

What do I do next?"

My child has not received an offer of a junior school place

General Advice

In all cases we recommend that you:

- Accept the offer your child has received. Accepting the offer does not stop an offer being considered for a school listed as a preference on your child's Common Application Form (CAF) later on, but it will secure a place for your child.
- Ask for your child's name to remain on the waiting list at any of the schools applied for
- Contact Lambeth School Admissions Team after 7 May 2018 for details of any vacancies in Lambeth schools and apply for another schools if you wish.

Q1: Why wasn't my child offered a place at any of the schools I noted on my child's Common Application Form (CAF)?

A: For each of these schools there were more applications than places, and offers would have been made according to the school's published admissions criteria, and other children had a higher priority than your child under the school's published admission criteria.

We strongly recommend that you accept the offer your child has received, and ask to remain on the waiting list for any higher preference schools, as there is no guarantee that you child will be offered a place at a school you listed as a higher preference on the CAF.

Lambeth Council have no junior schools under its admissions authority. Hence, all the junior schools our residents apply to have another admitting authority. To ascertain the full reason why your child was not offered a place at the school you would need to contact the school directly.

To speak to the admissions authority for an out of borough junior school, please see Table 1 for neighbouring authority's telephone numbers. If the authority you require is not listed, please contact Lambeth Schools Admissions Team who will be able to provide a contact number.

Table 1

Local Authority	Telephone number
Bromley	020 8313 4044
Croydon	020 8726 6400
Lewisham	020 8314 8282
Merton	020 8274 4906
Southwark	020 7525 5337
Wandsworth	020 8871 7316
City of Westminster	020 7745 6433

Q2: Can I request that my child's name remains on the waiting list of any of the junior schools that I applied to but did not receive an offer from?

A: Yes. If you wish your child to remain on the waiting list, you must contact the school's admission authority. For community schools please contact the local authority the school is in. For voluntary aided, foundation schools and academies, please contact the school, directly. Please refer to Tables 1 for further information on who to contact about this.

Q3: Can I apply for another school?

A: Yes. However, you need to apply using the Lambeth Junior Transfer CAF and complete any Supplementary Information Forms that may be required. Lambeth Schools Admissions Team will be able to inform you of details of any vacancies in other boroughs. However, this information is only available once schools have informed us of their vacancies, which will be **after 7 May 2018** (when all acceptance forms have been logged).

Please note that the availability of vacancies will change, so you are advised to apply for new schools ASAP while the school may still have places available.

Please note that offers of places at schools stated on new applications will be processed by similar arrangements as the 'on-time' process. However, notification dates of offers will vary.

Lambeth's School Admissions Team will co-ordinate all second or new CAFs that are submitted until 31 August 2018. After this date parents will need to apply for school place by contacting the Local Authority the school is in and applying via their process.

Q4: Can I appeal against the decision to not offer my child a place at any of the schools I applied for?

A: Yes. Under the School Standards and Framework Act 1998, you have the right to appeal against the decision not to admit your child to a school. If you wish to appeal against the decision not to offer your child a place, please contact the school and enquire how you can submit such an appeal. If your application for a school place was submitted on-time, appeals need to be lodged by the deadline set but the school/borough for them to be heard before the summer holidays. For late applications, an appeal should be lodged within 20 school days of receipt of application outcome letter. Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

For further information not covered in this Q&A sheet, you can contact an officer in the Lambeth School Admissions Team on 020 7926 9503.

Glossary of terms

Admissions authority = the body responsible for the admission of children to a school.

Admissions criteria = the rules admissions authorities use to look at applications and to decide which children are given places at a school

Appeal = this is a formal request to a "higher" body to review the action, procedure, or decision of an admissions authority, which did not offer a child a place at the school. For school appeals, this higher body would be an independent appeals panel) Pursuing an appeal does not guarantee a place will be offered at the school.

Common Application Form (CAF) = this is a pre-formatted paper or online form that parents MUST complete in order to apply for a school place for their child. This online or paper form must be submitted to Lambeth School Admissions Team if this is the child's home Local Authority

Preference = the school(s) parents list on the CAF that they would like their child to attend. If parents are applying for more than one school then these schools should be listed in the order of your preferred choice, i.e., the school you most want your child to attend as school 1, your second choice as school 2, and so on.

Supplementary Information Form = an additional information form that is required by some schools, mainly church schools, If a school requires this form to be completed then parents MUST complete both the Common Application Form and the supplementary form.

Waiting list = the list of children who have applied to a particular school, which was not able to make an offer at the time of application, but who are willing to place the child on this "list". Offers that are rejected fully will result in that place being filled by children on this list. This list is usually managed in line with the schools admissions criteria.