



Common Application Form

for transfer from primary to secondary school
in September 2024

This form is **only** for children born between **01/09/2012** and **31/08/2013**,
or taught as a Year 6 child during the **2023/24** academic year and
who are **Lambeth residents**

Deadline: 31 October 2023

Apply on time! If you apply after 31 October 2023, the likelihood of gaining a place at your preferred school may be significantly reduced as your application will not be processed until after offers have been made to on time applicants.

Do not complete this form if you are applying online via lambeth.gov.uk/admissions

CHILD'S NAME: PLEASE PRINT IN CAPITAL LETTERS

DATE RECEIVED

FOR OFFICE USE ONLY / ID NO

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We have a statutory duty to process an application with a view to offering a school place in accordance with the Education Act 2002 and the School Admission Code 2021. We therefore require the form to be completed in full by an adult with parental responsibility for the child.

Section 1: Child's date of birth

This form is only for children born between 01/09/12 and 31/08/13 or taught as a Year 6 child during the 2023/24 academic year

(a letter from your child's current school must be attached to this form confirming that your child is taught out of cohort). Using this form for children outside this age group will result in the form being invalid (and it will not be processed).

Important address information

The application address stated on your child's Common Application form (CAF) **must be the address which you and your child currently live at**, even if you have been placed in a temporary address. If you cannot prove that you and your child live at this address at the time the application is made then this will result in your child's application being withdrawn and no offer made for your child on 1 March 2024. If your child lives between two homes, eg, split custody for parents only, 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. Addresses of parents/carers will be checked against Lambeth Council Tax and benefits records. **You must ensure that your application is submitted with proof of address for you and your child.** If proof of address is not attached, then this will delay the processing of your application.

All applications must be submitted with the required documents by 31 October 2023 at the very latest. Any application received after this date will be treated as a late application.

Applications must be accompanied by at least one of the following documents

to confirm the parent/ carer's name and address who submitted the application:

- Current financial year's Council Tax letter or statement, this must be supplied if you are the council taxpayer.
- Copy of the 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, no older than 3 months old.
- Driving Licence.

Applications must include one of the following documents to confirm the 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, or a 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 on the first page and child's name).

If none or only some of the documents can be obtained a sworn affidavit or affirmation, obtained through a solicitor will be needed. This affidavit or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority and 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 documentation.

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

If you change your address later you must tell the council straight away.

Applications received without all the required proof of address documents for the parents/carer and the child, or an affidavit or affirmation may be withdrawn as the address cannot not be verified. This means that your child may not receive an offer of a school place on 1 March 2024.

Proof of child's date of birth
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 doctor's prescription stating the child's date of birth.

Department for Education (DfE) code
 Each school has its own unique DfE code. Lambeth codes are printed in each schools' details in the 'secondary school in Lambeth 2024/25' booklet. For codes of

schools in other boroughs, please contact either the schools directly or the council where the school is based.

Siblings
 If your child has a brother or sister who already attends the school and who will still be at the school in September 2024, please give details in the section provided. A sibling is defined as a full/half/step brother or sister, living at the same address, 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 council.

Supplementary Information Forms
 Some schools may require you to complete a Supplementary Information Form to provide additional details. Please contact the school directly. Completed Supplementary Information Forms must be returned to the school by the school's own deadline.

Additional Common Application Forms can be downloaded from lambeth.gov.uk/admissions. You can also apply online from this site.

Are you and your child Lambeth residents?

Yes **No** (if no, do not complete this form. Please contact the School Admissions Team in the borough where you live and complete their CAF)

Does your child have an Education, Health and Care Plan?

Yes (if yes, do not complete this form. Please contact the SEND Team for further details) **No**

Was your child born between 01/09/12 and 31/08/13 or taught as a Year 6 child during the 2023/24 academic year?

Yes (if yes, please go to section 1)
No (if no, please do not complete this form, contact Lambeth School Admissions Team for the correct form)

Section 1 Child's details – as on their birth certificate

Child's first name	<input type="text"/>																								
Child's middle name(s)	<input type="text"/>																								
Surname/last name	<input type="text"/>																								
Child's date of birth	Day	Month	Year	Boy/Girl																					
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																					
Child's home address (This must be the address where the child currently lives. If parents share custody, this must be stated and both addresses shown – see Section 3)	<input type="text"/>																								
	<input type="text"/>																								
	<input type="text"/>																								
	<input type="text"/>																								
	<input type="text"/>																								
	<input type="text"/>																		Postcode	<input type="text"/>					

Primary school

School name

School address

(please give address if school is outside Lambeth)

DfE code

Postcode

Section 2 Applications based on specific grounds

Medical/social

If you think that there are **exceptional medical or social reasons** why your child should attend a particular school please complete this section. Please note that you **must provide professionally supported evidence** with this application form if there are any social/medical circumstances that you would like a school to consider with this application. You need to tick the relevant box for each school you want the social/medical needs to be considered for.

It is very important that you check the admission criteria of each school for which you are applying to see if priority of admission can be given on the basis of social/medical needs.

Please identify the social/medical need that your child is experiencing.

Nature of evidence attached, e.g. GP letter

Children of staff

Some schools give priority for children of staff in their admissions criteria. If you are applying under these grounds, you must provide such paperwork to support this. Without the provision of the relevant papers that identify this, priority will not be considered on these grounds.

'Looked After Child' or 'previously Looked After Child'

A 'Looked After Child' is a child that is currently in the care of the Local Council (foster or residential care) as defined by the Children's Act 1989. This does not include children in private fostering arrangements or those under special guardianship status. A 'previously Looked After Child' is a child who was 'Looked After', but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been 'Looked After'.

Tick if this is applicable for your child

If applicable, what borough/local authority is the child 'Looked After' by?

Social worker's name

Contact number

For 'Looked After Children' or 'previously Looked After Child' a letter from your child's social worker, or a copy of court papers **must** be attached to this form for this admissions criterion to be given.

Section 3 Parents/carers details

Parent/carer 1 This person must have parental responsibility for, and live with, the child.

Title (please circle) **Mr Mrs Miss Ms** Other

First name

Surname

Relationship to child

Home telephone

Daytime telephone

Mobile telephone

Email address

Parent/carer 2 Please note that the person named in this section will have full access to the information submitted in this form.

Title (please circle) **Mr Mrs Miss Ms** Other

First name

Surname

Relationship to child

Please state if this person has parental responsibility for the child. **Yes No**

Address

(if different from

child's address

in Section 1) Postcode

Home telephone

Daytime telephone

Mobile telephone

Email address

Section 4 Secondary school preferences

Please indicate up to SIX secondary schools which you wish to apply for in the order that you prefer them. You must include all secondary schools you want to apply for using this form, whether the school is in Lambeth or different borough, except special or private (fee-paying) schools. Your application details will then be forwarded to the relevant borough/school as appropriate. Please state the borough the school is situated in and DfE code for each school.

Please use the space provided if you wish to give your reasons for your preference of school. These can include religious, philosophical, specialist or other reasons. If you feel that there are any exceptional medical, social or compassionate reasons why your child should attend a particular school, as noted in Section 2, please tick the box underneath your preference and **provide the relevant documents to support this.**

Please note the order cannot be changed once the form is submitted.

Preference 1

School name

Borough of school

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2024/25 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Tick to indicate if you want this preference to be considered under medical/social grounds, or as child of school staff, as stated in Section 2. **medical/social** **child of school staff**

Reason for choice (optional)

Preference 2

School name

Borough of school

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2024/25 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Tick to indicate if you want this preference to be considered under medical/social grounds, or as child of school staff, as stated in Section 2. **medical/social** **child of school staff**

Reason for choice (optional)

Preference 3

School name

Borough of school

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2024/25 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Tick to indicate if you want this preference to be considered under medical/social grounds, or as child of school staff, as stated in Section 2. **medical/social** **child of school staff**

Reason for choice (optional)

Preference 4

School name

Borough of school

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2024/25 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Tick to indicate if you want this preference to be considered under medical/social grounds, or as child of school staff, as stated in Section 2. **medical/social** **child of school staff**

Reason for choice (optional)

Preference 5

School name

Borough of school

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2024/25 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Tick to indicate if you want this preference to be considered under medical/social grounds, or as child of school staff, as stated in Section 2. **medical/social** **child of school staff**

Reason for choice (optional)

Preference 6

School name

Borough of school

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2024/25 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Tick to indicate if you want this preference to be considered under medical/social grounds, or as child of school staff, as stated in Section 2. **medical/social** **child of school staff**

Reason for choice (optional)

Please identify any other school(s) you may have applied to not previously recorded on this form including private (fee-paying) school(s).

Checklist and declaration

Please read through carefully before signing this section

- I certify that I am the person with parental responsibility for the child named in Section 3 who currently lives in Lambeth borough, and that the information given is true to the best of my knowledge and belief.
- I have completed each section of this form, including writing my child's name on the front.
- I wish to apply for a place at each of the schools named in Section 4, and I have listed these schools in my order of preference.
- I understand that once this form is submitted, after 31 October 2023, no changes to preferences will be permitted, due to the processes involved in the Pan-London co-ordinated admissions procedure.
- I have attached the required proof of address and date of birth documents as listed on page 2
- I have attached supporting evidence if applying for a school because of social/medical reasons; child of school staff; 'Looked After Child' or 'previously Looked After Child' grounds, as stated in section 2.
- **I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.**
- I have obtained and completed Supplementary Information Forms for the schools that require them. (These forms should then be returned to the school before the deadline set by the school.)

Please tick to confirm your understanding that the information supplied will be used for school admissions and safeguarding purposes under the Data Protection Act 2018.

For information on how Lambeth Council processes personal data and the Council's Privacy Notice please visit lambeth.gov.uk/elections-and-council/privacy/privacy-notice.

Parent's/carer's signature

Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

The completed Common Application Form should be returned by 14 October 2023, but no later than 31 October 2023 to:

By post: Lambeth School Admissions Team, PO Box 80771, London, SW2 9QQ.

Please ensure that you use the right postal charge to avoid this application being delayed in reaching Lambeth School Admissions Team. We recommend that you use recorded delivery to ensure you have proof of postage.

By hand (Monday to Friday by appointment): Lambeth Customer Service Centre, Lambeth Civic Centre, 6 Brixton Hill, London, SW2 1EG. Please note that outcome letters are sent out on 1 March 2024 for 'on time' applicants.

Common Application Forms received after 31 October 2023 will be late and will not be processed until after 1 March 2024 when offers have been generated for 'on time' applications. Outcomes for late (or second) applications will be sent within 20 school days, but no sooner than 22 March 2024.