

Starting junior school in Lambeth

2024/25

Information for parents/carers of children born between 01/09/2016 and 31/08/2017, who will be transferring in the 2024/25 academic year.



Apply online and apply on time

Deadline: **15 January 2024**

lambeth.gov.uk/admissions

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

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Academies are publicly funded schools that provide free education to pupils of all abilities. They are established by sponsors from business, faith or voluntary groups. They receive funding directly from the Department for Education. Each academy has its own admissions policy.

Community schools are run by the local council. It employs the school's staff, and runs the admission procedure. Their running costs are met from public funds which come through the local council (mainly council tax and grants from central government). They provide free education. Community schools in the same borough share an admissions policy.

Department for Education (DfE) is responsible for education and children's services.

Education, Health and Care Plan (EHCP) An Education, Health and Care Plan is for children and young people aged up to 25 who need more support than is available through normal school based special educational needs support. EHC Plans identify education, health and social needs a child or young person has and sets out the additional support required to meet these needs.

Education, Learning and Skills (ELS) a group of services in Lambeth Council that brings together all services for education under one banner.

Foundation schools have their running costs met from public funds which come through the local council. They provide free education. Each foundation school has its own admissions policy.

Free Schools are all-ability state-funded schools. They are non-selective and free to attend, and not controlled by a local authority. Each free school has its own admissions policy.

Junior school these schools take in pupils from academic year 3 to year 6 (7-10/11 years old).

Local Authority (LA) The borough/ local council.

Ofsted The national Office for Standards in Education (Ofsted), is the government department responsible for inspecting schools and reporting on standards of achievement and the quality of education provided.

Parents/carers refers to all carers and legal guardians.

Special schools cater for children who have an Education, Health and Care Plan and whose special needs are such that they cannot be met in a mainstream school. All children attending a special school must have an Education, Health and Care Plan.

Voluntary-aided schools are set up by voluntary bodies, usually churches, but have their running costs met from public funds which come through the local council. They provide free education. The voluntary-aided schools in Lambeth have very close links to their church, and are often referred to as church schools. Each voluntary-aided school has its own admissions policy.

Junior transfer and the Pan-London co-ordinated admissions procedure

10 stages parents/carers must follow

This booklet guides parents/carers and their children through the admission process for applying to transfer your child from an infant to junior school for September 2023 entry. This relates to children born between 01/09/2016 and 31/08/2017 or taught in year 2 in the 2022/23 academic year. It contains general information and highlights the 10 stages of the process that parents/carers must follow to submit their application.

Please read this information **carefully** as it is important you use it to make the best choices for your child. If you are unsure about any aspect of the transfer process please contact Lambeth School Admissions Team on 020 7926 9503. Please see the inside cover for a guide to terms used in this booklet. If your child has an Education, Health and Care Plan, do not complete a Common Application Form.

Please contact your home borough's SEND Team for details about applications for junior school.

If you would like any additional assistance or advice on the junior transfer process you may:

- Telephone the Lambeth School Admissions Team on 020 7926 9503
- Talk with your child's teacher/key worker or support staff in their current school
- Visit the website at lambeth.gov.uk/admissions
- Email Lambeth School Admissions Team at schooladmissions@lambeth.gov.uk
- Visit the Lambeth Customer Service Centre, Lambeth Civic Centre, 6 Brixton Hill, SW2 1EG. The nearest London Underground station is Brixton on the Victoria Line. Lambeth Customer Service Centre is open at the following times: Monday to Friday 9am-5pm

General information

Legislation and purpose

The Education Act 2002 and the School Admissions Code 2021 provide a framework that seeks to ensure that on National Offer Day as many children as possible (whose parents/carers have applied for a school place 'on time') receives an offer (if an offer can be made) at a school they have expressed a preference for.

Basics of the procedure

- The aim is that every child will receive the single highest preference offer possible.
- To make it easy to apply and fair for parents/carers.
- Well organised with good communication between schools and boroughs.

What the junior transfer procedure cannot do

- It cannot guarantee every child a school place. This is because some schools may receive many more applications than places available, and may be the case for all schools applied for. In this instance, allocations of offers for schools not applied for will be made where possible.
- It cannot guarantee your child will get a place at your first preference of school.
- It cannot limit some multiple offers being made **after 16 April 2024**, (but Lambeth School Admissions Team will be aware of them and will ensure that parents/carers reject one of these offers quickly).

How to apply – essential information

- Parents/carers only need to complete one Common Application Form (CAF) via their home Local Authority to apply for up to four junior schools anywhere in London excluding not fee-paying.
- The deadline for applications is **15 January 2024** via lambeth.gov.uk/admissions
- All parents/carers who apply on line and on time will know what school their child has been offered (if any) on 16 April 2024. This offer will be the highest preference offer that can be made.
- The procedure provides an easier to understand and fairer admissions process for both parents/carers and schools.

Lambeth School Admissions Team do not decide which school a child is offered. There is a process undertaken together with School Admissions Teams in other boroughs. Decisions about how a child's application for a school is ranked is made by the admissions authority in accordance with their admissions/oversubscription criteria.

If your child is being taught in a year group different to their chronological age (out of cohort) you need to apply using a paper CAF and provide documentation from their current school to confirm this placement. You may also need to provide supporting documents. Applications will be considered on a child-by-child basis by the admissions authority for the schools applied for as they have

to consider, but do not have to accept, the child to continue out of cohort. Parent/carers must submit an application (with supporting documentation) for the admissions round relevant to their child's chronological age requesting consideration for their child to be taught in a different year group. For example requests for your child to be taught in year 3 2025 entry, rather than 2024, must be made with the 2024 entry application.

What is an admissions authority?

An admissions authority – the body of people who make decisions on admissions – will determine which children can be offered a place at a junior school.

For Community schools the admissions authority is the LA itself and for an Academy, Voluntary-Aided (religious), Foundation or Free school it is the governing body of that school.

Where the school is oversubscribed, the school's admissions authority will use their admission criteria to determine the order (rank) in which applicants will be offered places.

Where the school is oversubscribed, the school's admissions authority will use their admission criteria to determine the order (rank) in which applicants will be offered places.

An admissions authority may require parents/carers to complete a **Supplementary Information Form (SIF)** requesting information which is not contained on the CAF, e.g. church attendance. This form

is obtained from the school or for Lambeth's junior school - St Bernardette Catholic Junior School - via lambeth.gov.uk/admissions and needs to be sent back to the school and not the borough by the **school's deadline**.

School staff will not know what number preference their school has been listed on the CAF, all are considered the same at the same time.

Stage 1 Research

It is important to consider as much information as possible about the junior school(s) you wish to apply to. Check whether your child is likely to be offered a place based on the school's published admissions criteria, which can be found on the individual school or borough's webpage. The criteria for St Bernadette Catholic Junior School can be found on pages 14 and 15 of this booklet.

You can find out information about school by doing the following:

- **Read this booklet carefully and look at the admissions criteria for each school.** Contact the school directly for a copy of their prospectus. Then for each school consider 'does my child meet these criteria'. If they do it may increase your child's chances of gaining a place at the school.
- Go to the junior school's open days or evenings. For details of open days please contact the school of interest directly.



10 stages parents/carers must follow

- Talk to your child's current school headteacher, learning mentor or class teacher.
- Read the latest Ofsted report for the schools you are interested in. These are available for viewing or downloading from [ofsted.gov.uk](https://www.ofsted.gov.uk)
- If the school you want is in a different borough, contact that borough for their booklet or visit their websites (details on page 16).

Tick to confirm that you have completed the actions stated in this stage

Stage 2 Apply on time and apply online!

The deadline for applications is 15 January 2024. If you apply after this date the likelihood of gaining a place at your preferred school may be significantly reduced.

You must complete the CAF for your home borough even if your child currently attends an infant school in another borough and is wishing to transfer to the junior school or whether you are applying for schools in or outside of that borough. The home borough is the borough where you are residing at the time of application, even if you have been placed in temporary accommodation.

Please check that your child's address is in Lambeth borough before completing the Lambeth CAF. Residents of boroughs other than Lambeth who wish to apply for a Lambeth school must complete the CAF provided by the home borough

in which they live. The details of your application will then be passed on to Lambeth Council by your home borough. If you are not a Lambeth resident please contact your home borough for advice.

Using your research, list up to four junior schools in the order you prefer them on your child's CAF, whether it is the Lambeth Junior school or junior schools in another borough. Do not include private (fee-paying) schools, as applications for these are made directly to the schools on their own form. The more schools you list on the form, the greater the chances your child has of being offered one of your choice. However, please do not list schools you do not want your child to attend 'just to fill up the form'.

The preferred way for Lambeth residents to apply for a junior transfer place is online. This can be done via lambeth.gov.uk/admissions from **1 September 2023**. Please view pages 12 and 13 which provide and step-by-step guide of how to apply online.

For parents/carers who do not have internet access and therefore cannot apply online, a limited amount of paper CAFs will be available after 1 September 2023 at Lambeth Customer Service Centre, Lambeth Civic Centre, 6 Brixton Hill, London SW2 1EG. There are facilities available at Lambeth Civic Centre for families to apply online.

Whether you are completing an online or paper CAF we are encouraging parents/carers to

submit their application no later than **10 January 2024**. The completed paper CAFs can be handed in to The Lambeth Customer Service Centre (an appointment to do this is required and can be booked online at lambeth.gov.uk) or alternatively sent by post to:

**Lambeth School Admissions Team
PO Box 734
Winchester
SO23 5DG**

Please ensure that you use the correct 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.

Any CAFs submitted **after 15 January 2024** will be deemed late and will not be processed until **after 16 April 2024**, when offers have been generated for 'on time' applications.

If your child has an Education, Health and Care Plan, do not complete a CAF please contact the Special Education Needs and Disabilities Team in your borough. For Lambeth residents please see page 17 for details.

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

Tick to confirm that you have completed the actions stated in this stage

Stage 3 Proof of address

The application address stated on your child's CAF must be the address where you and your child currently live, even if you have been placed in temporary accommodation.

Applications received without all the required proof of address documents for the parents/carer and the child 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 junior school place on 16 April 2024.

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 the address where the child is registered at. This is normally the address to which the child benefit is paid.*

All applications must be submitted (whether online or on a paper form) with all the required documents by **15 January 2024**.

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

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

- Current financial year's Council Tax letter or statement. This must be supplied if you are the council tax payer.
- Copy of your tenancy agreement.
- Copy of a benefit letter no more than 12 months old or a current financial year's Universal Credit letter/print-out which includes the child's name.

Then at least one of the following as well:

- Copy of a benefit letter no more than 12 months old or a current financial year's Universal Credit letter/print-out which includes the child's name – if not already provided from above list.

- Current TV licence.
- Copy of 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 or a current financial year's Universal Credit letter/ print-out which includes the child's name.
- Child's National Health Service registration card, or a medical letter or prescription that is no more than 12 months old (this can also be used to confirm your child's date of birth).
- 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).
- Immigration documents that show address – if applicable.

*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.



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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, statutory declaration or affirmation, through a solicitor. This affidavit, statutory declaration or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority, and stamped with the company stamp. It must include parent and child(ren)'s full names and address, the date you started living at that address and the child(ren)'s date(s) of birth.

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

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

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

Documents can either be scanned or a clear image taken on a smart phone or tablet, and then attached to your online application once the application has been initially submitted. This must be done before

the on time application deadline, **15 January 2024**. (This is in addition to any other documents you wish to include as stated in stage 5).

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

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

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

Tick to confirm that you have completed the actions stated in this stage

Stage 4 Proof of child's date of birth The junior Lambeth CAF is only for children born between 01/09/2016 and 31/08/2017.

Using this form for children outside this age group will result in the form being invalid (and it will not be processed, unless the child is being taught out of cohort).

You must attach proof of your child's date of birth to the CAF – either a copy of their birth certificate, passport or EU National Identity Card.

Alternatively this could be a copy of your child's NHS card, medical letter or doctors prescription stating the child's date of birth.

Tick to confirm that you have completed the actions stated in this stage

Stage 5 Provide additional documentation In addition to the proof of address documents, you may need to submit additional supporting documentation with your child's CAF by 15 January 2024.

Documents can either be scanned or a clear image taken on a smart phone or tablet, and attached to an online application. If you do not have access to a scanner, documents (copies not originals) can be posted to Lambeth School Admissions Team at PO Box 734, Winchester SO23 5DG or taken to the Lambeth Civic Centre, 6 Brixton Hill, London SW2 1EG (by appointment).

The documents must have your child's name, date of birth and the online application reference clearly stated on the top and stapled together. If you have any problems supplying these documents, please contact us as soon as possible.

Medical/social

If you want your child's application to be considered as a medical/social application (where a school has this criterion) because you believe that that a particular school is especially able to meet your child's

needs above others in the area, **you must submit professional documentation outlining this with the CAF by 15 January 2024 for consideration**. Submitting this documentation will not automatically guarantee that 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.

Looked After Children (LAC) or Previously Looked After Children (PLAC)

A Looked After Child is a child that is currently in the care of the Local Council (foster or residential care). A Previously Looked After Child is stated as being the following in the 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). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.*

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

Request to be taught outside cohort

If your child is being taught in a year group different to their chronological age (out of cohort) you must provide documentation to confirm this placement from their current school. This will aid the admissions authority's decision whether your child will be accepted to continue to be taught out of cohort.

Tick to confirm that you have completed the actions stated in this stage

Tick if not applicable

Stage 6 Supplementary Information Forms (SIFs)

In addition to the required documentation already stated, some schools may require applicants to complete a SIF. Please check the school's information and their deadline. St Bernadette Catholic Junior School does require a SIF. For schools in other boroughs please check the borough or school's literature or websites.

The SIFs provide additional information needed for the school's admissions criteria to be applied fully. Such information may include

religious observance. They may also require further documentation to be submitted such as Pupil Premium documentation. It is very important that the SIFs are completed and sent to the schools by their set deadline otherwise your child may miss out on a preferred place.

Tick to confirm that you have completed the actions stated in this stage

Tick if not applicable

Stage 7 Change of circumstances

The Lambeth School Admissions Team will consider your application using the details you provide on your form.

If you move address you must inform the School Admissions Team of your new address, the date of the move and provide new proof of address documents as soon as possible after the date of the move so we are able to contact you if we need further information or to communicate the outcome of your application.

A change of address form can be found on our webpage. You also need to inform us if there is a change of medical circumstances or a sibling starts at a preferred school.

Please note that changes to preferences after the deadline for on time applications are not permitted. If you inform your council of your change of address **before 9 February 2024**, the School

10 stages parents/carers must follow

Admissions Team will be able to take this into account when preferences are being considered. If you change your address after February 2024 and this means that you wish to change your preferences you will need to contact your council to find out what to do next.

Tick to confirm that you have completed the actions stated in this stage

Tick if not applicable

Stage 8 National Offer Day – 16 April 2024

If you applied online and signed up to text messages you will receive an email and text message on the evening of 16 April 2024 informing you to log in to your admissions account and view the outcome of the application.

Only if you applied using a paper CAF will an outcome notification letter be posted out first class post on **16 April 2024**. Details of what you can do next if eg. your child was not offered your first preference, will be on the junior admissions page via lambeth.gov.uk/admissions and included with any letter sent. Some schools may also send their own offers letters to parents/carers after 16 April 2024. Responses to those letters should be made according to the school's directions. Your child will be offered the single highest place possible on the CAF.

preference	criteria*	rank	junior school	status**
1st	religious	80	Lambeth junior school A	Pending
2nd	sibling	12	Southwark junior school B	Offered
3rd	distance	20	Croydon junior school C	Declined
4th	distance	200	Bromley junior school D	Declined

For the example above the child's second preference was offered as they were not ranked high enough by the school's admissions authority to be offered the first preference. Although the child could have been offered their third this was not offered as the higher second preference could be offered. *criteria are shown for illustration purposes, more factors, such as banding may be involved.

** Preference status meanings:

Offered

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

Declined

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

Pending

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

criteria or lived closer to the school if considered for the same criterion.

Allocated Offers

If your child is not able to be made an offer at one of their preferred schools on **16 April 2024**, Lambeth School Admissions, in line with statutory requirements, will seek to allocate a place at a school that has vacancies after all other possible offers have been made. This is for Lambeth residents only, other boroughs will support their own residents in a similar manner.

Decisions on where to allocate places will be made on the basis of distance to the school (i.e. the nearest Lambeth school to the child's home address that identifies a vacancy, which may include primary schools). Please note that allocations will be made according to the number of vacancies there are in the borough (including primary schools). An allocation will be made to a school that parents/carers did not originally apply for. In instances where an allocated offer has been made, all preferences will continue to be listed as "pending".

Parents/carers of late applicants will be notified as soon as an offer can be made. This will be **after**

16 April 2024, however please note that there is no set date for late application outcomes to be notified.

Lambeth School Admissions Team will assist wherever possible if your child has not been offered a school place to ensure that they have one for the start of September 2024.

Stage 9 Accepting the offer

The deadline to accept offers, online or using a reply form sent to paper applicants is 30 April 2024. Failure to meet this deadline may mean that your child could lose their place. We strongly advise that you accept the offer made on National Offer Day even if it is not your first preference to ensure your child has a place for September 2024. Offers will continue to be made after National Offer Day.

If an offer for a higher preference is made later on, you can then reject the original offer. Where allocations are made, again we advise that these are accepted until you receive an offer from a school you selected on your application.

Tick to confirm that you have completed the actions stated in this stage

Stage 10 Next steps

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

Waiting lists

Ensure that your child's name is on

the waiting list for the junior school(s) that you applied for and were placed higher than the school offered on your application form. Please check with the school to ensure that your child's name is on their waiting list as it may not be an automatic process.

Parents/carers need to be aware that if their child's name is on a school's waiting list, their name may go up or down depending on how the admissions criteria applies to others on the waiting list. Late applications received after the closing date of 15 January 2024 will be considered **after National Offer Day**, 16 April 2024. Please note that after National Offer Day, once late applications are considered, waiting lists will be re-ranked in line with the admissions criteria for the school(s). This will continue to be the case if any additional late applications are received.

Apply for other schools

You can apply for further schools, whilst your child's name is on the waiting list for other schools or if you have accepted an allocated offer. If requested, Lambeth School Admissions Team can provide you with information about schools that have vacancies after 9 May 2024. Second (or subsequent) applications can only be made using a paper CAF, which will be available after 16 April 2024 to download from our website or obtained from Lambeth Civic Centre.

Completed forms need to be returned to the Customer Service Centre or posted to the School Admissions

Team (addresses on the form). This is in addition to any necessary Supplementary Information Forms being completed and sent to the schools (where used). Parents/carers of these new applicants will be notified as soon as an offer can be made, or receive a letter stating that no offer can be made from the CAF and Stage 9 can be followed again.

Appeals

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

If you are unsure about any aspect of the junior transfer procedure please contact Lambeth School Admissions Team on 020 7926 9503 or email schooladmissions@lambeth.gov.uk



Junior transfer key dates

Key dates	Actions – What you and your child need to do
Sep 2023 to Jan 2024	Contact schools for prospectuses and details of when you can visit on open days/evenings. Decide which schools to apply for and begin the application process.
	<p>How to apply:</p> <p>1 Applications can be made from 1 September online or using a paper Common Application Form (CAF) from your home borough and must be submitted by 15 January 2024.</p> <ul style="list-style-type: none"> To apply online visit Lambeth Council's website at lambeth.gov.uk/admissions (see pages 11-13 for more information). A limited amount of paper CAFs will be made available on request for those who have no internet access or for a child taught out of cohort. Requests to be made to Lambeth School Admissions Team. Completed paper CAFs can be handed in to the Lambeth Customer Service Centre (by appointment), Lambeth Civic Centre, 6 Brixton Hill, London SW2 1EG or posted to Lambeth School Admissions Team, PO Box 734, Winchester, SO23 5DG with correct postage. <p>2 In addition to this, Supplementary Information Forms (SIFs) required by particular schools must be completed and returned to these schools by their published deadline. St Bernadette Catholic Junior School does require a SIF, which is available via lambeth.gov.uk/admissions junior page, the school's website and the school. For junior schools in other boroughs, please check that borough's webpage or with the school directly to find out if a SIF is required.</p>
15 Jan 2024	Closing date for applications to all junior schools participating in the co-ordinated admissions procedure. CAFs received after 15 January 2024 will be late and will not be processed until after 16 April 2024 when 'on time' applications have been processed.
16 Apr 2024	National Offer Day. If you applied on time online and signed up to text messages you will receive an email and text message on the evening of 16 April 2024 informing you to log in to your admissions account and view the official outcome of the application. Only if you applied using a paper CAF will an outcome notification letter be posted out first class post on 16 April 2024.
30 April 2024	Parents/carers must respond to an offer on this date either by accepting the place online for those who have applied online or by returning the reply form to Lambeth School Admissions Team if they have received a postal offer.
May 2024 or 20 school days after notification for late applications	If you wish to appeal against the decision not to offer your child a place at St Bernardette Catholic Junior School, please contact the school for an appeals form. For schools in other boroughs, please check their information and timescales.
Jun to Jul 2024	Appeals for schools are heard.

eAdmissions

Apply on line and apply on time

lambeth.gov.uk/admissions

Lambeth Council only have a very limited amount of paper Common Application Forms (CAFs) available and these will normally be made available for parents/carers who do not have or cannot get access to the internet. In light of this, we strongly advise our parents/carers to ensure that they submit their application online and on time! Online applications can be made from 1 September 2023. Pages 12 and 13 show a step-by-step guide to making an online application. For 2023 junior school entry 100% of parents/carers who applied on time applied online.

The benefits of applying online

- It is free and secure
- It uses a quick, easy to use step-by-step format
- Your application won't get lost in the post
- Drop down school lists help reduce errors and save you time
- Information can be checked online and changed at any point before the closing date without the need to fill in another form
- You can attach the required proof of address documentation and copies of any medical or social paperwork you wish to be considered. Just submit the application first then click on the 'attach document' button
- If you have any questions or problems regarding the online admissions website or log-in, please call the London Grid for Learning supportline on 020 8255 5555 option 1

- You will be issued with a unique reference number similar to this: 208-2024-09-E-001234, which will be your proof that your application has been received
- The online system is available 24 hours a day, 7 days a week, up until midnight on the closing date of **15 January 2024**
- During the evening of **16 April 2024** you will be sent an email and/or text with the outcome of your application. Please wait until you have received the email before logging on to the Pan-London eAdmissions website.
- The online application process is now compatible with mobile devices so you will be able to submit your CAF via your mobile phone using the App.



The ParentComms:Mobile app is an alternative way to receive notifications from the eAdmissions website and is designed to help parents stay connected with their child's school.

If you don't already use ParentComms through your child's school, you will need to download the ParentComms app from the **Apple AppStore**, **Google Play** or **Windows Phone Store** to a mobile device and register your eAdmissions USO username and

password to receive the following push notifications from the eAdmissions website:

- A reminder to submit any un-submitted applications 1 week before as well as 24 hours before the closing date. (If you register less than 24 hours before the deadline you will not be able to be sent this message).
- Your application reference number of your submitted application.
- The outcome of your application.

Record your details

Use this space to record the details used to make your application.

Username:

Password:

Reference number:



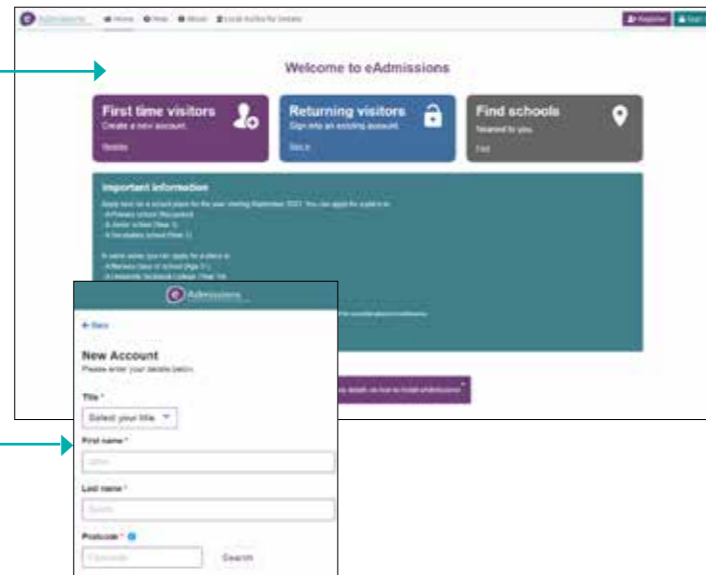
It is important to keep this information so that you can look up the school place offered online.

Step-by-step guide to online eadmissions applications

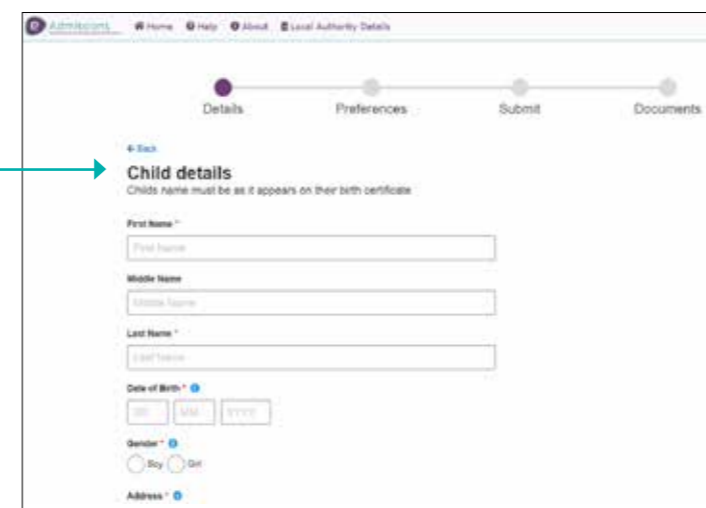
This is just a short step-by-step guide to help you submit an online application. However, please note that there is also a FAQ and an eadmissions tutorial function (which can be accessed before you register onto the online system).

Step 1 – Create an account The child's parent/carer needs to log their details. Only **one** parent/carer can do this as the system only allows one parent to register one application per child. This is so that an identified email address can be linked to a named person. It is important that the person registering has parental responsibility for the child and both child and parent lives at the same address noted on the online form.

If you already have a London Grid for Learning account use that log in and check your details are still correct before continuing. Otherwise you will need to create an account.



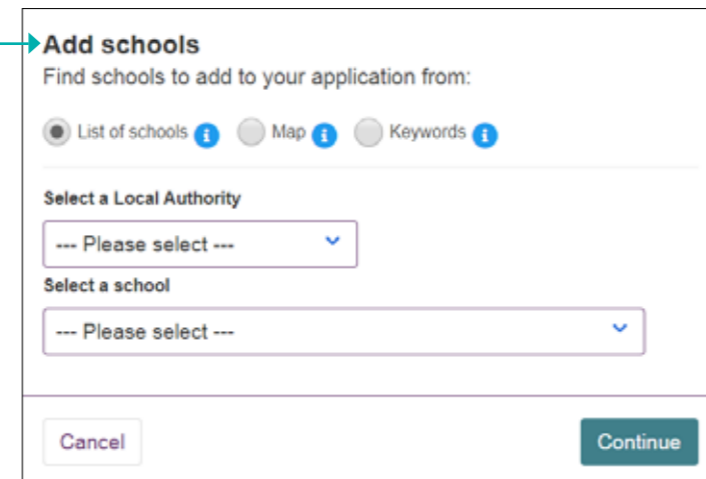
Step 2 – Child's details The parent/carer must input their child's name as listed on their birth certificate or passport in this section. They must also use their (both the parent and the child's) current address. The online junior school applications are only for children born between 01/09/2016 and 31/08/2017.



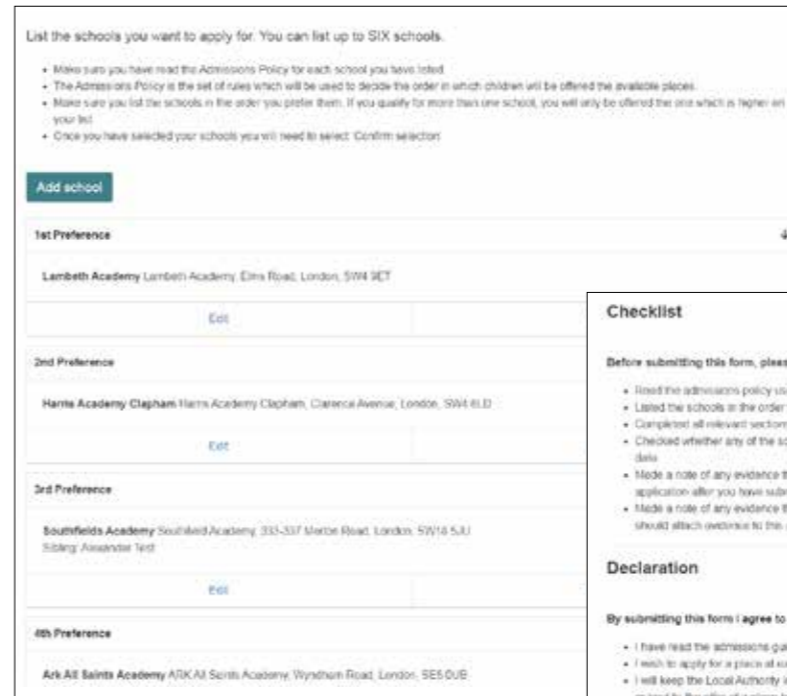
Step 3 – Add your school preferences

- Using the pre-populated drop-down lists,
1. Select the borough the school is in.
 2. Select the school you want for the first preference. You can also choose a school using the 'map' or 'keywords' function. You can apply for up to 6 schools
 3. Please ensure that you select the correct school especially when there are schools with similar names in the same borough.
 4. Once the school has been added you can also add details about any siblings or relevant medical/social details if applicable.
 5. If the school being applied to needs you to also complete a Supplementary Information Form (SIF), this will automatically be flagged up by the system. Please ensure that all SIFs are completed and returned to the school in time.

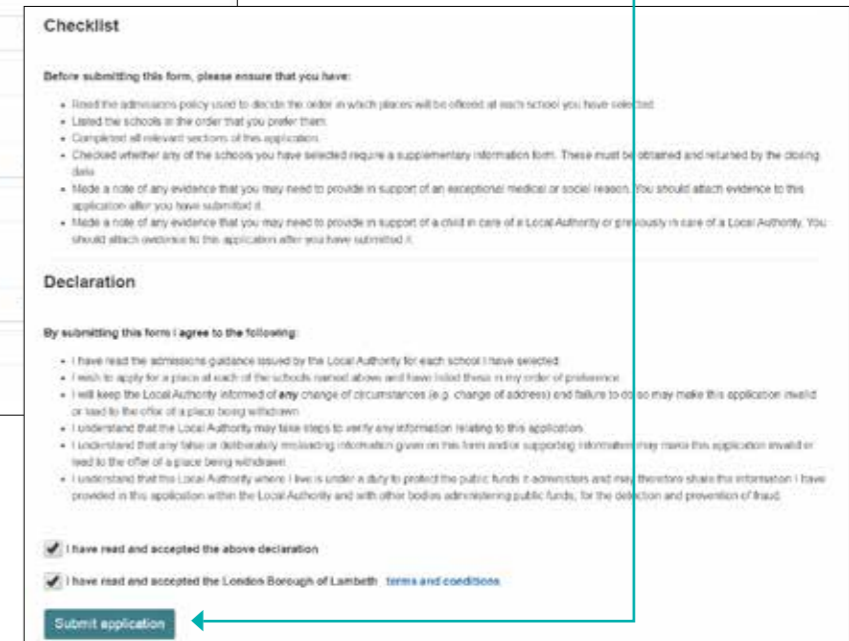
Schools selected can be moved up or down, added to or deleted up until the 15 January 2024 deadline



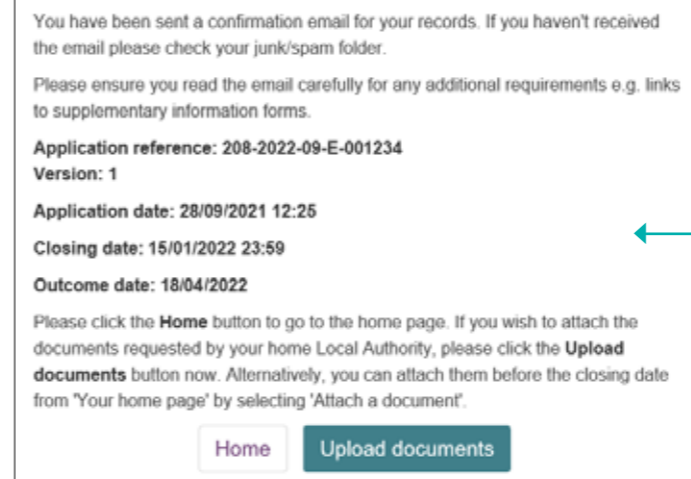
Once the schools have been selected, you must check whether they are correct before moving to the next step.



Step 4 – Submit application You will then be required to read and accept the declarations. Once you have read the declaration, **click on the 'submit application' button.**



Your application has now been submitted!



Step 5 – Attach documentation

Once the application is submitted, you will receive an email confirming submission with the reference number, along with a reminder about which schools require SIFs.

You must then **upload all the necessary proof of address documentation (as stated on page 5-6) using the 'Attach a document' button** from this page. You can also **attach any medical or social or other such documentation** you wish to be considered **by 15 January 2024.**

You must ensure that you re-submit your application if you make any amendments **before** the 15 January 2024 deadline.

Junior schools



Lambeth has one junior school - St Bernardette Catholic Junior School

(7-11 year olds only)

Atkins Road SW12 0AB
Tel: 020 8673 2061
Status: Voluntary-aided
PAN: 62
DfE code: 208 5200
stbernadette.co.uk

Admissions criteria

St Bernadette Catholic Junior School is a voluntary aided school in the Diocese of Southwark.

As Catholic schools, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school.

The schools exist primarily to serve the Catholic community who reside in the parishes of St Bede's and St Simon and St Jude's.

Applicants applying for a place in our Year 3 classes will be required to apply via Lambeth, as well as filling in a school's Supplementary Information Form.

Please note that St Bede's Catholic Nursery and Infant School is a Feeder* school for St Bernadette Catholic Junior School and a Junior Common Application Form (CAF) must be made for each child who wishes to transfer, in addition to a school supplementary form. *Pupils from a Feeder School are given priority over other applicants

- 1 Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
- 2 Pupils currently attending St Bede's Catholic Nursery and Infant School who will be 8 years old between 1 September 2023 and the 31 August 2024.

- 3 Baptised Catholic children, whose parents are residents of St Bede's parish, St Simon and St Jude's parish or are enrolled in the catechumenate.
- 4 Other baptised Catholic children.
- 5 Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
- 6 Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.
- 7 Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
- 8 Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied:

- i Applications will be ranked in the order shown on the Supplementary Form, Highest priority to those who attend Mass weekly, then fortnightly etc. For categories 2 and 3 above, the strength of evidence of the family's Mass attendance on Sundays will increase the priority of an application within each category. This evidence must be provided by the parents and can be endorsed by a priest at the church where the family normally worships.
- ii The attendance of a sibling at the Federation of St Bede's and St Bernadette schools at the time of admission will increase the priority of an application within each category.
- iii The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which makes the school particularly suitable for the child in question.
- iv Priority being given to those who live nearest to the school. The distance from home to school is measured as a straight line from the home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system.

Notes

- 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. An adoption order is an order under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. 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(s).
- 'Catholics' include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). Reference to other Christian denominations refers to other denominations that are full members of Churches Together in England.
- 'Catechumen' means a member of the catechumenate of a Catholic church. This will normally be evidenced through the parish priest, for example with a letter confirming enrolment.
- A **sibling** is defined as a full brother or sister or step brother or sister living at the same address, a child who is living

as part of the family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being 'looked after' by the local authority.

- To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the Governing Body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- '**Oriental Rite Churches**' in union with Rome
- **Alexandria:** Coptic, Ethiopian
- **Antioch:** Malankrese (Sri Lanka), Maronite, Syrian
- **Armenian:** Armenian
- **Chaldean (Syro-Oriental):** Chaldean, Malabar
- **Constantinople (Byzantine):** Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian.

Appeal arrangements

unsuccessful applicants will have the right to appeal against the decision to an Independent Admissions Appeals Panel established under the School Standards and Framework Act 1998. Independent appeals for this school are arranged by school staff, please telephone the school for an appeals form.

St Bernadette Catholic Junior School SIF is available via the junior page on lambeth.gov.uk/admissions, the school's website and the school. The deadline for the SIF to be returned to the school is 15 January 2024. Failure to return the completed SIF to the school by the deadline may significantly reduce the likelihood of your child gaining a place there.

Applying for schools in other boroughs

Parents/carers resident in Lambeth, but who wish to apply for a school maintained by another borough, still need to apply on Lambeth's online or paper Common Application Form and return it to the Lambeth School Admissions Team.

All boroughs produce a booklet, which gives full details of schools, entry tests and any Supplementary Information Forms that are required to be submitted with your application.

Details of local school admissions teams in other boroughs within reasonable distance to Lambeth are listed here, and you can contact the relevant borough for a copy of their brochure.

London Borough of Bromley
Schools Admissions Team
Civic Centre
Stockwell Close
Bromley BR1 3UH
Tel. 020 8313 4044
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

London Borough of Lewisham
School Admissions
Laurence House
1 Catford Road
London SE6 4RU
Tel. 020 8314 8282
lewisham.gov.uk/myserives/education/schools

London Borough of Merton
Schools Admissions Team
Civic Centre
London Road
Morden SM4 5DX
Tel. 020 8274 4906
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

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

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



Other information

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

Admission to a special school requires a child to have an Education, Health and Care Plan, which follows a statutory assessment. However, if your child already has an Education, Health and Care Plan, contact your home borough's Special Educational Needs and Disabilities (SEND) Team directly for advice.

Lambeth residents should contact **Lambeth Special Education Needs and Disabilities (SEND) Team**

By post:
SEND Team
PO Box 734
Winchester
SO23 5DG
telephone: 020 7926 9460
email: sendsupport@lambeth.gov.uk
website:
lambeth.gov.uk/send-local-offer

Travel assistance

Lambeth Special Educational Needs and Disabilities Team provide home to school travel assistance to children and young people with an EHCP living in Lambeth who meet the eligibility criteria. To apply or for further information contact 020 7926 9684 or transport@lambeth.gov.uk

Free school meals

When your child is offered a school place, please contact the school to ascertain their arrangements for free school meals as most are dealt with by the school directly.

Uniform grants

Lambeth Council does not provide assistance with purchasing uniform. Arrangements may be able to be made with the school where your child has been offered to pay for uniform over a period of time. Below are details of Lambeth Mutual Credit Union, a not-for-profit organisation, who can assist with uniform payments.





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 (EHCPs)
- 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 Website: lambethiass.org.uk

Lambeth School Admissions Team

PO Box 734

Winchester

SO23 5DG

Tel: 020 7926 9503

lambeth.gov.uk/admissions

Main photos St Bernadette Catholic Junior School. Many thanks to this school and all the other schools supplying photos.

All information in this booklet, published by London Borough of Lambeth, is accurate at time of print (August 2023).

