the schools themselves will be the deciding body.

### **Do I need to complete an iCAF Part A if my child has an Education, Health and Care Plan?**

**No.** If your child has an Education, Health and Care Plan please contact Lambeth's Special Education Needs and Disabilities (SEND) Team on 020 7926 9460. You also must not complete any other school application without first making contact with the SEND Team. If you are not a Lambeth resident, then you will need to contact the SEND Team in your home borough.

### **My child has been permanently excluded. Do I complete an iCAF Part A for another place?**

**No.** If you are a Lambeth resident please contact the Inclusion Team on 020 7926 6928 to discuss revised educational arrangements as detailed in the permanent exclusion letter issued to you. If you are a non-Lambeth resident, please contact your home LA and find out how they can offer support and guidance regarding the next steps for your child.



# 10 Stages parent/carers must follow or be aware of

## Stage 1 Research

It is important to consider as much information as possible about the schools or UTCs you wish to apply to and how to apply for them (see pages 10 and 11).

- For Lambeth community schools – Lilian Baylis Technology School, The Norwood School and Woodmansterne School – please use the online Lambeth In-Year Common Application Form Part A (iCAF Part A)
- for other Lambeth schools or UTCs (including private (fee-paying) schools), you will need to apply directly to them using their own form
- if you wish to apply for schools in other boroughs please check what their processes are for their schools (details on page 18)
- check whether your child is likely to be offered a place based on the school's published admissions criteria. The Lambeth community schools criteria is on pages 14-17. For other Lambeth schools these can be found by visiting the Lambeth website at [lambeth.gov.uk/admissions](http://lambeth.gov.uk/admissions)
- contact the school directly (see pages 10 and 11) for a copy of their prospectus, or visit their website
- visit the school, they may have set open days or you can contact them to arrange an independent visit
- read the latest Ofsted report for the schools or UTCs you are interested in. These are available for viewing or downloading from [ofsted.gov.uk](http://ofsted.gov.uk)



## Stage 2 Apply

As mentioned above, the method of applying for schools and UTCs vary depending on the school/UTC. For Lambeth community schools use the online Lambeth iCAF Part A via the Lambeth Parent Portal link on our in-year webpage. There is also a help guide for the completing and submitting the application on the page. Using this you can list up to three of these school in the order you prefer them. You can apply for in-year places to any school regardless of which borough you live in at the time of application, even if you have been placed in temporary accommodation. The details of your iCAF Part A may be shared with your home borough. However, please do not list schools you do not want your child to attend 'just to fill up the form'.

A limited amount of paper iCAFs will be available at Lambeth Customer Service Centre Civic Centre, 6 Brixton Hill, London SW2 1EG which is open Monday-Friday 9am-5pm. The completed paper iCAFs can be handed in to the Lambeth Customer Service Centre. An appointment to do this is required and can be booked on-line at [lambeth.gov.uk](http://lambeth.gov.uk) or alternatively sent by post to:

Lambeth School Admissions Team  
P.O. Box 734  
Winchester  
SO23 5DG

Please ensure that you use the right postal charge to make sure your application reaches Lambeth School Admissions Team. We recommend that you use recorded delivery to ensure you have proof of postage.

### Stage 3

#### Proof of child's date of birth

**The secondary Lambeth iCAF Part A is only for children born between 01/09/06 and 31/08/11.** Using this form for children outside this age group will result in the form being invalid (and it will not be processed). **You must attach proof of your child's date of birth to the online iCAF Part A before you submit it\* – either a copy of their birth certificate, passport or EU National Identity card.**

Alternatively we will also accept a copy of your child's NHS card, medical letter or doctors prescription stating your child's date of birth.

### Stage 4

#### Proof of address

**The application address stated on your child's iCAF Part A must be the address at which you and your child currently live, even if you have been placed in temporary accommodation.**

All proof of address documents must be attached to the online iCAF Part A before it is submitted.\*

Applications received without all the required proof of address documents for the parents/carers may result in the child's application being withdrawn if the address cannot be verified. This means that your child will not receive an offer of a school place.

If your child lives between two homes, ie. split custody between parents, just one of the parental addresses can be used for the application and for distance purposes. The address must be agreed between both parents/carers and is usually the address where the child benefit is paid to. If proof of address is not received, then this may delay the processing of your application.

Addresses of parent/carers and children may also be checked against Lambeth Council Tax and benefits records to aid verification.

**Applications must be accompanied by at least one of the following documents to confirm your name and address as the applicant:**

- current financial year's Council Tax letter or statement. This must be supplied if you are the council taxpayer
- copy of your tenancy agreement. If this is a new address, supply a letter from solicitor confirming exchange of contracts or tenancy agreement
- copy of a benefit letter no more than 12 months old or a current financial year's Universal Credit letter/print-out which includes the child's name.

**Then at least one of the following as well:**

- copy of a benefit letter no more than 12 months old or a current financial year's Universal Credit

letter/print-out which includes the child's name - if not already provided from above list

- copy of current TV licence.
- copy of current utility bill (excluding mobile phone), no more than 3 months old.
- Driving Licence.

**Applications must include one of the following documents to confirm your child's name and address:**

- #Child Benefit letter for the current financial year (please copy all pages of the letter to include the home address on the first page and child's name on the second page) or a current financial year's Universal Credit letter/print-out which includes the child's name
- Child's National Health Service registration card, medical letter or prescription that is no more than 12 months old
- immigration documents that show address – if applicable
- Child Tax Credit Award notice for the current financial year (please copy all pages of the letter to include the home address, parents name and child's details).

#If you or your partner are affected by the High Income Child Benefit charge and have decided to stop Child Benefit payments, HM Revenue and customs have confirmed that you can still request a copy of your entitlement reward letter despite the fact that your payments have stopped.

# 10 Stages parent/carers must follow or be aware of



of the school in which you work to confirm you qualify for this criteria (see pages 14-15 for full details).

## **‘Looked After Children’ or previously ‘Looked After Children’**

A ‘Looked After Child’ is a child currently in the care of the Local Council (foster or residential care). A previously ‘Looked After Child’ is stated as being the following in the 2021 School Admissions Code, paragraph 1.7:

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

For Looked After Children or Previously Looked After Children a letter from your child’s social worker, or a copy of court papers must be submitted with the iCAF Part A for the correct school’s admissions criterion to be given.

## **Applications outside of cohort (out of year group)**

In line with the School Admissions Code, in some instances parents may seek a place for their child outside of their normal age group.

If you are unable to submit any or only some of the documents listed above for you and/or your child, you will need to obtain a sworn affidavit or affirmation, through a solicitor. This affidavit or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority. Please note that Lambeth Council cannot contribute towards the cost of obtaining this.

If you have any problems supplying these documents, please contact Lambeth School Admissions Team as soon as possible.

## **Stage 5 Provide additional documentation**

**In addition to the proof of address and date of birth documents, you may need to attach additional supporting documentation with your child’s online iCAF Part A before it is submitted.\***

## **Medical/social**

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

## **Children of school staff**

If you work at a school that has criteria for prioritising children of staff members, supporting documentation from your workplace must be submitted before the deadline for consideration. Submitting this documentation will not automatically guarantee your child will be prioritised under this criterion. Please discuss this with the head

Lambeth LA will manage such requests via the following process:

- Parents applying for an out-of-year group place in a Lambeth community secondary school must submit professional documentation with their application to support this. If your child is taught in a different year group, a letter from the headteacher of your child's current school **must** be attached to this form confirming this (as per criterion 3 – Children with exceptional medical/social reasons). 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 the LA to comply with section 2.17A 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 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 headteacher of the school concerned.”*

**This application must be received in the relevant admissions round of the child’s chronological year group.**

If the request is granted **and** a place is available in the relevant year group, then the child will be offered a place in the year group agreed by the MEDSOC Panel and the school.

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.

**Stage 6  
Lambeth In-Year Common Application Form Part B**  
**This is an additional form to the iCAF Part A and is available to download from the in-year secondary web page via [lambeth.gov.uk/admissions](http://lambeth.gov.uk/admissions). This form must be completed if your child is on roll (register) at a London state school already and you wish to transfer them in year to another school or UTC.** Senior staff at your child’s current school must complete the school’s sections of the form and sign and stamp the back of the form. Once the form is completed it should be attached to online iCAF Part A before it is submitted.\*

**Please note that if the Lambeth In-Year Common Application Form Part B is not completed in full, the iCAF Part A will not be processed.**

This form provides more information for the schools applied for and helps them assess what needs your child may have and ensure that they can be addressed.

\* If you are unable to attach the required documentation, including the Lambeth In-Year Common Application Form Part B, or additional documentation, these must be received by Lambeth School Admissions Team as a matter of urgency after the iCAF Part A has been submitted. These can either be sent by email (though this is not 100% secure) to [schooladmissions@lambeth.gov.uk](mailto:schooladmissions@lambeth.gov.uk) with your child’s name clearly stated. Or they can be brought to the Customer Service Centre (via appointment) at the Civic Centre, 6 Brixton Hill, London SW2 1EG.

Alternatively copies of these items can be posted to Lambeth School Admissions Team  
PO Box 734  
Winchester SO23 5DG  
Please ensure that you use the right postal charge to make sure your application reaches Lambeth School Admissions Team. We recommend that you use recorded delivery to ensure you have proof of postage.



# 10 Stages parent/carers must follow or be aware of

## Stage 7

### Change of circumstances

The Lambeth School Admissions Team will consider your application using the details you provide on your form. If you move address you must inform Lambeth School Admissions Team of your new address so we are able to contact you if we need further information or to communicate the outcome of your application. This also applies if you have a change of medical circumstances or if a sibling starts at a preferred school.

## Stage 8

### Processing the iCAF Part A

Before we consider a transfer request, information from the previous school will be required to help us decide if a transfer is appropriate and, if so, how best to achieve this. This is undertaken in liaison with staff at the school(s)/ UTC you have applied for.

### 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.

## Stage 9

### Outcome of application

All your preferences on the iCAF Part A will be considered at the same time. A letter should be sent within 15 school days where possible to inform you of the outcome of your application. However, please note that regardless of the information you obtain about a school's performance, schools will only admit children in accordance with their admissions criteria when vacancies arise.

It is also important to note that it will not always be possible to offer you a place at the school you want for your child. Admission arrangements decide which children will or will not get a place. These arrangements must be fair and follow the requirements of the School Admissions Code. When and where an offer can be made at a school listed on the iCAF Part A, your child will be offered the single highest place possible. Once a place is offered your child's name will be removed from the list for all other preference schools unless you request that their name remain on the list on the reply form sent with the outcome letter (please see 'Waiting List' information). You have two weeks to accept the offer. Failure to reply in this timescale

may cause the place to be lost and offered to another child.

If your child is not offered a place at any preference school this will mainly be because the school is already full in your child's year group.

If your child is out of school and did not receive an offer from one of their preference schools on the iCAF Part A, Lambeth School Admissions Team will seek to allocate a place at a Lambeth school that has vacancies. This action is taken in line with statutory requirements. Decisions on where to allocate places will be made on the basis of distance to the school. (i.e. the nearest school to the child's home address that identifies a vacancy). Please note that allocations will be made according to the number of vacancies there are in the borough. An allocation will be made to a school that parents/carers did not originally apply for.

In this instance you will be required to accept the allocated place however, your child's name will remain on the waiting list(s) of the community schools you have listed as preferences on the iCAF Part A.

Lambeth School Admissions Team will assist children without a school place wherever possible to ensure they have an offer as soon as possible.

If you have applied for other Lambeth schools or UTC or those in other boroughs and a place is offered, please inform Lambeth School Admissions Team ASAP so we have



an accurate record of where a child will be attending and whether the preferences listed on the Lambeth iCAF Part A are still required.

## Stage 10 Next steps

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

### Waiting lists

Ensure that your child's name is on the waiting list for the school(s) that you applied for and were placed higher than the school offered on your iCAF Part A by stating this on the reply form with the outcome letter.

If this has been requested, your child's name will remain on waiting lists for Lambeth community schools 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. This is an automatic process and parents/carers will not receive notification of this. After this time a new iCAF Part A will be required to ensure that details on the waiting list are accurate and up-to-date. Please note that this is also applicable even if you have requested your child's name to remain on the waiting lists during the academic year.

### Apply for other schools

You can apply for more schools, whilst your child's name is on the waiting list for other schools or you have accepted an allocated offer. If requested, Lambeth School



Admissions Team can provide you with information about Lambeth schools who have vacancies and how to apply for them.

### Appeals

You can appeal against the refusal of a school place listed on your iCAF Part A under the School Standards and Framework Act 1998. If you wish to appeal against the decision not to offer your child a place at the following schools:

- The Elmgreen School
- Lambeth Academy
- Lilian Baylis Technology School
- The Norwood School
- Oasis Academy South Bank
- Woodmansterne School

Please contact the Clerk to the Independent Appeals Panel, Democratic Services, 1st Floor, Lambeth Town Hall, Brixton Hill, SW2 1RW.

Tel: 020 7926 2170,

Email: [democracy@lambeth.gov.uk](mailto:democracy@lambeth.gov.uk)

A guidance note on appeals and an appeal form can also be downloaded from the council's website via [lambeth.gov.uk/admissions](http://lambeth.gov.uk/admissions)

An appeal should be lodged within 20 school days of receipt of the application outcome letter. Appeals lodged will be heard within 40 days of being lodged. Democratic Services will write to you regarding the arrangements for considering your appeal. Your appeal will be heard by an Independent Appeals Panel made up of panellists with knowledge of education issues. You will be invited to attend the appeal hearing and make representations in person to the Independent Appeals Panel. You will be informed in writing about the outcome by the Democratic Services Team.

If you wish to appeal against non-admission to any other secondary school, you will need to contact the individual school(s) directly, to obtain information about how to appeal.

**If you are unsure about any aspect of the secondary in-year procedure please contact Lambeth School Admissions Team call centre on 020 7926 9503 or email [schooladmissions@lambeth.gov.uk](mailto:schooladmissions@lambeth.gov.uk)**

# Lambeth secondary schools and UTC

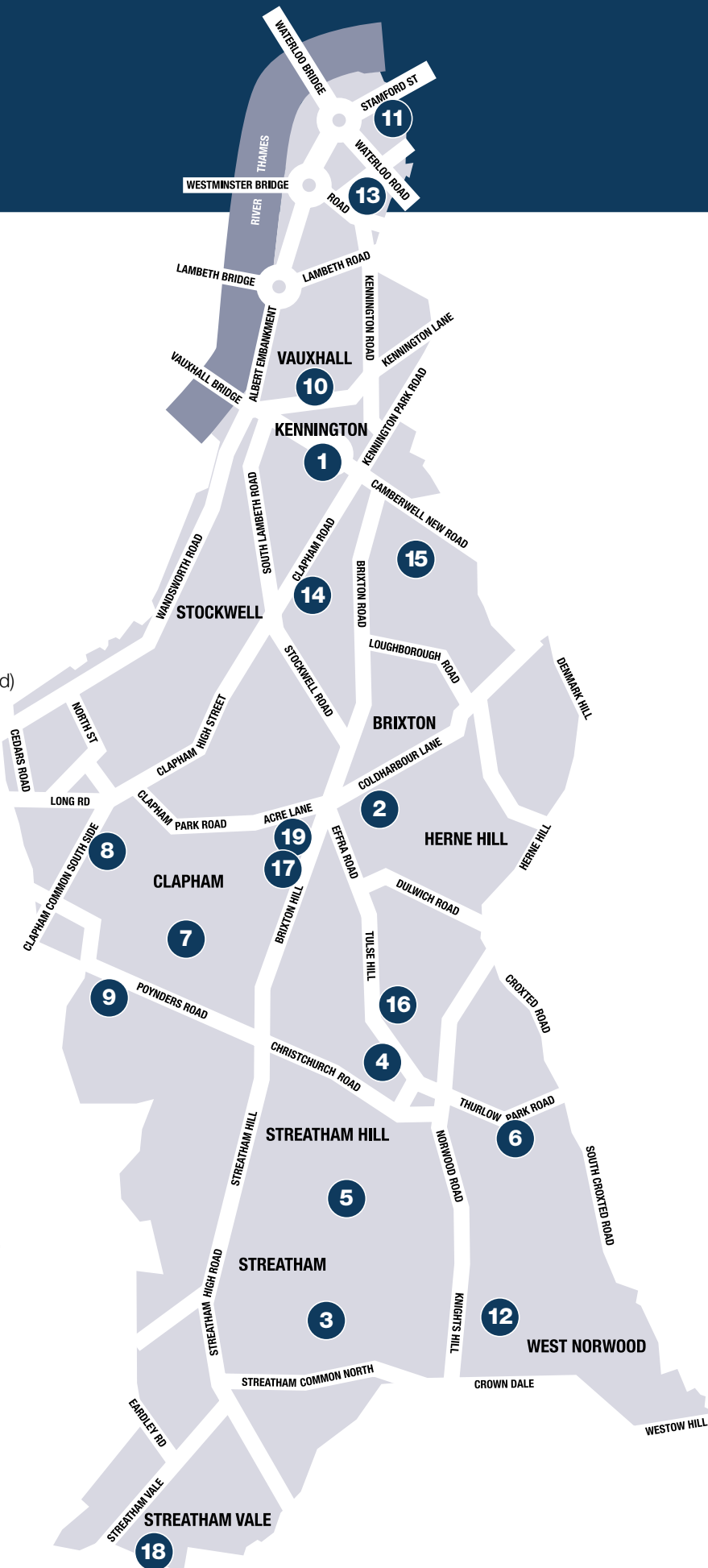
Lambeth Council processes applications for the schools listed as darker blue, those in light blue process their own applications.

School	DfE code	Gender	Status	Denomination
<b>Archbishop Tenison's School</b>	208 4006	mixed	academy	Church of England
<b>ARK Evelyn Grace Academy</b>	208 6906	mixed	academy	n/a
<b>Bishop Thomas Grant Roman Catholic School</b>	208 5401	mixed	voluntary-aided	Catholic
<b>City Heights E-ACT Academy</b>	208 6907	mixed	academy	n/a
<b>Dunraven School</b>	208 5402	mixed	academy	n/a
<b>The Elmgreen School</b>	208 4731	mixed	academy	n/a
<b>Harris Academy Clapham</b> years 7 and 8 only	208 4007	mixed	academy	n/a
<b>The Elms Academy</b>	208 6905	mixed	academy	n/a
<b>La Retraite Roman Catholic Girls' School</b>	208 5400	girls	voluntary-aided	Catholic
<b>Lilian Baylis Technology School</b>	208 4321	mixed	community	n/a
<b>The London Nautical School</b>	208 5405	boys	foundation	n/a
<b>The Norwood School</b>	208 4223	mixed	community	n/a
<b>Oasis Academy South Bank</b>	208 4000	mixed	academy	n/a
<b>Platanos College</b>	208 4322	mixed	academy	n/a
<b>Saint Gabriel's College</b>	208 4509	mixed	voluntary-aided	Church of England
<b>St. Martin-in-the-Fields High School for Girls</b>	208 5404	girls	academy	Church of England
<b>Trinity Academy</b>	208 4003	mixed	academy	n/a
<b>Woodmansterne School</b>	208 2657	mixed	community	n/a
<b>South Bank Engineering UTC</b>	208 4005	mixed	UTC	n/a

Wheelchair accessible?	Address	Phone no.	Website	where to apply
yes	55 Kennington Oval, SE11 5SR	020 7735 3771	tenisons.com	school
yes	255 Shakespeare Road, SE24 0QN	020 7737 9520	evelyngaceacademy.org	school
no	Beltrees Grove, SW16 2HY	020 8769 3294	btg.ac	school
yes	33 Abbots Park, SW2 3PW	020 3691 4600	cityheightsacademy.e-act.org.uk	school
yes	94-98 Leigham Court Road, SW16 2QB	020 8696 5600	dunraven.org.uk	school
yes	Elmcourt Road, SE27 9BZ	020 8766 5020	the-elmgreen-school.org.uk	school
yes	Clarence Avenue SW4 8LD	020 4513 9350	harrisclapham.org.uk	school
yes	Elms Road, SW4 9ET	020 7819 4700	lambeth-academy.org	school
yes	Atkins Road, SW12 0AB	020 8673 5644	laretraite.lambeth.sch.uk	school
yes	323 Kennington Lane, Kennington, SE11 5QY	020 7091 9500	lilianbaylis.com	Lambeth Council
yes	61 Stamford Street, SE1 9NA	020 7928 6801	Ins.org.uk	school
yes	Crown Dale, SE19 3NY	020 8670 9382	thenorwoodschool.org	Lambeth Council
yes	75 Westminster Bridge Road, SE1 7HS	020 7921 4531	oasisacademysouthbank.org	school
yes	Clapham Road, SW9 0AL	020 7733 6156	platanoscollege.com	school
yes	Langton Road, SW9 6UL	020 7793 3901	saintgabrielscollege.org	school
no	155 Tulse Hill, SW2 3UP	020 8674 5594	stmartins.academy	school
yes	56 Brixton Hill, Brixton, SW2 1QS	020 3126 4993	trinityacademylondon.org	school
yes	Woodmansterne Road SW16 5UQ	020 8764 1825	woodmansterne.london	Lambeth Council
yes	56 Brixton Hill, SW2 1QS	020 7815 8181	southbank-utc.co.uk	UTC

**Secondary Schools and UTC**

- 1 Archbishop Tenison’s School**  
mixed
- 2 ARK Evelyn Grace Academy**  
(mixed)
- 3 Bishop Thomas Grant Catholic Secondary School** (mixed)
- 4 City Heights E-ACT Academy**  
(mixed)
- 5 Dunraven School** (mixed)
- 6 The Elmgreen School** (mixed)
- 7 Harris Academy Clapham** (mixed)
- 8 The Elms Academy** (mixed)
- 9 La Retraite Roman Catholic Girls’ School**  
(girls)
- 10 Lilian Baylis Technology School** (mixed)
- 11 The London Nautical School** (boys)
- 12 The Norwood School** (mixed)
- 13 Oasis Academy South Bank**  
(mixed)
- 14 Platanos College** (mixed)
- 15 Saint Gabriel’s College** (mixed)
- 16 St Martin-in-the-Fields High School for Girls**  
(girls)
- 17 Trinity Academy** (mixed)
- 18 Woodmansterne School** (mixed)
- 19 South Bank Engineering UTC**  
(mixed)





# Children with Special Educational Needs and/or Disabilities (SEND)

Choosing and applying for a school for a child with an EHCP

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

Admission to a special school requires a child to have an EHCP, which follows a statutory assessment. However, if your child already has an EHCP, contact your

home borough's Special Educational Needs and Disabilities (SEND) Team directly for advice.

## Special Education Needs and Disabilities (SEND) Team

Lambeth Civic Centre, 6 Brixton Hill,

London SW2 1EG, Monday-Friday 9am-5pm.

Phone: 020 7926 9460

Email: [sendsupport@lambeth.gov.uk](mailto:sendsupport@lambeth.gov.uk) or visit Lambeth's Local Offer website at [lambeth.gov.uk/send-local-offer](http://lambeth.gov.uk/send-local-offer)

## Information Advice and Support Service for parents and carers

This service is free and works with young people with special educational needs and disabilities (SEND) and with their parents and carers around the special educational needs framework in

schools and colleges. Our advice and support is impartial and confidential and can be about all aspects of special educational needs and disability support delivered in schools and colleges.

The service can make parents aware of the local authority's services for



resolving disagreements and for mediation and on the routes of appeal and complaint on matters related to SEN and disability.

## What help do we offer parents and carers?

- Email support
- Meetings in person
- Support communicating with professionals e.g. writing letters, emails and telephone calls
- Guidance on SEN support and Education, Health and Care Plans (EHCP's)
- Advice on systems, procedures and processes related to SEND
- Advice on systems, procedures and processes related to SEND related disability discrimination legislation
- Support to achieve positive outcomes at meetings and reviews
- Help in understanding professional reports
- Informal mediation at all stages with schools and the Local Authority
- Advice on personal budgets
- Information on health and social care policies and procedures as they relate to the SEN framework
- Advice and support with transition at each educational stage
- Support and advice with post 16 options
- Advice and support with SEND Tribunals
- Signposting parents where appropriate to alternative and additional sources of advice, information and support available locally including the voluntary sector.
- Information about the local offer

## Contact:

Parent Advisors: Anita Bey **020 7926 1831** or Chris White **020 7926 9805**

Email: [lambethiass@lambeth.gov.uk](mailto:lambethiass@lambeth.gov.uk) Website: [lambethiass.org.uk](http://lambethiass.org.uk)

# Lambeth secondary community schools' admissions criteria

## **Oversubscription criteria for Lilian Baylis Technology School The Norwood School Woodmansterne School**

Lambeth LA, as the admission authority for all Lambeth community schools will comply, wherever possible, with parents/carers wishes where they have expressed a preference for a particular school. Nevertheless, if there are more applications than places available priority will be given to children in the order below (except year 7 for Lilian Baylis Technology School and The Norwood School, please see pages 15-17 for further details):

### **Criterion 1**

#### **Looked After Children and previously Looked After Children**

The School Admissions Code 2021 states that:

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).*

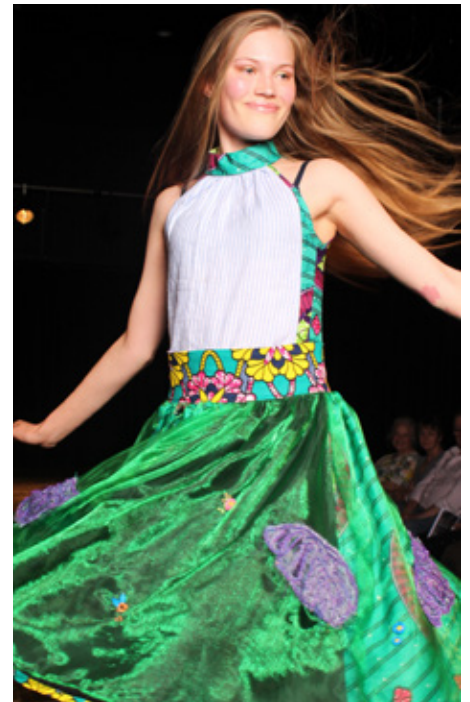
*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 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 documentation 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 above Year 11 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. Documents from an appropriate professional (eg. 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 applicants will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

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 binding for both school and children.

#### **Criterion 4 Children of staff**

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 2019).

1. All such applications must be submitted to the MEDSOC Panel via an iCAF Part A submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. 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 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 home and the school measured by a straight-line. This measurement will be done using a computerised mapping system. The measurement will be from a point from the child's home as identified by the software to a 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.

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 of the school week, and will be the address where Child Benefit is payable/child is registered. If the parent/carer making the application lives at a different address to the child, a letter of explanation should be attached.

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 and have the right to withdraw an offer if it is deemed to have been fraudulently obtained. Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.





only become available to a child who has not taken the test once all other children remaining on the oversubscription waiting list for places have been offered a place. All applicants will be placed in one of five bands, based on their score in the Test.

Once the children with an Education, Health and Care Plan in which the school is the named school are offered a place, the remaining places will be allocated on the basis of the oversubscription criteria detailed below, so that equal numbers of applicants are admitted from each band. The criteria will be applied to applicants in each band in the order set out above.

**For Year 7 intake after 31 December 2022 and all other years from 1 September 2022 the admissions criteria alone is used as listed above – criteria 1-5.**

### **Oversubscription for The Norwood School**

#### **Year 7 intake and other year groups**

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 for one term. This means that the banding and bursary set up for secondary transfer process remains effective until 31 December 2022.

After 31 December 2021 the banding and bursary set up is removed and subsequent offers (from this point forward) will be made from waiting lists drawn up using the admissions criteria only.

All children applying for a secondary transfer place at the school will be required to take Verbal Reasoning, Numeracy and Non Verbal Reasoning tests. Children who have not taken the tests will only be considered for a place at the school after those who have taken the test. In the case of continued oversubscription, (i.e. after the full allocation of places) a place will only become available to a child who has not taken the test once all other children remaining on the oversubscription waiting list for places have been offered a place.

All applicants will be placed in one of five bands, based on their score in the Test.

Once the children with an Education, Health and Care Plan in which the school is the named school are offered a place, the remaining places will be allocated on the basis of the oversubscription criteria detailed below, so that equal numbers of applicants are admitted from each band. The criteria will be applied to applicants in each band in the order set out above.



**For Year 7 intake after 31 December 2022 and all other years from 1 September 2022 the admissions criteria alone is used as listed above – criteria 1-5.**

# Schools in other boroughs

All boroughs produce a booklet similar to this one, which gives full details of schools and how to apply for them. Details of local school admissions teams in other boroughs within reasonable distance to Lambeth are listed here.

## **London Borough of Bromley**

Schools Admissions Team  
Civic Centre  
Stockwell Close  
Bromley BR1 3UH  
Tel. 020 8313 4044  
[bromley.gov.uk](http://bromley.gov.uk)

## **London Borough of Croydon**

School Admissions Team  
2nd Floor (Zone A)  
Bernard Weatherill House  
8 Mint Walk  
Croydon, CR0 1EA  
Tel. 020 8726 6400  
[croydon.gov.uk/admissions](http://croydon.gov.uk/admissions)

## **London Borough of Lewisham**

School Admissions  
Laurence House  
1 Catford Road  
London SE6 4RU  
Tel. 020 8314 8282  
<http://lewisham.gov.uk/myservices/education/schools/school-admission/Pages/default.aspx>



## **London Borough of Merton**

Schools Admissions Team  
Civic Centre  
London Road  
Morden SM4 5DX  
Tel. 020 8274 4906  
[merton.gov.uk/admissions](http://merton.gov.uk/admissions)

## **London Borough of Southwark**

School Admissions Team  
Southwark Children's Services  
4th Floor, Hub 3  
PO Box 64529  
London SE1P 5LX  
Tel. 020 7525 5337  
[southwark.gov.uk/schooladmissions](http://southwark.gov.uk/schooladmissions)

## **London Borough of Wandsworth**

Pupil Services Section  
Education and Social Services  
Department  
Town Hall Extension  
Wandsworth High Street  
London SW18 2PU  
Tel. 020 8871 7316  
[wandsworth.gov.uk/admissions](http://wandsworth.gov.uk/admissions)

## **City of Westminster**

School Admissions Team  
Green Zone, 2nd Floor  
Kensington Town Hall  
Hornton Street  
London W8 7NX  
Tel. 020 7745 6433  
[westminster.gov.uk/admissions](http://westminster.gov.uk/admissions)

# School term and holidays

## School term and holiday dates 2021/22

Term	Start date	Finish date	Number of days
<b>Term One</b>	<b>Thursday 1 September 2022</b>	<b>Friday 21 October 2022</b>	<b>37</b>
Holiday	Monday 24 October 2022	Friday 28 October 2022	
<b>Term Two</b>	<b>Monday 31 October 2022</b>	<b>Friday 16 December 2022</b>	<b>35</b>
Holiday	Monday 19 December 2022	Monday 2 January 2023	
<b>Term Three</b>	<b>Tuesday 3 January 2023</b>	<b>Friday 10 February 2023</b>	<b>29</b>
Holiday	Monday 13 February 2023	Friday 17 February 2023	
<b>Term Four</b>	<b>Monday 20 February 2023</b>	<b>Friday 31 March 2023</b>	<b>30</b>
Holiday	Monday 3 April 2023	Friday 14 April 2023	
<b>Term Five</b>	<b>Monday 17 April 2023</b>	<b>Friday 26 May 2023</b>	<b>29</b>
Holiday	Monday 29 May 2023	Friday 2 June 2023	
<b>Term Six</b>	<b>Monday 5 June 2023</b>	<b>Friday 21 July 2023</b>	<b>35</b>

**Total number of days = 195**

### Bank and public holidays

- Monday 26 December 2022 (Boxing Day)
- Tuesday 27 December 2022 (Christmas Day - substitute day)
- Monday 2 January 2023 (New Year's Day - substitute day)
- Friday 7 April 2023 (Good Friday)
- Monday 10 April 2023 (Easter Monday)
- Monday 1 May 2023 (May Day)
- Monday 29 May 2023 (Spring Bank Holiday)
- Monday 28 August 2023 (Summer Bank Holiday)

### Professional Training Days (INSET)

From the 195 pupil days set out above, headteachers will need to designate, in consultation with staff, five non-teaching staff development days (INSET),

which may be allocated as whole day training sessions during pupil holiday periods or by the use of additional hours before or after school sessions.



## Lambeth School Admissions Team

PO Box 734  
Winchester  
SO23 5DG

020 7926 9503 (call centre)

[lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions)

Thank you to all schools that provided photos for the booklet.

All information in this booklet, published by London Borough of Lambeth, is accurate at time of print. (August 2022).

