

<p><b>ADMISSIONS POLICY FOR LAMBETH'S COMMUNITY PRIMARY &amp; SECONDARY SCHOOLS FOR THE 2025/2026 ACADEMIC YEAR</b></p>
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Lambeth Local Authority (LA) is the Admissions Authority for:

- all community primary and secondary schools

School applications for children with an Education, Health and Care Plan (EHCP) are dealt with by Lambeth Special Educational Needs and Disabilities Team, or the equivalent in their home borough. Children with EHCPs naming one of the schools where Lambeth is the admission authority will be admitted to the named school. Where the EHCP is finalised in advance of a normal admissions round, the admissions number will be reduced accordingly.

The schools for which Lambeth is the Admissions Authority and their admission numbers are as follows:

**Names and admissions numbers for Lambeth community primary schools**

All of the schools are mixed, ie co-educational

PAN = Published Admissions Number

School	PAN	School	PAN
Allen Edwards Primary	45	Hitherfield Primary	90
Ashmole Primary	30	Jessop Primary	30
Bonneville Primary	60	Jubilee Primary	30
Clapham Manor Primary	60	Kingswood Primary	60
Crown Lane Primary	30	Lark Hall Primary	30
Elm Wood Primary	60	Loughborough Primary	30
Fenstanton Primary	30	Paxton Primary	60
Glenbrook Primary	30	Richard Atkins Primary	30
Granton Primary	90	Stockwell Primary	30
Heathbrook Primary	60	Sudbourne Primary	30
Henry Cavendish Primary (Balham site)	60	Sunnyhill Primary	60
Henry Cavendish Primary (Streatham site)	60	Telferscot Primary	60
Henry Fawcett Primary	30	Walnut Tree Walk Primary	50
Herbert Morrison Primary	30	Woodmansterne School (primary provision)	90
Hill Mead Primary	30		

## **Names and admissions numbers for Lambeth community secondary schools**

<b>School</b>	<b>PAN</b>
Lilian Baylis Technology School (mixed) (LBTS)	<b>125</b>
The Norwood School (mixed)	<b>180</b>
Woodmansterne School (mixed) (secondary provision)	<b>30 *</b> (see note below)

### **Application process**

#### **Applications for primary (reception), junior, secondary transfer and 14-19 places in co-ordination**

- Children who attend a Lambeth community nursery school class **will not** automatically transfer to the main school. Parents/carers **must** apply separately for the primary school through their home Local Authority (LA).
- Children that attend a Lambeth infant school will not automatically transfer to the junior school. Parents/carers **must** apply separately for the junior school through their home LA.
- Lambeth Council participates in the Pan-London admissions process, which runs in accordance with the School Admissions Code 2021.
- Applications for initial entry to all primary, junior, secondary schools and 14-19 providers within the co-ordinated process (i.e. all schools in Lambeth and other boroughs, excluding special schools and fee-paying schools) are to be made through the child's home borough using a Common Application Form (CAF). The on time application deadline is 15 January 2025 for primary and junior and 31 October 2024 for secondary.
- Applications received after the above deadlines will be classed as 'late' and not processed until after National Offer Days – primary and junior 16 April 2025, secondary 3 March 2025.
- Late applications will then be slotted into any waiting list in accordance with how they meet the admissions criteria, regardless of date received.

#### **\*Applications for Woodmansterne School**

##### **Primary admissions (all years)**

Places will be offered in accordance with the oversubscription criteria below.

##### **Secondary transfer admissions**

Woodmansterne School is an all-through school. Children who attend Woodmansterne School in year 6, will automatically transfer to the secondary provision in year 7. All pupils being taught/on roll as a year 6 pupil at Woodmansterne School during the academic year

2024/25 and remain on roll during the secondary transfer application process will be eligible to automatically transfer to the Woodmansterne secondary provision in 2025/26. This means that the admissions number for year 7 entry in 2025 will be split, i.e. four year 6 classes already in the school will continue into year 7 in 2025 without the need to re-apply. This means that up to 30 places will be taken up by these pupils and the remaining 30 will be offered through the Pan-London co-ordinated process:

120 on roll in year 6 in Woodmansterne School  
+ 30 new entrants to be admitted for year 7 through co-ordination  
= 150 children in year 7.

The oversubscription criteria for all new applicants, regardless of the year group will be the same as listed below.

### **Applications for Lambeth Nursery, University Technology College and Sixth Form places**

These applications are to be made directly to the provider using their own forms and timescales.

### **In-year applications for primary and secondary schools**

- Applications for places outside the normal admissions round are not co-ordinated in the same way as transfers. Instead, each borough has their own process.
- Applications for Lambeth community schools are to be made using the Lambeth In-year Common Application Form (iCAF).
- Offers made for Lambeth community schools are made in liaison with school staff by Lambeth School Admissions Team.
- Applications for Lambeth non-community schools are to be made directly to the school using their own form.
- Parents/carers who are seeking a new school place for their child who has been permanently excluded from a school should not apply via the in-year process. Instead, if they are a Lambeth resident, they should contact the Inclusion Team to discuss revised educational arrangements as detailed in the permanent exclusion letter issued. For non-Lambeth residents, parents/carers should contact their home Local Authority to find out how they can offer support and guidance regarding the next steps.

**Over-subscription criteria for  
all Lambeth primary schools, Woodmansterne School, Lilian Baylis  
Technology School and The Norwood School for in-year applications**

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# For initial Year 7 entry (secondary transfer) for admissions criteria and arrangements for Lilian Baylis Technology School and The Norwood School, please see further below.

In common with many other Admission Authorities, Lambeth uses Looked after Children, sibling, professionally supported medical/social need, children of staff and distance as key criteria in cases of over-subscription.

Lambeth LA, as the admissions authority for all Lambeth community schools, will comply, wherever possible, with parent's/carer's wishes where they have expressed a preference for a particular school. Nevertheless, if there are more applications than places available, this LA will give priority to children in the following order:

<b>Criterion 1 – Looked After Children and previously Looked After Children</b>
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Priority will be given to looked after children and previously looked after children.

**Looked After Children**

A 'looked after child' is a child who is:

- (a) in the care of a local authority,
- Or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

**Previously looked after children**

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 London Borough of Lambeth to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order in England, is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by documentation from the relevant Local Authority.

## **Criterion 2 – Siblings**

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result, siblings in the nursery or year 6 of a primary school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

## **Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the council's senior management as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

## **Criterion 4 - Children of staff at the school**

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2021 for a secondary school place application and no later than January 2022 for a primary school place application).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds, e.g. a letter from the headteacher or other senior leadership team member. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers which identify all the above, priority will not be given.
2. There will be a maximum priority limit of 1 child per form of entry per year group for primary schools/phase (reception to year 6) (i.e. up to 7 children in total in a one form entry school); a maximum priority limit of 4 children per year group for secondary schools/phase (years 7 to 11).

## Criterion 5 – Distance

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.\*\*

This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will use the random allocation facility within the Synergy "Admission and Transfers System" pupil data base as a tiebreaker (see page 27).

**(FOR PRIMARY SCHOOLS ONLY)** Children who attend a Lambeth community nursery school class **will not** automatically transfer to the main school. Parents/carers **must** apply separately for the primary school through Lambeth LA.

\*\*Henry Cavendish, Sudbourne Primary schools have a different criterion for determining proximity from the home to school as set out below.

## Henry Cavendish – Distance criterion on the basis of proximity

Priority will be given to children on the basis of proximity to the nearest nodal point for the preferred Henry Cavendish School site. This school operates a two address point system. The first node is a central point on the Hydethorpe Road site (Balham). The second node is a central point on the Dingley Lane site (Streatham). Any family applying for a place at the Balham site will have their distance measured from their current home address to the Hydethorpe Road site, whilst those applying for a place at the Streatham site will have their distance measured from their home address to the Dingley Lane site.

Applications will be considered for named sites only; hence parents/carers applying for a place at the Balham site must include this as a single preference and this preference will be for Balham ONLY. Their distance will be measured from the child's home address (straight-line) to the Hydethorpe Road nodal point. Parents/carers applying for a place at the Streatham site must include this as a single preference and this preference will be for

Streatham ONLY. Their distance will be measured from the child's home address (straight-line) to the Dingley Lane nodal point. Parents/carers can apply for a place at both sites but this must be done as two separate preferences.

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds (the relevant nodal point) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

In the event of a tiebreaker once all criteria have been applied, priority will be given to children living closest to the relevant nodal point, measured by a straight-line, in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will use the random allocation facility within the Synergy "Admission and Transfers System" pupil data base as a tiebreaker (see page 27).

## **Process and over-subscription for Lilian Baylis Technology School (LBTS)**

Lambeth LA is the Admissions Authority for LBTS School.

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

Children with an EHCP are placed via the child's home borough Special Educational Needs and Disabilities (SEND) Team in conjunction with staff at the school. Children with an EHCP are not required to submit a Supplementary Information Form or sit the ability banding test. Where LBTS is the named school on an ECHP, the child's offer will be included within the school's PAN.

All children (without an EHCP) applying for admission to the school in Year 7 for secondary transfer are required to take three multiple choice standardised tests, verbal, quantitative (number) and non-verbal reasoning set by GL Assessment. The test date will be confirmed nearer the time, but it is usually the second Saturday in November. The tests last three hours. Staff at LBTS administer the banding tests in collaboration with other schools in Lambeth that use the test. In addition to the Common Application Form the school's Supplementary Information Form (appendix 1) is to be completed by the child's parent/carers and sent to the school by the set deadline as this is used to invite children to sit the test. A

child's test score can be shared with their parent/carer if requested. However, the score itself does not determine whether or not a child will gain a place at the LBTS, so will not be needed to be received in advance of the national deadline of 31 October for decision regarding preferences.

The purpose of the test is to band pupils in order to ensure that the school has a balanced and comprehensive intake for the school (the full range of ability of applicants for the school), with an equal number of applicants being admitted from each ability band. Children's banding will be based on their total test score. All applicants will be placed in one of six bands – five ability bands (based on the child's test score) comprising of equal sizes of 25 places each. The sixth band is for those without a test score.

The composition of the five ability bands will start with the premise of equal numbers using the test scores. The number of children with a test score will be divided by five. However, those with the same test score will not be divided across bands. Instead an additional place(s) will be assigned in one or more bands to ensure all those with the same score are in the same band.

The criteria will be applied to children in each band in the order set out in the over-subscription criteria below.

Either as part of the workings before National Offer Day or afterwards using waiting lists, if a space becomes available in a band that has no children within it awaiting an offer at the school, the ability banding premise of equal number of offers will not be able to maintained. As vacancies cannot exist where there are children on the waiting list for a community schools, the place will be offered in the next band down. If several bands have no waiting list and vacancies exist the banding structure will be levelled and the over-subscription criteria used between the ability bands (1-5).

Children who have not taken the test will only be considered for a place at the school after those who have taken the test. In the case of continued over-subscription after the full allocation of places, a place will only become available to a child who has not taken the test once all other children remaining in the ability bands have been offered a place at the school or a higher preference and the LBTS preference has been declined.

#### **Criterion 1 – Looked After Children and previously Looked After Children**

Priority will be given to looked after children and previously looked after children.

##### **Looked After Children**

A 'looked after child' is a child who is:

- (a) in the care of a local authority,
- Or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

##### **Previously looked after children**

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 London Borough of Lambeth to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order in England, is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by documentation from the relevant Local Authority.

**Criterion 2 – Siblings**

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

**Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the council's senior management as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

**Criterion 4 - Children of staff at the school**

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at

least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2021 for a secondary school place application).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds, e.g. a letter from the headteacher or other senior leadership team member. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
2. There will be a maximum priority limit of 4 children per year group for secondary schools/phase (years 7 to 11).

#### **Criterion 5 – Distance**

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will use the random allocation facility within the Synergy "Admission and Transfers System" pupil data base as a tiebreaker (see page 27).

#### **Looked After and Previously Looked After Children and the banding test**

Looked after and previously looked after children are encouraged and be supported to take banding tests, but must be given highest priority whether or not they take such tests. This is accordance with the Code. Therefore, if a such a child has not sat the ability banding test, they will be assigned a place in the banding structure and be offered a place on National Offer Day, or from the waiting list for late applications, as soon as a space arises.

#### **Waiting lists and Year 7 in-year applications for LBTS**

(in addition to 'Waiting list' information below)

Lambeth School Admissions Team, in accordance with the School Admissions Code, will maintain the school's secondary transfer (i.e. entry to year 7) waiting list and processes until 31 December 2025, as this will be until the end of the first Year 7 term.

Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.

Late applications for Looked After and Previously Looked After children will be assigned a place in the banding structure and be considered next for a place when a vacancy arises, in accordance with the Code.

This means that the banding set-up for secondary transfer remains effective until 31 December 2025.

## **Process and over-subscription for The Norwood School**

Lambeth LA is the Admissions Authority for The Norwood School.

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

Children with an EHCP are placed via the child's home borough Special Educational Needs and Disabilities (SEND) Team in conjunction with staff at the school. Children with an EHCP are not required to submit a Supplementary Information Form or sit the ability banding test. Where The Norwood School is the named school on an EHCP, the child's offer will be included within the school's PAN.

The Norwood School can reserve up to 10% (up to 18 places) of their Year 7 places as Bursaries offered to pupils who show a particular aptitude for the Specialism in Visual and Performing Arts. Children who are eligible for a bursary place will have their names placed in the school's bursary band. All children for specialist places must complete the school's Supplementary Information Form in addition to the Common Application Form to be invited to the school to take a short test for aptitude in visual and performing arts. Staff at The Norwood School undertake the specialism element themselves and pass on the names of the children that are eligible for the 10% of places to Lambeth LA for the rest of the criteria to be administered.

18 places are split between four disciplines, Art and Graphics, Drama, Dance and Music. There is no monetary reward as such. The Arts Bursary students will take part in a programme of exciting enrichment throughout their time at The Norwood School according to their specialism. This will include: Subsidised one to one and /or group instrumental or singing lessons. Subject specific specialised tuition in Art, Dance and Drama. A guaranteed place in The School Band/Ensembles/Orchestras whichever is most appropriate.

All children (without an EHCP) applying for admission to the school in Year 7 for secondary transfer are required to take three multiple choice standardised tests, verbal, quantitative (number) and non-verbal reasoning set by GL Assessment. The test date will be confirmed nearer the time, but it is usually the second Saturday in November. The tests last three hours. Staff at The Norwood School administer the banding tests in collaboration with

other schools in Lambeth that use the test. In addition to the Common Application Form the school's Supplementary Information Form (appendix 1) is to be completed by the child's parent/carer and sent to the school by the set deadline as this is used to invite children to sit the test. A child's test score can be shared with their parent/carer if requested. However, the score itself does not determine whether or not a child will gain a place at The Norwood School, so will not be needed to be received in advance of the national deadline of 31 October for decision regarding preferences.

The purpose of the test is to band pupils in order to ensure that the school has a balanced and comprehensive intake for the school (the full range of ability of applicants for the school), with an equal number of applicants being admitted from each ability band. Children's banding will be based on their total test score. All applicants will be placed in one of seven bands – Bursary, five ability bands (based on the child's test score) the seventh band is for those without a test score. The ability bands (1-5) will be for the remaining 162 places after the 18 Bursary places have been counted. The ability bands will take 33/32 places each. Children who are placed in the bursary band are not also placed in an ability band.

The composition of the five ability bands will start with the premise of equal numbers using the test scores. The number of children with a test score will be divided by five. However, those with the same test score will not be divided across bands. Instead an additional place(s) will be assigned in one or more bands to ensure all those with the same score are in the same band.

The criteria will be applied to children in each band (including the bursary band) in the order set out in the over-subscription criteria below.

Either as part of the workings before National Offer Day or afterwards using waiting lists, if a space becomes available in a band that has no children within it awaiting an offer at the school, the ability banding premise of equal number of offers will not be able to be maintained. As vacancies cannot exist where there are children on the waiting list for a community schools, the place will be offered in the next band down. If several bands have no waiting list and vacancies exist the banding structure will be levelled and the over-subscription criteria used between the ability bands (1-5).

Children who have not taken the test will only be considered for a place at the school after those who have taken the test. In the case of continued over-subscription after the full allocation of places, a place will only become available to a child who has not taken the test once all other children remaining in the ability bands have been offered a place at the school or a higher preference and The Norwood School preference has been declined.

If vacancies arise in the Bursary Band, staff at The Norwood School will provide Lambeth LA with names of those on their bursary reserve list, i.e. those who are gifted in the specialisms, but less so than those in the original list. The new children will be moved from their previous band to the Bursary Band and the over-subscription criteria applied afresh in that band. If after this action, spaces remain in the Bursary Band, more offers will be made from the other ability bands based on how they meet the over-subscription criteria.

### **Criterion 1 – Looked After Children and previously Looked After Children**

Priority will be given to looked after children and previously looked after children.

#### **Looked After Children**

A 'looked after child' is a child who is:

- (a) in the care of a local authority,  
Or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

#### **Previously looked after children**

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 London Borough of Lambeth to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order in England, is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by documentation from the relevant Local Authority.

### **Criterion 2 – Siblings**

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

### **Criterion 3 – Children with Exceptional Medical or Social Needs**

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare

arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is comprised of the council's senior management as well as senior school staff when necessary. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that children will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

#### **Criterion 4 - Children of staff at the school**

Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the said school as a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2021 for a secondary school place application).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds e.g. a letter from the headteacher or other senior leadership team member. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers that identify all the above, priority will not be given on these grounds
2. There will be a maximum priority limit of 4 children per year group for secondary schools/phase (years 7 to 11).

#### **Criterion 5 – Distance**

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Please see section below entitled 'Application addresses' in 'Other general admission elements to these arrangements'.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will use the random allocation facility within the Synergy "Admission and Transfers System" pupil data base as a tiebreaker (see page 27).

### **Looked After and Previously Looked After Children and the banding test**

Looked after and previously looked after children are encouraged and be supported to take banding tests, but must be given highest priority whether or not they take such tests. This is accordance with the Code. Therefore, if a such a child has not sat the ability banding test, they will be assigned a place in the banding structure and be offered a place on National Offer Day, or from the waiting list for late applications, as soon as a space arises.

### **Waiting lists and Year 7 in-year applications for The Norwood School**

(in addition to 'Waiting list' information below)

Lambeth School Admissions Team, in accordance with the School Admissions Code, will maintain the school's secondary transfer (i.e. entry to year 7) waiting list and processes until 31 December 2025, as this will be until the end of the first Year 7 term.

Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.

Late applications for Looked After and Previously Looked After children will be assigned a place in the banding structure and be considered next for a place when a vacancy arises, in accordance with the Code.

This means that the banding set-up for secondary transfer remains effective until 31 December 2025.

### **Other general admission elements to these arrangements**

This section applies to all admissions rounds, unless stated otherwise. Some elements relate just to Lambeth community schools where Lambeth LA is the admissions authority, and are stated as such. Others relate to processes that will be implemented for standard rounds too (primary, junior and secondary transfer) where Lambeth is the home borough. Any variations to this may be stated in the admissions arrangements for other schools.

### **Applications relating to twins, triplets or other multiple births**

Where a parent/carer applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admissions criteria, as per other children. Where the determining factor is based on distance, and these children have the same home to school distance, Lambeth LA will randomly allocate places to determine the rank order.

Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, Lambeth LA will randomly allocate the place in order to determine who gets the offer. The parent/carer can then determine whether to accept or reject the offer.

For schools that have a banding structure (Lilian Baylis Technology School and The Norwood School), if it is found that twins or multiple birth children have been split because of differences in their test scores, causing one/more to be offered and not the other(s), this matter could be addressed as a 'social' issue. This is because the children cannot be classed as 'siblings' in accordance with the 'sibling' criteria when one is not on the roll of the school yet has been offered. Therefore, the criterion of 'medical/social' could be applied to move the child/ren not offered up the waiting list in their band. This action does not guarantee a place, as there needs to be a vacancy in the band before another child is offered in accordance with the admissions criteria.

### **Starting reception class**

All children entering a Lambeth community primary school are expected to be admitted in September 2025 following their fourth birthday, as Lambeth LA will be operating a single point of entry.

It will be expected that all children will start reception class in September. However, parents/carers can arrange that the date their child is admitted to school is deferred until later in the academic year. Or that their child takes up the place part-time until the child reaches compulsory school age. This must be arranged between the parent/carer and the school for which a place has been accepted.

### **Deferred entry to primary school (starting school later within the child's normal age group)**

In line with Section 2.17 of the School Admissions Code, Lambeth LA will provide for the admission of all its residents in the September following their fourth birthday. These arrangements make clear that where the child has been offered a place at the school, that:

- The child will initially be offered a full-time place in the September following their fourth birthday;
- The child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. This must be arranged between the parent/carer and the school for which a place has been accepted.
- Where the parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. This must be arranged between the parent/carer and the school for which a place has been accepted.

## Admission of children out of cohort/outside their normal age group

### Delayed entry

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

Parents/carers may request that their child be exceptionally admitted outside of their normal age group. Such requests will only be agreed in the exceptional circumstances delayed entry is in the best interests of the child concerned. Some parents/carers of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 if they feel that it is in their child's best interest to start school later.

Before deciding to request to delay a child's admission, parent/carers should first contact the school(s) they are interested in applying for. They will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children including those born during the summer months, and how those needs will continue to be met as children move up through the school. They may also be able to reassure parent/carers about any concerns that they may have about their child's readiness for school. All schools will have differentiated lessons to meet the needs of a wide range of children's abilities.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

Lambeth LA will manage request for a child to be taught out of cohort at one or more of its community schools via the following process:

- Parents/carers applying for an out-of-year group place in a Lambeth community primary school can submit supporting documentation (as per criterion 3 – Children with Exceptional Medical or Social Needs) with their application. The MEDSOC Panel will then decide (along with the relevant headteacher for the school concerned) whether such an out-of-year group place will be offered at the named school. This will allow this LA to comply with section 2.19 of the Code, where it states that *“Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned.”*
- This application **should** be received in the correct year in the relevant admissions round, i.e. the chronological year group the child is due to start.

- If the request has been agreed/accepted, the application will be withdrawn and places will be offered to another child/children as places cannot be held open. The parent/carer must then submit an application for the admissions round that has been agreed (i.e. 2026/27), which must be received before the deadline of 15 January to be processed as an on time application.
- The child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the new application (this is the same for any application whether an out of cohort request has been granted or not).
- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- If delayed entry is not granted parent/carers must make an application for their child for their chronological year group the following year.

### **Advanced entry**

Before deciding to request to advanced entry for a child's admission, parent/carers should first contact the school(s) they are interested in applying for. They will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of all children including those with advanced skills and how those needs will continue to be met as children move up through the school. All schools will have differentiated lessons to meet the needs of a wide range of children's abilities. They may also be able to discuss with parent/carers about any how exceptionally able children can be accommodated.

Parent/carers will also have to be mindful that if the request is granted, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

Lambeth LA will consider a request for a child to be taught a year ahead. Lambeth LA will manage such requests for a Lambeth community primary or secondary school via the following process:

- Such requests can be accompanied by professional supporting documentation. Such requests will only be agreed in the exceptional circumstances advanced entry is in the best interests of the child concerned.
- Such requests will be made for the cohort the parent/carer wishes the child to enter and will be handled in the same way as delayed entry (as stated above).
- If advanced entry has been granted there is no guarantee that an offer can be made at a school listed as a preference on the application (this is the same for any application whether an out of cohort request has been granted or not).

- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- If advanced entry is not granted parent/carers must make an application for their child for their chronological year group the following year by 15 January.

### **Admission of children out of cohort - for Lilian Baylis, The Norwood School and Woodmansterne School (secondary provision)**

In line with the School Admissions Code, parents/carers may seek a place for their child outside of their normal age group. Lambeth LA will manage such request via the following process:

- Parent/carers who have a child being taught in a year 6 class during the academic year 2024/25 **must** submit an application with a letter from their child's primary school confirming that the child is being taught as a year 6 pupil together with any other supporting documents.
- The application, together with all supporting documentations, will be considered at the Medical Social panel meeting. (As per criterion 3 – Children with Exceptional Medical or Social Needs) with their application. The MEDSOC Panel will then decide (along with the relevant headteacher for the school concerned) whether such an out-of-year group place will be offered at the named school. This will allow this LA to comply with section 2.19 of the Code, where it states that *"Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned."*
- If the request has been agreed/accepted, the application will be withdrawn and places will be offered to another child/children as places cannot be held open. The parent/carer must then submit an application for the admissions round that has been agreed (i.e. 2026/27), which must be received before the deadline of 31 October to be processed as an on time application.
- The child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the new application (this is the same for any application whether an out of cohort request has been granted or not).

- If the place is not offered and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- Where the request has not been granted the family would be required to submit an in-year application for the chronological year group.

### **Children being taught out of cohort - In-Years**

As with initial entry to primary and secondary school, In-Year applications with a request for children being taught out of cohort at a Lambeth community school will be considered by Lambeth LA and the MEDSOC Panel and headteacher/s of the school(s) applied for. Requests should, where relevant be accompanied by professional supporting documentation to say why it is in the child's best interest to be taught out of cohort. One such document should be a letter from a member of the senior leadership team/headteacher of the child's current school stating that the child has been taught out of cohort and why.

Parent/carers need to be aware that all schools will have differentiated lessons to meet the needs of a wide range of children's abilities.

Parent/carers will also have to be mindful that if the request is granted for primary school place, their child's application for secondary school may not be considered in the same light and the child may have to change cohorts.

The same process involved with considering delayed entry to school will be followed for Lambeth community schools (as stated above).

- If the request has been agreed the child's application will then be processed with all other children in the agreed round in accordance with the schools admissions criteria. There is no guarantee that an offer can be made at a school listed as a preference on the application (this is the same for any application whether an out of cohort request has been granted or not).
- If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the family will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.
- If the request is not granted then the child's application will be processed for their chronological year group; or the parent/carer can ask for the application to be withdrawn.

### **Decisions of the MEDSOC Panel**

Whether this is in regards to 'Medical/social' criterion, delayed entry or out of cohort requests, there is no framework (statutory or otherwise) for a parent/carer to appeal against the decision of the MEDSOC Panel. All Panel decisions are final and are binding for both school and children with the information provided in advance. Re-hearings can only be considered if new significant documentation has been provided.

## Application addresses

- All applications must be made stating the child's **current** address at the time of application.
- Proof of address is required for both the parent/carer – the person who has parental responsibility for the child - and child to verify this. The list of proof of address documentation required may vary, but will be published on the School Admissions Webpage and in the main booklets.
- Temporary addresses are accepted, as long as these are not used for the purpose of gaining a school place.
- An address that is considered to be an address of convenience, cannot be used, and can result in the application being withdrawn. Some examples of circumstances which may fall under this definition are as follows:
  - using the address of a relative, friend, childminder or business
  - using the address of a parent with whom the child spends the minority of the week
  - use of a rented or second owned property address on a temporary basis which gains advantage in the admissions process whilst still continuing to own or rent an alternative property
  - use of a local address whilst the child lives outside England
- Addresses outside of England (other than Crown Servants, which is noted below) will be accepted if stated on the CAF/iCAF as being the child's current address. Satisfactory proof of this address for the child and parent/carer will still be required to evidence a link to an address. The child must be resident at the linked England address on or before the date of admission (start of September for co-ordinated rounds). Such evidence might include:
  - Booked flights
  - End of lease /notice to tenants in property
  - Start of employment contract in London/South East UK
  - End of employment contract abroad
- Details of the proposed new local address should also be stated on the form, but home to school distance measurement cannot be used for that address until the child is resident there. The home to school distance for the address outside of England and Wales may not be able to be measured, and so the child's name will appear at the bottom of list for children in their criteria.
- If parents/carers are separated and share custody of the child, the address given should be that of the parent/carer with whom the child spends most/all of the school week nights (Sunday to Thursday nights), which will normally be the address where child benefit is payable or where the child is registered with a GP. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

- If the above is not possible, or custody is 50/50 then a solicitor or court may need to be involved and Lambeth LA will use the form determined by this. A court cannot direct that an offer at a certain school is made, but Lambeth LA will accept the direction about whose application, corresponding address and preferences is to be processed. It is therefore advisable that such direction is made in advance of the application being made. If this has not taken place two applications can be processed for a limited amount of time before National Offer Day or for in-years, an offer is made, until this has been undertaken. If this is not possible, Lambeth LA will have to monitor how this progresses, but cannot permit a child to have two offers from two applications.
- Common Application Forms (CAFs/iCAFs) without the required proof of address documentation may be withdrawn as deemed to be fraudulent, and any offer made will be also be withdrawn.
- Council tax records may be used to verify parental addresses.
- Changes of address must be relayed to Lambeth School Admissions Team as soon as possible after the move using a 'Change of address form' and be accompanied the required proof of address documentation for the parent/carer and child for the new address.

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

Proof of a child's date of birth is required for all reception, junior, secondary transfer, 14-19 Common Application Forms (CAFs) and in-year Common Application Forms (iCAFs). The list of proof of address documentation required may vary, but will be published on the School Admissions webpage and in the main booklets.

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

The definition of this is mentioned above, but proof of the child's status is required. This may take the form of a Social Worker's letter and/or a UK court document(s).

### **Crown Servants**

Lambeth Admissions Team will accept applications from Crown Servants and will act in line with the DfE guidance 'Admission of children of crown servants'. An application for admission to a school must be accompanied by official confirmation of the relocation date from the Ministry of Defence, Foreign and Commonwealth Office or Government Communications Headquarters.

## **Waiting lists**

### **Reception, junior and secondary transfer**

- Where a school is over-subscribed and a place cannot be offered at a preference listed higher on the Common Application Form than the one offered, the child's name can be placed on the school's waiting list.
- Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.
- The School Admissions Code states that waiting lists must be maintained until the end of the term after the children start reception class and year 7. Therefore names will automatically remain on the list for Lambeth community schools, which were listed as a higher preference to the one offered until 31 December of that year.
- After 31 December a new in-year application will be required for a child's name to continue on the waiting list.
- Non-community Lambeth schools may have their own different policy on waiting lists.

### **In-year offers and waiting list**

- If an offer is made from an In-Year Common Application Form (iCAF) this will be the highest preference possible at that time. Any lower preferences will be automatically declined (closed).
- Waiting lists will be re-ordered each time there is a vacancy and new applicants are added to the waiting list, in accordance with the published admissions criteria and arrangements for the school.
- The child's name will be taken off the waiting list of any higher preferences to the one offered unless the relevant section on the reply form is completed.
- Children's names will remain on waiting lists for Lambeth community schools until the end of the academic year (31 August) in which the application was received.
- After this time a new iCAF will be required to ensure that details on the waiting list are accurate and up-to-date.

### **Allocated (non-preference) offers**

For Lambeth pupils only, if a place is unable to be made from their on-time Common Application Form preferences for reception and secondary transfer Lambeth School Admissions Team will seek to allocate a place at the closest school with a vacancy it can secure for National Offer Day. This is in accordance with the School Admissions Code that every child will have an offer of a school place. Usually these offers will be for Lambeth state schools if places allow. Late applications will have an allocated offer made where necessary

as soon as possible after it has been found that an offer cannot be made at a preference school.

For in-year application, where a child living in Lambeth is currently not in receipt of an education (i.e. without a school place or home educated) and no offer can be made at a preference school, Lambeth School Admissions Team will seek to allocate a place at the closest school to their home (or an alternative educational provision) with a vacancy as soon as possible. This task may be undertaken in conjunction with the Inclusion Team.

For children who are not resident in Lambeth, the responsibility of securing an allocated offer will be with their home borough/council.

## **Uptake of places**

### **Reception, junior and secondary school places**

- All offers made through the co-ordinated process require positive acceptance, i.e. Lambeth School Admissions Team and schools will seek an acceptance, it is not assumed.
- Where a parent/carer chooses to reject an offer, they are required to provide details of what educational provision they have secured for their child, or details of where they are moving to if the school is no longer a viable distance to travel to.
- Rejections of offers without the details listed above will not be accepted as Lambeth Council has a duty to ensure that each child has a school place before the September of the year the child is due to start.
- Where a child is not of Compulsory School Age (CSA) offers can be rejected, but the parent/carer needs to understand that the place may not be available when the child reaches CSA, unless delayed entry has been formally agreed as stated above.
- Children who do not take up the offered place may be referred to the Education Welfare Service.

### **In-year offers**

- Where a child is moving from one local school to another, in line with The Education (Pupil Registration) (England) Regulations 2006 legislation, if a child does not take up the offer of a place within 20 school days the offer may be withdrawn. This would occur after reasonable attempts have been made to contact the family about this matter.
- Children with no current school place who do not take up the offered place may be referred to the Education Welfare Service.

## Appeals

- Parents/carers can appeal against the refusal of a school place listed on the CAF or iCAF under the School Standards and Framework Act 1998. Appeals against the decision not to offer a child a place at a Lambeth community school are to be lodged with Lambeth Democratic Services. An independent appeal hearing will be instigated by that service, in accordance with their arrangements.
- Timescales for appeals for on-time reception and secondary transfer Lambeth community schools applications will be published in School Admissions Team literature and online nearer the time. These dates are set to try and ensure that hearings are heard before the summer holidays.
- For late applications for Lambeth community schools, an appeal should be lodged with Lambeth Democratic Services within 20 school days of receipt of application outcome letter.
- Appeals lodged after the aforementioned published dates will be heard within 40 school days of the appeal on-time deadline or 30 school days of being lodged, whichever is the later date.
- For in-year applications for Lambeth community schools an appeal should be lodged with Lambeth Democratic Services within 20 school days of receipt of application outcome letter. Appeals will be heard within 40 days of being lodged.
- Appeals for non-community Lambeth schools will need to be lodged with school staff for an independent appeal panel to hear the case in accordance with their timescales.

## Fair access

- The Fair Access Protocol (FAP) is used by local authorities to place pupils applying for an in-year school place in schools where the child is hard to place. The FAP will only be used once the in-year admissions process has been exhausted, e.g., Children who are new to the area, but where the In-year admissions process has not been successful.
- All schools within London Borough of Lambeth as specified in the School Admissions Code are subject to the FAP, even if they are responsible for their own admissions, e.g., foundation, voluntary aided schools, and academies.
- Participation in the FAP is a requirement under section 3.14 of the Code, where it states that *“all admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.”*
- The FAP will not apply to a looked after child, or a child with an Education, Health and Care Plan naming the school in question, as these children must be admitted.

## **Compulsory school age (5 to 16) and school leaving age (legal requirements)**

All parents/carers with parental responsibility for a child must ensure the child is in receipt of suitable education and their home local authority is aware of these arrangements during the period when a child is compulsory school age.

Where a person with parental responsibility for a child fails to ensure the child is receiving suitable education appropriate local,

OR

Legal action will be carried out to protect the child's right to education.

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. From this date, parent/carers must ensure their child receives suitable education until the last Friday in June of the year they become 16 provided their birthday is before the beginning of the next school year.

A child ceases to be of compulsory school age on the last Friday of June in the school year they become 16. If a child is educated outside their normal age group (i.e. is in year 10 when this date is reached), the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children take their GCSE examinations and cannot, therefore, be obliged to attend.

A child can leave school on the last Friday in June if they will be 16 by the end of the school summer holidays.

### **Post 16**

From the September after they are 16, all young people must do one of the following but they are free to choose which of these options they take:

- Remain in full-time education, e.g. at a college or school sixth form
- Start an apprenticeship or traineeship
- Full time employment combined part-time education or training

Any young person not in education, employment or training (also known as NEET) are registered with the Department of Education by their home authority and they will receive support to obtain a suitable placement.

### **Parental responsibility**

Parents/carers have a legal responsibility to ensure that all their children of compulsory school age are receiving a suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to penalty notices being issued and prosecution.

## Local Authority responsibility and action

The introduction of academy schools means that the local authority no longer maintains (has responsibility for) all state funded schools in their area. However, Lambeth LA still has the duty to provide sufficient school places or education otherwise for all children of compulsory school age resident in the borough, irrespective of their immigration status, including those from families with no recourse to public funds and works in corporation with all schools in the London Borough of Lambeth to ensure this can be delivered.

To ensure all children of compulsory school age receive suitable education their parent/carers must apply for a school place or notify the local authority in writing of the alternative arrangements they have made. Where this does not occur or the alternative arrangements are found to be unsatisfactory, the child will be officially recorded as missing education and action will be taken against the person(s) with parental responsibility.

## Parents/carers who do not secure education for their child

Where a parent/carer of a school aged child who is residing in the London Borough of Lambeth, fails to complete a 'common application form' (CAF/iCAF) or apply directly to a Lambeth non-community school using their own form or provide suitable alternative education within 15 days of arrival in Lambeth, or the child being out of education, Lambeth LA reserve the right to apply on their behalf.

This action will result in their child being allocated a placement at the closest Lambeth community school or non-community school (where agreed with the admission authority) to the child's home with a vacancy at that time.

## How Random Allocation Works in Lambeth

### 1. When it's used

- Only after all other admissions criteria 1 to 5 (i.e. looked-after status, siblings, children with medical or social, children of staff, distance) have been applied.
- If two or more applicants **live at exactly the same distance** from the school, and only one place is available.

### 2. The method

- The **random allocation** (or tie-break) is carried out through the use of the random allocation facility within the Synergy "Admission and Transfers System" pupil data base:
  - A **computerised randomiser** that assigns a random number to every applicant impartially.
  - Offers are made in order of the lowest assigned random number.

### 3. Supervised independently

- The process **must be overseen by someone independent** of the school admissions team (e.g. an external officer or impartial official).
- This ensures **no bias or influence** on the outcome.

## **Appendices**

- 1 – Draft Supplementary Information Form for Lilian Baylis Technology School
- 2 – Draft Supplementary Information Form for The Norwood School – Year 7 entry

Determined

# LBTS Supplementary Information Form

## For Y7 Entry September 2025



**The purpose of this form is to provide staff at Lilian Baylis Technology School the information they need to invite your child to the ability banding test and to match them with those from the Common Application Form so the test score can be assigned correctly**

**1. REMEMBER YOU MUST ALSO COMPLETE THE COMMON APPLICATION FORM AND SEND IT TO YOUR HOME LOCAL AUTHORITY**

**2. Please post this form to:**

**THE ADMISSIONS OFFICER, LILIAN BAYLIS TECHNOLOGY SCHOOL, 323 KENNINGTON LANE SE11 5QY**

**3. THE CLOSING DATE FOR RETURN OF THIS FORM TO LILIAN BAYLIS TECHNOLOGY SCHOOL IS WEDNESDAY 23<sup>RD</sup> OCTOBER 2024**

CHILD'S FIRST NAME	CHILD'S MIDDLE NAMES	CHILD'S SURNAME
Please tick appropriate box:	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	DATE OF BIRTH:
Twin/Triplet/Half Brother/Sister also applying for Year 7 admission in September 2025	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes please give name(s):
Address		
Postcode		
Borough of Residence		

Parent/Carer details	
Name:	
Email:	
Phone number Phone number 1 (for any emergency on audition/test day):	
Phone number 2:	
Second emergency contact name:	
Second emergency contact number:	

**1. REMEMBER YOU MUST ALSO COMPLETE THE COMMON APPLICATION FORM AND SEND IT TO YOUR HOME LOCAL AUTHORITY**

**2. Please post this form to:**

**THE ADMISSIONS OFFICER, LILIAN BAYLIS TECHNOLOGY SCHOOL, 323 KENNINGTON LANE SE11 5QY**

**3. THE CLOSING DATE FOR RETURN OF THIS FORM TO LILIAN BAYLIS TECHNOLOGY SCHOOL IS WEDNESDAY 23<sup>RD</sup> OCTOBER 2024**

**Ability Banding Test:**

If you are also applying to any or all of the following schools:, Dunraven School, Lilian Baylis Technology School, , The Norwood School, or Platanos College your child will sit the test **only once**. The test will on 16 November 2024. Each school applied for will need their own Supplementary Information Form completed.

Please tick **one** box to show which school you would like your child to sit the test at.

Dunraven	<input type="checkbox"/>
Lilian Baylis Technology School	<input type="checkbox"/>
Norwood	<input type="checkbox"/>
Platanos College	<input type="checkbox"/>

Does your child have any health problems, special educational needs or difficulties regarding gaining entry to Lilian Baylis Technology School buildings that we need to be aware of for the Admission Test? E.g. (epilepsy, hearing or sight problems, dyslexia or mobility issues)

YES

**Please tick box and attach evidence.**

**EVIDENCE ATTACHED**

**DECLARATION**

I understand that any false or deliberately misleading information given may render this application invalid or lead to the offer of a place being withdrawn.

**NAME OF ADULT COMPLETING THIS FORM (please print):**

**SIGNATURE OF PARENT/CARER:**

**DATE:**

## Supplementary Information Form for Year 7 Entry – September 2025



**The purpose of this form is to provide staff at The Norwood School the information they need to invite your child to the ability banding test and and bursary audition, and to match them with those from the Common Application Form so the test score can be assigned correctly**

THIS FORM MUST: BE RETURNED TO NORWOOD SCHOOL  
BY **OCTOBER 11<sup>TH</sup> 2024**

**REMEMBER YOU MUST ALSO COMPLETE THE COMMON APPLICATION FORM AND SEND IT TO YOUR HOME LOCAL AUTHORITY**

### Information about the child:

Child's First name	Child's Middle Names (if any)	Child's Last name		
Child's Date of Birth		Child's gender (please tick)	Male	Female
Address				
Post Code				
Borough of residence				
Is child a twin/triplet/half brother or sister also applying for admission to Year 7 in September 2025? (please tick)			Yes	
			No	
If yes, please give name(s)				

### Parental contact

Name of Parent/Carer: Please print	
Email:	
Phone number 1 (for any emergency on audition/test day):	
Phone number 2:	
Second emergency contact name:	
Second emergency contact number:	

### About the Ability Banding Test

Eight schools share the admission test and however many schools are applied to, the test only has to be taken once. The test will on 16 November 2024. Please tick **one box only** below to tell us at which school you would like your child to take the test. Each school applied for will need their own Supplementary Information Form completed.

The Norwood School		Platanos College	
Dunraven School			
Lillian Baylis Technology School			

If your child will take the test at Norwood School, are there any health problems, special educational needs, or access issues that we need to know about? <i>e.g. epilepsy, sight or hearing problems, dyslexia, mobility issues etc.</i>	Yes		No	
If yes, please tell us about them in the box below and about any special arrangements that you think may be needed.				
Evidence attached?	Yes		No	

**The Norwood School will also be testing for Aptitude in the Performing or Visual Arts as 10% of our Year 7 intake are admitted under this band.**

Are you applying for a Visual or Performing Arts Bursary?	Yes		No	
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**Declaration**

I understand that any false or deliberately misleading information may make this application invalid or lead to any offer of a place being withdrawn.

Name of Parent/Carer ..... Date .....

Signature of Parent/Carer .....

**Parent/Carer's Checklist**

<b>THINGS YOU HAVE TO DO:</b>	
	All the sections for parents/guardians to fill in are completed clearly and accurately
	You have attached a <b>copy</b> of your <b>current</b> Council Tax or other utility bill. <i>Please do not send the original bill and note that the school cannot copy documents for you.</i>
	You have signed and dated the declaration
	<b>It is vital that you complete this SIF in addition to the Common Application Form (CAF) via your home borough. Details from this SIF will be used to invite your child to the banding test and where chosen, the school's Visual or Performing Arts Bursary audition. Failure to return this SIF to the school by Friday 25<sup>th</sup> October and ensure that your child sits the banding test in November 2024, as well as submitting the CAF by 31 October 2024 will significantly reduce the likelihood of your child gaining a place at the school.</b>
<b>THINGS YOU MAY NEED TO DO:</b>	
	Enclose a stamped self-addressed envelope (if you want to receive confirmation that your application has been received by the school).
	<b>If the child is under the care of the Local Authority (a looked after child), you have attached a <b>copy</b> of a court order or other evidence to your CAF and sent to the local education authority.</b>
	<b>If the child has an exceptional social or medical need for a place, you have attached professional supporting evidence to your CAF sent to the local education authority.</b>

**PRIVACY NOTICE AND DATA COLLECTION STATEMENT**

By submitting an application for admission, you are agreeing to the collection of your personal data by The Norwood School. This data will not be shared with any external parties except for those stakeholders as required for completion of the admissions process (this includes, but is not exclusive to, the Local Authority Admissions Team and the schools who take part in the shared Admission Test arrangements). All information submitted for admissions will be processed and maintained in line with General Data Protection Regulations (GDPR) and The Norwood School Records Management and Retention Policy. Further details can be found on The Norwood School website in Key Information / Policies

I confirm that I agree to the collection and use of my data as specified above.\*

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Send this form, with any additional documentation to:

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

Determined