

# A brief guide to starting secondary school in Lambeth 2024/25

For children born between 01/09/12 and 31/08/13, or taught as a year 6 child during the 2023/24 academic year. Full information for parents/carers of children transferring from primary to secondary school in September 2024 can be found via [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions)



**Apply online and apply on time**

Deadline: **Tuesday 31 October 2023**

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

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



# Introduction



**This booklet provides a brief guide for parents/carers and their children through the admission process for secondary school for September 2024 entry. It accompanies the main ‘Starting secondary school in Lambeth 2024/25’ booklet which is available online via [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions).**

**Please read the available information carefully as it is important you use them 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 and/or attend one of the secondary transfer meetings organised to provide information and support.**

**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 secondary school.**

If you are a Lambeth resident further information is available from:

Special Education Needs and Disabilities (SEND) Team  
PO Box 734  
Winchester  
SO23 5DG  
Telephone: 020 7926 9460  
Email: [sendsupport@lambeth.gov.uk](mailto:sendsupport@lambeth.gov.uk)  
Website: [lambeth.gov.uk](https://lambeth.gov.uk)

## General information

The Education Act 2002 and the School Admissions Code 2014 provide a framework to ensure that on National Offer Day as many children as possible (whose parents/carers have submitted an ‘on time’ application for a school place) receive an offer (if an offer can be made) at a school that 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 procedure cannot do

- It cannot guarantee every child a school place. This is because some schools receive many more applications than places available, and this 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 school.
- It cannot limit some multiple offers being made **after 1 March 2024**, (but Lambeth School Admissions Team will be aware of them and will ensure that parents/carers reject one of these offers quickly).

## Secondary transfer meetings for parents/carers

Online meetings for parents/carers have been organised on the following dates to explain the secondary transfer co-ordinated admission process and give you the opportunity to ask questions about the procedure.

**Thursday 7 September 2023  
6.30-7.30pm**

**Monday 11 September 2023  
1.30-2.30pm**

**Online:** links to these Microsoft Teams meetings will be published on our website in due course.

If you would like to visit a Lambeth school, please contact the school directly or visit their website for details. We will also be publishing any and all open day details on: [lambeth.gov.uk/apply-for-a-secondary-school-place-for-2024-25-open-days](https://lambeth.gov.uk/apply-for-a-secondary-school-place-for-2024-25-open-days)



# Secondary transfer and the London co-ordinated admissions procedure

# 11 stages parents/carers must follow

## How to apply

### – essential information

- Parents/carers only need to complete one Common Application Form (CAF) to apply for up to six schools anywhere in London excluding fee-paying.
- The deadline for applications is **Tuesday 31 October 2023** via [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions)
- All parents/carers who apply on time and online will know what school their child has been offered, (if any) on **1 March 2024**. This offer will be the highest preference offer that can be made.

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 are made by the schools admissions authority. This is dependent upon how well the child meets the schools admissions 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 Common Application Form and provide documentation to confirm this placement. 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 not have to accept, your child to continue out of cohort.

## What is an admissions authority?

A schools admissions authority – the body of people who make decisions about admissions – will determine which children can be offered a place at a 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.

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

[lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions) for Lambeth schools 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 schools 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's pages of the 'Starting secondary school in Lambeth 2024/25' booklet.
- Check how offers were made for National Offer Day for 2022/23



and 2023/24 entry. Details regarding Lambeth schools can be viewed via the secondary transfer 2024/25 page from [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions) These details only relate to the children applying for the 2022/23 and 2023/24 intakes, which will vary each year, therefore this information cannot be used to guarantee how offers will be made for 2024/25 intake, and is only made available to give an indication of how the admissions process impacted on Lambeth schools last year.

- Contact the school directly for a copy of their prospectus or visit their website.
- For schools in other boroughs please check their literature.
- Lambeth school open day details will be published online at: [lambeth.gov.uk/apply-for-a-secondary-school-place-for-2024-25-open-days](https://lambeth.gov.uk/apply-for-a-secondary-school-place-for-2024-25-open-days)

## Stage 2 Apply on time and apply online!

**The deadline for applications is Tuesday 31 October 2023. 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 regardless of 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 preferred way for Lambeth residents to apply for a secondary school place is online. This can be done via [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions) from **1 September 2023**. A step-by-step guide to applying online is available in the 'Starting secondary school in Lambeth 2024/25' booklet. Please note that any false or deliberately misleading information given on this form and/or supporting information may render your child's application invalid, or lead to any offer of a place being withdrawn.

## 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/carers and 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 school place on 1 March 2024.**

Two documents are needed to confirm your address as the applicant and one for your child. Please view the complete list of accepted proof of address documents via [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions). Please view the complete list of accepted proof of address documents via [lambeth.gov.uk/admissions](https://lambeth.gov.uk/admissions).

The documents should be scanned and attached to your online application or taken to: Lambeth Customer Service Centre Lambeth Civic Centre 6 Brixton Hill London SW2 1EG Monday to Friday 9am-5pm

An appointment is required and can be booked online at [lambeth.gov.uk](https://lambeth.gov.uk) This stage must be completed by **31 October 2023**.

## Stage 4 Proof of child's date of birth

The secondary Lambeth CAF is only for children born between 01/09/12 and 31/08/13. 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.

# 11 stages parents/carers must follow

# Lambeth secondary schools



## 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 **31 October 2023**. Again these can be either scanned and uploaded to your child's online application or taken to Lambeth Civic Centre.

These documents may relate to:

- Medical/social reasons
- Confirmation of a child of staff
- Looked After Children (LAC) or Previously Looked After Children (PLAC)
- Request to be taught outside cohort.

## Stage 6 Supplementation Information Forms (SIFs)

In addition to the required documentation above, some schools require applicants to complete a SIF. Please check pages 8 and 9 to see which schools require these and on our website for their deadline. For schools in other boroughs, please check their literature or websites.

## Stage 7 Admissions tests

Some schools require children to sit a test. These are used for banding, to ensure children of all abilities are considered. Full/further details of how the test is used are published with their admissions criteria. Some Lambeth schools share a test, please see pages 8 and 9 for those that require it.

## Stage 8 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 **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 in writing if you have a change of medical circumstances or a sibling starts at a preferred school. If you inform your council of your change of address before 9 December 2023, the School Admissions Team will take this into account when preferences are being considered.

Please note that changes to preferences after the deadline for on time applications are not permitted.

## Stage 9 National Offer Day – Tuesday 1 March 2024

If you applied online and signed up to text messages you will receive an email and a text message on the evening of 1 March 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 1 March 2024.

## Stage 10 Accepting the offer

The deadline to accept offers, online or using a reply form sent to paper

applicants is **15 March 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.

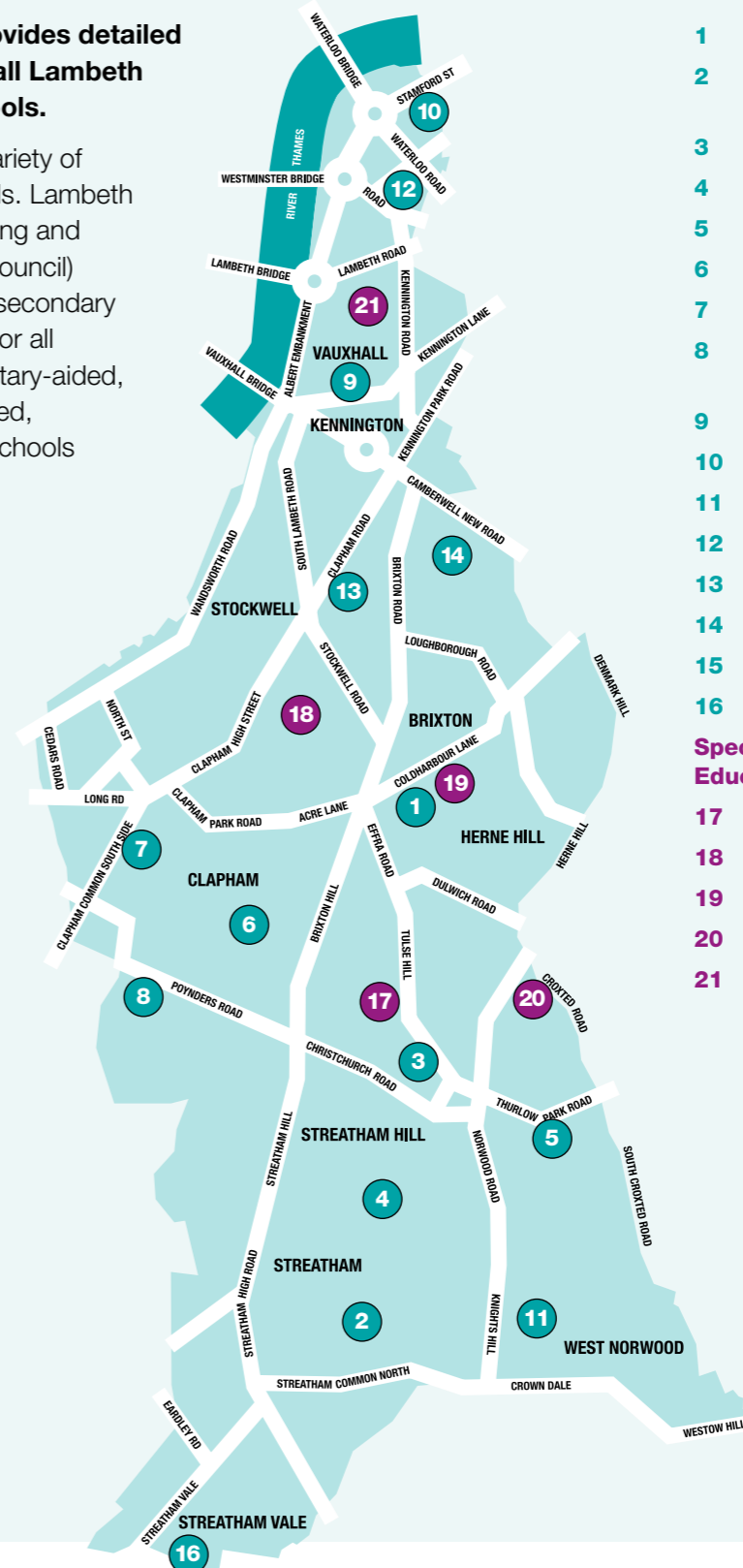
## Stage 11 Next steps

If your child was not offered your first preference school, we advise you 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 CAF. You can apply for further schools whilst your child's name is on the waiting list for other schools or you have accepted an allocated offer. You can appeal against the refusal of a school place listed on your CAF under the School Standards and Framework Act 1998. Please check our website about how to appeal for Lambeth schools. For other schools, please check with the school or its borough School Admissions Team for details.

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

## This section provides detailed information on all Lambeth secondary schools.

Lambeth has a variety of secondary schools. Lambeth Education, Learning and Skills (Lambeth Council) co-ordinates the secondary transfer process for all community, voluntary-aided, voluntary-controlled, foundation, free schools and academies.



- 1 **ARK Evelyn Grace Academy** (mixed)
  - 2 **Bishop Thomas Grant Roman Catholic Secondary School** (mixed)
  - 3 **City Heights E-ACT Academy** (mixed)
  - 4 **Dunraven School** (mixed)
  - 5 **The Elmgreen School** (mixed)
  - 6 **Harris Academy Clapham**
  - 7 **The Elms Academy** (mixed)
  - 8 **La Retraite Roman Catholic Girls' School** (girls)
  - 9 **Lilian Baylis Technology School** (mixed)
  - 10 **The London Nautical School** (boys)
  - 11 **The Norwood School** (mixed)
  - 12 **Oasis Academy South Bank** (mixed)
  - 13 **Platanos College** (mixed)
  - 14 **Saint Gabriel's College** (mixed)
  - 15 **Trinity Academy** (mixed)
  - 16 **Woodmansterne School** (mixed)
- Special School's for children with an Education Health Care Plan (EHCP)**
- 17 **Elm Court School** (mixed)
  - 18 **Lansdowne School** (mixed)
  - 19 **The Michael Tippett School** (mixed)
  - 20 **Turney School** (mixed)
  - 21 **The Vanguard School** (mixed)



# Lambeth secondary schools information at a glance

School	DfE code	Gender	Status	Denomination	PAN* for 2024/25	Address	Phone no.	Website	SIF needed?	Test required?
<b>ARK Evelyn Grace Academy</b>	208 6906	mixed	academy	n/a	180	255 Shakespeare Road, SE24 0QN	020 7737 9520	evelyngraceacademy.org	no	no
<b>Bishop Thomas Grant Roman Catholic School</b>	208 5401	mixed	voluntary-aided	Catholic	120	Beltrees Grove, SW16 2HY	020 8769 3294	btg.ac	yes	no
<b>E-ACT City Heights Academy</b>	208 6907	mixed	academy	n/a	150	33 Abbots Park, SW2 3PW	020 3691 4600	cityheightsacademy.e-act.org.uk	no	no
<b>Dunraven School</b>	208 5402	mixed	academy	n/a	158 <sup>#</sup>	94-98 Leigham Court Road, SW16 2QB	020 8696 5600	dunraven.org.uk	yes	yes
<b>The Elmgreen School</b>	208 4731	mixed	academy	n/a	180	Elmcourt Road, SE27 9BZ	020 8766 5020	the-elmgreen-school.org.uk	no	no
<b>Harris Academy Clapham</b>	208 4007	mixed	academy	n/a	195	Clarence Avenue, SW4 8LD	020 4513 9350	harrisclapham.org.uk	no	no
<b>The Elms Academy</b>	208 6905	mixed	academy	n/a	180	Elms Road, SW4 9ET	020 7819 4700	theelmsacademy.org.uk	no	no
<b>La Retraite Roman Catholic Girls' School</b>	208 5400	girls	voluntary-aided	Catholic	168	Atkins Road, SW12 0AB	020 8673 5644	laretraite.lambeth.sch.uk	yes	no
<b>Lilian Baylis Technology School</b>	208 4321	mixed	community	n/a	125	323 Kennington Lane, Kennington, SE11 5QY	020 7091 9500	lilianbaylis.com	yes	yes
<b>The London Nautical School</b>	208 5405	boys	foundation	n/a	120	61 Stamford Street, SE1 9NA	020 7928 6801	lns.org.uk	yes	no
<b>The Norwood School</b>	208 4223	mixed	community	n/a	180	Crown Dale, SE19 3NY	020 8670 9382	thenorwoodschoo.org	yes	yes
<b>Oasis Academy South Bank</b>	208 4000	mixed	academy	n/a	120	75 Westminster Bridge Road, SE1 7HS	020 7921 4531	oasisacademysouthbank.org	yes (for pupil premium criteria)	no
<b>Platanos College</b>	208 4322	mixed	academy	n/a	160	Clapham Road, SW9 0AL	020 7733 6156	platanoscollege.com	yes	yes
<b>Saint Gabriel's College</b>	208 4509	mixed	voluntary-aided	Church of England	120	Langton Road, SW9 6UL	020 7793 3901	saintgabrielscollege.org	yes	no
<b>Trinity Academy</b>	208 4003	mixed	academy	n/a	120	56 Brixton Hill, Brixton, SW2 1QS	020 3126 4993	trinityacademylondon.org	yes	no
<b>Woodmansterne School</b>	208 2657	mixed	community	n/a	30 <sup>##</sup>	Woodmansterne Road, SW16 5UQ	020 8764 1825	woodmansterne.london	no	no

\* Published Admissions Number

# The number of spaces available in year 7 2024/25 will be 218. This will be made up of 158 places available for new admissions and 60 places for the current year 6 children in the school.

## The number of spaces available in year 7 2024/25 will be 150. This will be made up of 30 places available for new admissions and 120 places for the current year 6 children in the school.

# Secondary transfer key dates

Date	Actions – what you and your child need to do
<b>Summer/ Autumn 2023</b>	Contact schools for prospectuses and details of open days/evenings. Decide which schools to apply for and begin the application process.
<b>1 Sep 2023</b>	<p><b>How to apply:</b></p> <p><b>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 31 October 2023.</b></p> <ul style="list-style-type: none"> <li><b>To apply online visit Lambeth Council's website at <a href="http://lambeth.gov.uk/admissions">lambeth.gov.uk/admissions</a></b></li> <li>A limited amount of paper CAFs will be made available for collection from Lambeth Customer Service Centre, Lambeth Civic Centre, 6 Brixton Hill, London, SW2 1EG. These forms should either be handed in to Lambeth Customer Service Centre (by appointment), or posted to Lambeth School Admissions Team, PO Box 734, Winchester, SO23 5DG with correct postage.</li> <li>If you are submitting a paper CAF by post then please do so by <b>Friday 23 October 2023.</b></li> </ul> <p><b>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(s). Please see schools' pages 8-9 for details of which Lambeth schools require SIFs.</b></p>
<b>31 Oct 2023</b>	Closing date for applications to all secondary schools participating in the co-ordinated admissions procedure. CAFs received <b>after</b> 31 October 2023 will be late and will not be processed until after 1 March 2024 when 'on time' applications have been processed.
<b>Autumn/ Winter 2023</b>	Ensure that your child sits any admissions tests set by the school or another borough where required. Dates for these will vary, so please check. Lambeth admissions test used by some schools is on 13 November.
<b>1 Mar 2024</b>	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 1 March 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 an outcome notification letter will be posted out first class post on 1 March 2024. Outcomes for late (or second) applications will be sent within 20 school days, but no sooner than 22 March 2022.
<b>15 Mar 2024</b>	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.
<b>15 April 2024</b> 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 a Lambeth school, please check the details on each of the school's pages about this process. For schools in other boroughs, please check their information and timescales.
<b>May – Jul 2024</b>	Appeals for schools are heard.

# Applying for schools in other boroughs

**Parents/carers who are residents in Lambeth but 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**

School 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  
4th 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  
[lewisham.gov.uk/my-services/education/schools](http://lewisham.gov.uk/my-services/education/schools)

## **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)



**Apply online and apply on time**  
Deadline: **Tuesday 31 October 2023**  
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### **Secondary transfer meetings for parents/carers**

Online meetings for parents/carers have been organised on the following dates to explain the secondary transfer co-ordinated admission process and give you the opportunity to ask questions about the procedure.

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**6:30-7:30pm**

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Many thanks to all the schools supplying photos.

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

