

A brief guide to starting secondary school in Lambeth 2020/21

For children born between 01/09/08 and 31/08/09, or taught as a year 6 child during the 2019/20 academic year. Full information for parents/carers of children transferring from primary to secondary school in September 2020 can be found via lambeth.gov.uk/eadmissions



Apply online and apply on time

Deadline: **Thursday 31 October 2019**

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 2020 entry. It accompanies the main 'starting secondary school in Lambeth 2020/21' booklet which is available online via 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 and Care Plan, do not complete a Common Application Form. Please contact your home borough's SEND Team for details about applications for secondary school.

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 2 March 2020**, (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 9 September 2019
6-7pm**

**Kings Avenue Primary School
Kings Avenue
SW4 8BQ**

**Thursday 12 September 2019
6.30-7.30 pm**

**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 2020, 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 **Thursday 31 October 2019** via **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 **2 March 2020**. 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 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 'starting secondary school in Lambeth 2020/21' booklet.
- Check how offers were made for National Offer Day for 2018/19 and 2019/20 entry. Details regarding Lambeth schools can be viewed via the secondary transfer 2020/21 page from lambeth.gov.uk/eadmissions These details only relate to the 2018/19 and 2019/20 intakes 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 2020/21 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 Thursday 31 October 2019.

If you apply after this date the likelihood of gaining a place at

your preferred school may be significantly reduced.

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

The preferred way for Lambeth residents to apply for a secondary school place is online. This can be done via lambeth.gov.uk/eadmissions from **1 September 2019**. A step-by-step guide to applying online is available in the 'starting secondary school in Lambeth 2020/21' 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 2 March 2020.**



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. 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

This stage must be completed by **31 October 2019**.

Stage 4

Proof of child's date of birth

The secondary Lambeth CAF is only for children born between 01/09/08 and 31/08/09. 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 2019**. 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 11 December 2019, 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 – Monday 2 March 2020

If you applied online and signed up to text messages you will receive an email and a text message on the evening of 2 March 2020 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 2 March 2020.

Stage 10 Accepting the offer

The deadline to accept offers, online or using a reply form sent to paper applicants is **16 March 2020**. 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 2020. 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

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

Lambeth secondary schools information at a glance

School	DfE code	Gender	Status	Denomination	PAN* for 2020/21
Archbishop Tenison's School	208 4006	mixed	academy	Church of England	92
ARK Evelyn Grace Academy	208 6906	mixed	academy	n/a	180
Bishop Thomas Grant Roman Catholic School	208 5401	mixed	voluntary-aided	Catholic	180
City Heights E-ACT Academy	208 6907	mixed	academy	n/a	180
Dunraven School	208 5402	mixed	academy	n/a	158 [#]
The Elmgreen School	208 4731	mixed	academy	n/a	180
Harris Academy Clapham	TBC	mixed	academy	n/a	195
Lambeth Academy	208 6905	mixed	academy	n/a	180
La Retraite Roman Catholic Girls' School	208 5400	girls	voluntary-aided	Catholic	168
Lilian Baylis Technology School	208 4321	mixed	community	n/a	125
The London Nautical School	208 5405	boys	foundation	n/a	120
The Norwood School	208 4223	mixed	community	n/a	180
Oasis Academy South Bank	208 4000	mixed	academy	n/a	120
Platanos College	208 4322	mixed	academy	n/a	160
Saint Gabriel's College	208 4509	mixed	voluntary-aided	Church of England	120
St. Martin-in-the-Fields High School for Girls	208 5404	girls	academy	Church of England	120
Trinity Academy	208 4003	mixed	academy	n/a	120
Woodmansterne School	208 2657	mixed	community	n/a	90 ^{##}

* Published Admissions Number

The number of spaces available in year 7 2020/21 will be 218. This will be made up of 158 places available for new admissions and 60 places available for returning pupils.

The number of spaces available in year 7 2020/21 will be 150. This will be made up of 90 places available for new admissions and 60 places available for returning pupils.

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	evelyngaceacademy.org	no	no
Beltrees Grove, SW16 2HY	020 8769 3294	btg.ac	yes	no
33 Abbots Park, SW2 3PW	020 3691 4600	cityheightsacademy.e-act.org.uk	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
c/o Harris Federation, 4th Floor, Norfolk House, Wellesley Road, CR0 1LH	020 8253 7777	harrisclapham.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	Ins.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
Langton Road, SW9 6UL	020 7793 3901	saintgabrielscollege.org	yes <small>(for Church or Music bands)</small>	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
Woodmansterne Road SW16 5UQ	020 8764 1825	woodmansterne.london	no	no

nces for the current year 6 children in the school.
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2019 School open days/evenings

For more details, please view the school's pages in the 'Starting secondary school in Lambeth 2020/21' booklet or the school's website

Archbishop Tenison's School

Tuesday 24 September, 5-7pm
Thursday 26 September, 9-10.30am
Tuesday 8 October, 5-7pm
Thursday 10 October, 9-10.30am

ARK Evelyn Grace Academy

Monday 23 September, 9-10.30am
Tuesday 24 September, 9-10.30am
Wednesday 25 September, 9-10.30am
Thursday 26 September, 4-7.30pm

Bishop Thomas Grant Roman Catholic Secondary School

Tuesday 17 September, 9.30-11am
Tuesday 17 September, 5.30-8pm
Thursday 19 September 9.30-11am

City Heights E-ACT Academy

Thursday 19 September, 5.30-7pm
Wednesday 25 September, 9-10.15am
Wednesday 2 October, 9-10.15am
Wednesday 9 October, 9-10.15am
Thursday 10 October, 5.30-7pm

Dunraven School

Tuesday 24 September, 6.30-9pm
Thursday 26 September, 9.15-10.30am
Saturday 28 September, 9.15-10.30am
Tuesday 1 October, 9.15-10.30am

The Elmgreen School

Tuesday 17 September, 6.30-9pm
Monday 23 September, 9-10.15am
Tuesday 1 October, 9-10.15am
Wednesday 9 October, 9-10.15am

Harris Academy Clapham

*to be held at Glenbrook School,
Clarence Avenue, SW4 8LD*
Thursday 26 September, 6-7pm
& 7-8pm
Wednesday 2 October, 6-7pm & 7-8pm

Lambeth Academy

Wednesday 25 September, 5-7.30pm
Monday 30 September to Friday 4
October, 9-12 noon
Monday 7 October, 9-12 noon
Wednesday 9 October, 9-12 noon
Monday 14 October, 9-12 noon
Wednesday 16 October, 9-12 noon

La Retraite

Roman Catholic Girls' School

Thursday 26 September, 4-7pm
Thursday 8 October, 9.30-12 noon
Wednesday 9 October, 9.30-12 noon
Thursday 10 October, 9.30-12 noon

Lilian Baylis Technology School

Monday 23 September, 9am-12 noon
Tuesday 24 September, 9am-12 noon
Wednesday 25 September, 9am-12 noon
Monday 30 September, 9am-12 noon
Tuesday 1 October, 9am-12 noon
Wednesday 2 October, 9am-12 noon
Thursday 3 October 4.30-7.30pm
Monday 7 October, 9am-12 noon
Tuesday 8 October, 9am-12 noon
Wednesday 9 October, 9am-12 noon

London Nautical School

Thursday 26 September, 5-7pm
Wednesday 2 October, 9.15-10.40am
Wednesday 9 October, 9.15-10.40am
Wednesday 16 October, 9.15-10.40am

The Norwood School

Monday 16 September, 9.15-10.30am
Tuesday 17 September, 9.15-10.30am
Thursday 19 September, 5-8pm
Monday 30 September, 9.15-10.30am
Wednesday 2 October, 9.15-10.30am
Wednesday 11th March 2020 - please check

school website for details

Oasis Academy South Bank

Tuesday 24 September, 5.30-7pm
Tuesday 8 October, 5.30-7pm

Platanos College

Tuesday 24 September, 9.30-10.30am
Wednesday 25 September, 9.30-10.30am
Friday 27 September, 4-6pm

Saint Gabriel's College

Tuesday 24 September, 9-10.15am
Wednesday 25 September, 9-10.15am
Thursday 26 September, 9-10.15am
Thursday 3 October 4-8pm

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

Thursday 19 September, 9-10.15am
Friday 27 September, 9-10.15am
Thursday 3 October, 5-7.30pm
Friday 11 October, 9-10.15am
Tuesday 15 October, 9-10.15am

Trinity Academy

Tuesday 17 September, 5-8pm
Wednesday 18 September, 9-10am
Thursday 19 September, 9-10am
Friday 20 September, 9-10am

Woodmansterne School

Thursday 12 September 5.30-7.30pm
Tuesday 17 September 9.15-10.15am
Wednesday 25 September 9.15-10.15am
Thursday 3 October 9.15-10.15am

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

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

London Borough of Lewisham

School Admissions
Laurence House
1 Catford Road
London SE6 4RU
Tel. 020 8314 8282
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

London Borough of Southwark

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

London Borough of Wandsworth

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

City of Westminster

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



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Deadline: **Thursday 31 October 2019**

lambeth.gov.uk/eadmissions



Secondary transfer meetings for parents/carers

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

Monday 9 September 2019

6-7pm

Kings Avenue Primary School

Kings Avenue

SW4 8BQ

Thursday 12 September 2019

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 2020, 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 (July 2019).

