

# A brief guide to secondary schools in Lambeth 2019/20

For children born between 01/09/07 and 31/08/08, or taught as a year 6 child during the 2018/19 academic year. Full information for parents/carers of children transferring from primary to secondary school in September 2019 can be found via [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions)



**Apply online and apply on time**

Deadline: **Wednesday 31 October 2018**

**[lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions)**

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



# Introduction

**This booklet provides a brief guide for parents/carers and their children through the admission process for secondary school for September 2019 entry. It accompanies the main ‘Secondary school in Lambeth 2019/20’ booklet which is available online via [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions).**

**Please read these booklets carefully as it is important you use them to make the best choices for your child. If you are unsure about any aspect of the transfer process please contact Lambeth School Admissions Team on 020 7926 9503 and/or attend one of the secondary transfer meetings organised to provide information and support.**

**If your child has an Education Health Care Plan, do not complete a Common Application Form. Please contact your home borough’s SEND Team for details about applications for secondary school.**

## General information

The Education Act 2002 and the School Admissions Code 2014 provides a framework to ensure that on National Offer Day as many children as possible (whose parents/carers have submitted an ‘on time’ application for a school place) receive an offer (if an offer can be made) at a school that they have expressed a preference for.

## Basics of the procedure

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

## What the procedure cannot do

- It cannot guarantee every child a school place. This is because some schools receive many more applications than places available, and may be the case for all schools applied for. Allocations of offers for schools not applied for will be made where possible.
- It cannot guarantee your child will get a place at your first preference school.
- It cannot limit some multiple offers being made **after 1 March 2019**, (but Lambeth School Admissions Team will be aware of them and able to ensure that parents/carers reject one of these offers quickly).

## Secondary transfer meetings for parents/carers

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

**Monday 10 September 2018  
4.30-5.30pm**

**St John’s (Angell Town) CE Primary School, 85 Angell Road, London SW9 8ND**

**Thursday 13 September 2018  
6.30-7.30pm**

**Julian’s Primary School (Streatham site)  
226 Leigham Court Road,  
SW16 2RB**

*These meetings are open to all parents/carers of children transferring to secondary school in 2019, even if they do not attend the above schools. Please ensure that if you bring any children to the above meetings they remain with you at all times. Lambeth Council and school staff cannot be held liable for unaccompanied children in the building, nor can they take any responsibility for children brought to meetings.*

# Secondary transfer and the London co-ordinated admissions procedure

## How to apply

### – essential information

- Parents/carers only need to complete one Common Application Form (CAF) to apply for up to six schools anywhere in London excluding fee-paying.
- The deadline for applications is **Wednesday 31 October 2018** via [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions)
- All parents/carers who apply on time and online will know what school their child has been offered, (if any) on **1 March 2019**. This offer will be the highest preference offer that can be made.

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

schools admissions authority. This is dependent upon how well the child meets the schools admissions criteria.

If your child is being taught in a year group different to their chronological age (out of cohort) you need to apply using a paper Common Application Form and provide documentation to confirm this placement. Applications will be considered on a child-by-child basis by the admissions authority for the schools applied for, as they have to consider, but not have to accept your child to continue out of cohort.

### What is an admissions authority?

A schools admissions authority – the body of people who make decisions about admissions – will still determine which children can be offered a place at a school. For community schools the admissions authority is the LA itself and for an

academy, voluntary-aided (religious), foundation or free school it is the governing body of that school.

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

An admissions authority may require parents/carers to complete a **Supplementary Information Form (SIF)** requesting information which is not contained on the CAF, e.g. church attendance. This form is obtained from the school or [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions) for Lambeth schools and needs to be sent back to the school and not the borough by the **school's deadline**.

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



# 11 stages parents/carers must follow

## Stage 1 Research

**It is important to consider as much information as possible about the schools you wish to apply to.**

- Check whether your child is likely to be offered a place based on the school's published admissions criteria, which can be found on the individual school's pages of the 'Secondary School in Lambeth 2019/20' booklet.
- Check how offers were made for National Offer Day for 2018/19 entry. Details regarding Lambeth schools can be viewed via the secondary transfer 2019/20 page from [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions). These details only relate to the 2019/20 intake and children applying which will vary each year. Therefore this information cannot be used to guarantee an indication of how offers will be made for 2019/20 intake and is only made available to give an indication of how the admissions process impacted on Lambeth schools last year.
- Contact the school directly for a copy of their prospectus, or visit their website.
- For schools in other boroughs please check their literature.

**Stage 2**  
**Apply on time and apply online!**  
**The deadline for applications is Wednesday 31 October 2018.**  
**If you apply after this date the likelihood of gaining a place at**

**your preferred school may be significantly reduced.**

You must complete the CAF for your home borough regardless of whether you are applying for schools in or outside of that borough. The home borough is the borough where you are residing at the time of application, even if this is temporary accommodation. Please check that your child's address is in Lambeth borough before completing the Lambeth CAF. Residents of boroughs other than Lambeth who wish to apply for a Lambeth school must complete the CAF provided by the home borough in which they live.

The preferred way for Lambeth residents to apply for a secondary school place is online. This can be done via [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions) from **1 September 2018**. A step-by-step guide to applying online is available in the 'Secondary school in Lambeth 2019/20' booklet.

## Stage 3 Proof of address

The application address stated on your child's CAF must be the address which you and your child currently live at, even if this is a temporary address. **Applications received without all the required proof of address documents for the parents/carer may result in the child's application being withdrawn, if the address cannot be verified. This means that your child will not receive an offer of a school place on 1 March 2019.**



Two documents are needed to confirm your address as the applicant and one for your child. Please view the complete list of accepted proof of address documents via [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions). The documents should be scanned and attached to your online application or taken to:  
Lambeth Civic Centre  
6 Brixton Hill  
London SW2 1EG  
Monday to Friday 9am-5pm  
An appointment is required and can be booked online at [lambeth.gov.uk](http://lambeth.gov.uk)  
This stage must be completed by **31 October 2018**.

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

The secondary Lambeth CAF is only for children born between 01/09/07 and 31/08/08. Using this form for children outside this age group will result in the form being invalid (and will not be processed, unless the child is being taught out of cohort). You must attach proof of your child's date of birth to the CAF – either a copy of their birth certificate, passport or EU National Identity Card. Alternatively this could be a copy of your child's NHS card, medical letter or doctors prescription stating the child's date of birth.

# 11 stages parents/carers must follow

## Stage 5 Provide additional documentation

In addition to the proof of address documents, you may need to submit additional supporting documentation with your child's CAF by **31 October 2018**. Again these can be either scanned and uploaded to your child's online application or taken to Lambeth Civic Centre.

These documents may relate to:

- Medical/social reasons
- Confirmation of a child of staff
- 'Looked After Children' or previously 'Looked After Children'
- Request to be taught outside cohort.

## Stage 6 Supplementation Information Forms (SIFs)

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

## Stage 7 Admissions tests

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

## Stage 8 Change of circumstances

The Lambeth School Admissions Team will consider your application using the details you provide on your form. If you move address you must inform the School Admissions Team of your new address **as soon as possible** so we are able to contact you if we need further information or to communicate the outcome of your application. This also applies if you have a change of medical circumstances or a sibling starts at a preferred school. If you inform your council of your change of address before 10 December 2018, the School Admissions Team will be take this into account when preferences are being considered.

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

## Stage 9 National Offer Day – Thursday 1 March 2019

If you applied online and signed up to text messages you will receive an email and a text message on the evening of 1 March 2019 informing you to log in to your admissions account and view the official outcome of the application. Only if you applied using a paper CAF an outcome notification letter will be posted out first class post on 1 March 2019.

## Stage 10 Accepting the offer

The deadline to accept offers, online or using a reply form sent to paper applicants is **15 March 2019**. Failure

to meet this deadline may mean that your child could lose their place. We strongly advise that you accept the offer made on National Offer Day even if it is not your first preference to ensure your child has a place for September 2019. Offers will be made after National Offer Day. If an offer for a higher preference is made later on, you can then reject the original offer. Where allocations are made, again we advise that these are accepted until you receive an offer from a school you selected on your application.

## Stage 11 Next steps

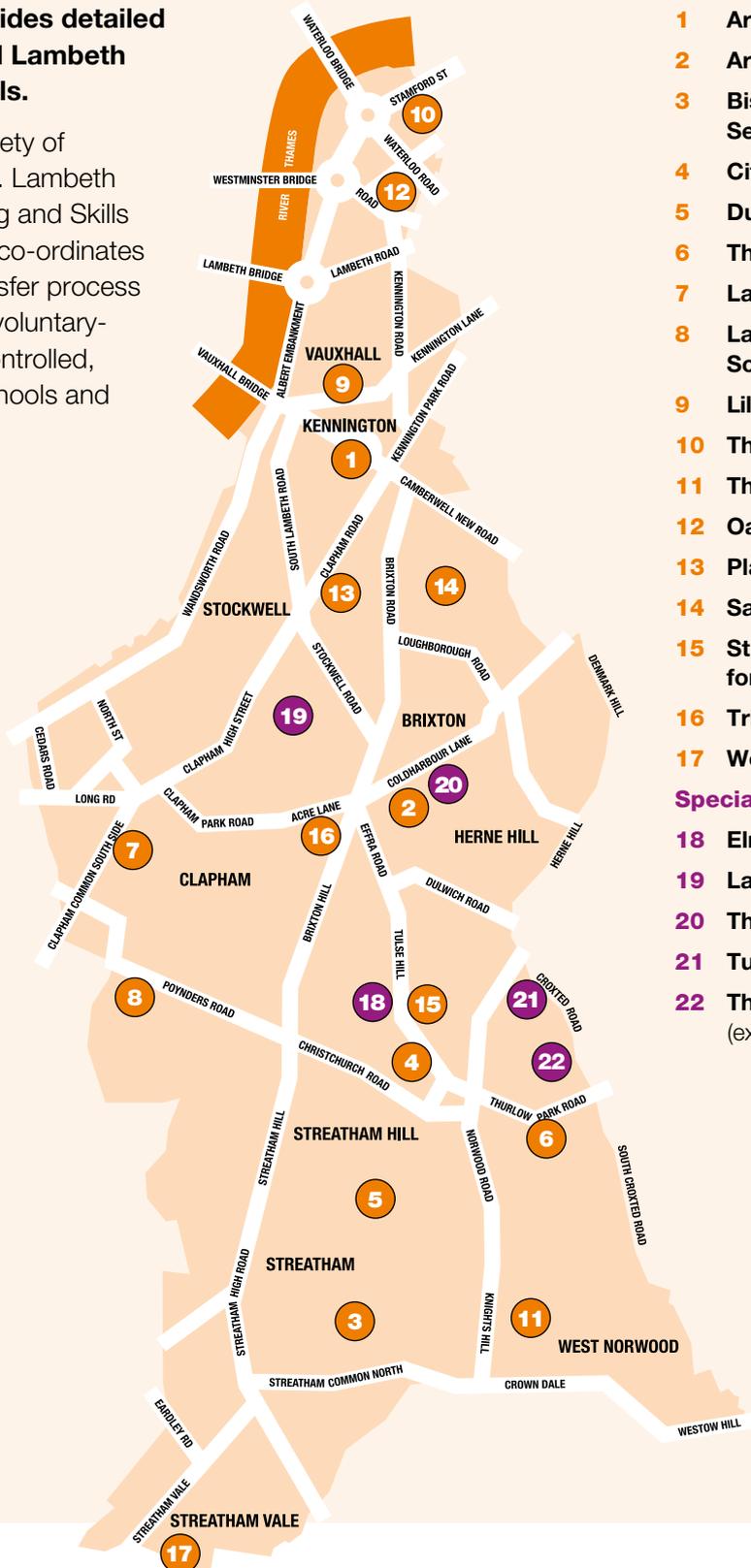
If your child was not offered your first preference school, we advise you ensure that your child's name is on the waiting list for the school(s) that you applied for and were placed higher than the school offered on your CAF. You can apply for further schools, whilst your child's name is on the waiting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

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

# Lambeth secondary schools

This section provides detailed information on all Lambeth secondary schools.

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



- 1 Archbishop Tenison's School (mixed)
  - 2 Ark Evelyn Grace Academy (mixed)
  - 3 Bishop Thomas Grant Catholic Secondary School (mixed)
  - 4 City Heights E-ACT Academy (mixed)
  - 5 Dunraven School (mixed)
  - 6 The Elmgreen School (mixed)
  - 7 Lambeth Academy (mixed)
  - 8 La Retraite Roman Catholic Girls' School (girls)
  - 9 Lilian Baylis Technology School (mixed)
  - 10 The London Nautical School (boys)
  - 11 The Norwood School (mixed)
  - 12 Oasis Academy South Bank (mixed)
  - 13 Platanos College (mixed)
  - 14 Saint Gabriel's College (mixed)
  - 15 St Martin-in-the-Fields High School for Girls (girls)
  - 16 Trinity Academy (mixed)
  - 17 Woodmansterne School (mixed)
- Special Schools**
- 18 Elm Court School (mixed)
  - 19 Lansdowne School (mixed)
  - 20 The Michael Tippett School (mixed)
  - 21 Turney School (mixed)
  - 22 The Vanguard School (mixed)  
(expected to open September 2019)

# Lambeth secondary schools information at a glance

School	DfE code	Gender	Status	Denomination	PAN for 2019/20
<b>Archbishop Tenison's School</b>	208 5403	mixed	voluntary-aided	Church of England	92
<b>Ark Evelyn Grace Academy</b>	208 6906	mixed	academy	n/a	180
<b>Bishop Thomas Grant RC School</b>	208 5401	mixed	voluntary-aided	Catholic	180
<b>City Heights E-ACT Academy</b>	208 6907	mixed	academy	n/a	180
<b>Dunraven School</b>	208 5402	mixed	academy	n/a	218
<b>The Elmgreen School</b>	208 4731	mixed	academy	n/a	180
<b>Lambeth Academy</b>	208 6905	mixed	academy	n/a	180
<b>La Retraite Roman Catholic Girls' School</b>	208 5400	girls	voluntary-aided	Catholic	168
<b>Lilian Baylis Technology School</b>	208 4321	mixed	community	n/a	124
<b>The London Nautical School</b>	208 5405	boys	foundation	n/a	120
<b>The Norwood School</b>	208 4223	mixed	community	n/a	180
<b>Oasis Academy South Bank</b>	208 4000	mixed	academy	n/a	120
<b>Platanos College</b>	208 4322	mixed	academy	n/a	210
<b>Saint Gabriel's College</b>	208 4509	mixed	voluntary-aided	Church of England	120
<b>St. Martin-in-the-Fields High School for Girls</b>	208 5404	girls	academy	Church of England	120
<b>Trinity Academy</b>	208 4003	mixed	academy	n/a	120
<b>Woodmansterne School</b>	208 2657	mixed	community	n/a	150*

\*Split between 90 places for current year 6 children in the school plus 60 places for external applicants

Address	Phone no.	Website	SIF needed?	Test required?
55 Kennington Oval, SE11 5SR	020 7735 3771	tenisons.com	yes	yes
255 Shakespeare Road, SE24 0QN	020 7737 9520	evelyngraceacademy.org	no	no
Beltrees Grove, SW16 2HY	020 8769 3294	btg.ac	yes	no
33 Abbots Park, SW2 3PW	020 3691 4600	cityheightse-actacademy.org	no	no
94-98 Leigham Court Road, SW16 2QB	020 8696 5600	dunraven.org.uk	yes	yes
Elmcourt Road, SE27 9BZ	020 8766 5020	the-elmgreen-school.org.uk	no	no
Elms Road, SW4 9ET	020 7819 4700	lambeth-academy.org	yes	yes
Atkins Road, SW12 0AB	020 8673 5644	laretraite.lambeth.sch.uk	yes	yes
323 Kennington Lane, Kennington, SE11 5QY	020 7091 9500	lilianbaylis.com	yes	yes
61 Stamford Street, SE1 9NA	020 7928 6801	lns.org.uk	yes	yes
Crown Dale, SE19 3NY	020 8670 9382	thenorwoodschool.org	yes	yes
75 Westminster Bridge Road, SE1 7HS	020 7921 4531	oasisacademysouthbank.org	no	no
Clapham Road, SW9 0AL	020 7733 6156	platanoscollege.com	yes	yes
Cormont Road, SE5 9RF	020 7793 3901	saintgabrielscollege.org	yes	no
155 Tulse Hill, SW2 3UP	020 8674 5594	stmartins.academy	yes	yes
56 Brixton Hill, Brixton, SW2 1QS	020 3126 4993	trinityacademylondon.org	yes	no
Stockport Road, SW16 5XE	020 8764 1825	woodmansterne.london	no	no

# 2018 School open days/evenings

**For more details, please view the school's pages in the 'Secondary School in Lambeth 2019/20' booklet or the school's website**

## **Archbishop Tenison's School**

Tuesday 25 September, 5-7pm  
Thursday 27 September, 9-10.30am  
Tuesday 9 October, 5-7pm  
Thursday 11 October, 9-10.30am

## **Ark Evelyn Grace Academy**

Monday 24 September, 9-10.15am  
Tuesday 25 September, 9-10.15am  
Wednesday 26 September, 9-10.15am  
Thursday 27 September, 4.30-7.30pm

## **Bishop Thomas Grant Catholic Secondary School**

Tuesday 18 September, 5.30-8pm  
Thursday 20 September, 9.30-11am  
Friday 21 September, 9.30-11am

## **City Heights E-ACT Academy**

Wednesday 19 September, 5.30-7pm  
Thursday 27 September, 9-10.15am  
Wednesday 3 October, 9-10.15am  
Tuesday 9 October, 9-10.15am  
Thursday 11 October, 5.30-7pm

## **Dunraven School**

Tuesday 18 September, 6.30-9pm  
Thursday 20 September, 9.15-10.30am  
Saturday 22 September, 9.15-10.30am  
Tuesday 25 September, 9.15-10.30am

## **The Elmgreen School**

Tuesday 25 September, 6.30-9pm  
Monday 1 October, 9-10.15am  
Tuesday 9 October, 9-10.15am  
Wednesday 17 October, 9-10.15am

## **Lambeth Academy**

Tuesday 25 September, 9.15-10.30am  
Thursday 27 September, 5-7.30pm  
Wednesday 3 October, 9.15-10.30am  
Friday 5 October, 9.15-10.30am

## **La Retraite**

### **Roman Catholic Girls' School**

Thursday 5 July, 9am-12noon  
Friday 6 July, 9am-12noon  
Thursday 20 September, 4-7pm  
Thursday 4 October, 9am-12noon  
Friday 5 October, 9am-12noon  
Tuesday 9 October, 9am-12noon

## **Lilian Baylis Technology School**

Monday 24 to Wednesday 26 September, tours from 9am until 12pm  
Tuesday 2 October, 4.30-7pm  
Monday 1 to Wednesday 3 October and Monday 8 to Wednesday 10 October, tours from 9am until 12pm

## **London Nautical School**

Wednesday 26 September, 5-8pm  
Friday 5 October, 9.15-10.45am  
Wednesday 10 October, 9.15-10.45am

## **The Norwood School**

Monday 17 September, 9.15-10.30am  
Tuesday 18 September, 9.15-10.30am  
Thursday 20 September, 5-8pm  
Monday 1 October, 9.15-10.30am  
Wednesday 3 October, 9.15-10.30am

## **Oasis Academy South Bank**

Wednesday 26 September, 5.30-7pm  
Thursday 11 October, 5.30-7pm

## **Platanos College**

Tuesday 25 September, 9.30-10.30am  
Wednesday 26 September, 4-7pm

## **Saint Gabriel's College**

Tuesday 25 September, 9-10.15am  
Wednesday 26 September, 9-10.15am  
Thursday 27 September, 9-10.15am  
Wednesday 3 October, 4.30-7.30pm

## **St Martin-in-the-Fields High School for Girls**

Thursday 20 September, 9-10.15am  
Friday 28 September, 9-10.15am  
Thursday 4 October, 5-7.30pm  
Friday 12 October, 9-10.15am  
Tuesday 16 October, 9-10.15am

## **Trinity Academy**

Tuesday 18 September, 5-8pm  
Wednesday 19 September, 9-10am  
Thursday 20 September, 9-10am  
Friday 21 September, 9-10am

## **Woodmansterne School**

Thursday 13 September, 6-7pm  
Wednesday 19 September, 6-7pm  
Tuesday 25 September, 9.20-10.20am  
Thursday 27 September, 9.20-10.20am  
Wednesday 3 October, 9.20-10.20am  
Tuesday 9 October, 9.20-10.20am

# Applying for schools in other boroughs

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

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

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

## **London Borough of Bromley**

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

## **London Borough of Croydon**

School Admissions Team  
4th Floor (Zone A)  
Bernard Weatherill House  
8 Mint Walk  
Croydon, CR0 1EA  
Tel. 020 8726 6400  
[croydon.gov.uk/education/schools-new/school-admissions](http://croydon.gov.uk/education/schools-new/school-admissions)

## **London Borough of Lewisham**

School Admissions  
Laurence House  
1 Catford Road  
London SE6 4RU  
Tel. 020 8314 8282  
[lewisham.gov.uk/myservices/education/schools](http://lewisham.gov.uk/myservices/education/schools)

## **London Borough of Merton**

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

## **London Borough of Southwark**

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

## **London Borough of Wandsworth**

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

## **City of Westminster**

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



## **Apply online and apply on time**

Deadline: **Wednesday 31 October 2018**

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#### **Monday 10 September**

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**85 Angell Road**

**London SW9 8ND**

#### **Thursday 13 September 2018**

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**Julian's Primary School (Streatham site)**

**226 Leigham Court Road, SW16 2RB**

*These meetings are open to all parents/carers of children transferring to secondary school in 2019, even if they do not attend the named primary schools. Please ensure that if you bring any children to these meetings they remain with you at all times. Lambeth Council and school staff cannot be held liable for unaccompanied children in the building, nor can they take any responsibility for children brought to meetings.*

Many thanks to all the schools supplying photos.

All information in this booklet, published by London Borough of Lambeth, is accurate at time of print (August 2018).