



## Secondary In-Year Common Application Form



If your child has an Education, Health and Care Plan (EHCP), **do not** complete this form. Please contact your home borough SEND Team for further details.

This form is only for children born between 01/09/2003 and 31/08/2008 who are applying after 1 September 2019 for year 7 to 11 in the 2019/20 academic year for the following Lambeth community secondary schools:  
Lilian Baylis Technology School  
The Norwood School  
Woodmansterne School (years 7 - 9 only)

If you wish to apply for any other Lambeth schools you **must** apply to the school directly using their own form

**CHILD'S NAME:** PLEASE PRINT IN CAPITAL LETTERS

DATE RECEIVED

FOR OFFICE USE ONLY / ID NO

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We have a statutory duty to process an application with a view to offering a school place in accordance with the Education Act 2002 and the School Admission Code 2014. We therefore require the form to be completed in full by an adult with parental responsibility for the child.

## Guidelines – Please read these carefully before completing this form

This form has 6 sections. It is important that you complete all sections of the iCAF, incomplete forms will not be processed.

**This form is only for children born between 01/09/03 and 31/08/08, or where delayed entry has been previously agreed** (a letter from the head teacher of your child's current school must be attached to this form confirming that your child is taught out of cohort). Using this form for children outside this age group will result in the form being invalid (and it will not be processed).

### Important address information

The application address stated on your child's Common Application Form (CAF) **must be the address where you and your child currently live** even if this is a temporary address. If you cannot prove that you and your child live at this address at the time the application was made then this will result in your child's application being withdrawn and no offer made for your child. If your child lives between two homes, eg, split custody for parents only, just one parental address can be used for the application and for distance purposes. The address must be agreed between both parents/carers and is usually the address where the child benefit is paid to. Addresses of parents/carers will be checked against Lambeth Council Tax and benefits records.

**You must ensure that your application is submitted with proof of address for you and your child.** If proof of address is not attached, then this will delay the processing of your application.

**Applications must be accompanied by at least one of the following documents** to confirm the parent/carer's name and address who submitted the application:

- Current financial year's Council Tax letter or statement, this must be supplied if you are the council tax payer.
- Copy of the tenancy agreement, if this is a new address, supply a letter from solicitor confirming exchange of contracts or tenancy agreement.
- Copy of a benefit letter no more than 12 months old, or a current financial year's Universal Credit letter/print-out which includes the child's name.

**Then at least one of the following as well**

- Copy of a benefit letter no more than 12 months old, or a current financial year's Universal Credit letter/print-out which includes the child's name – if not already provided from above list.
- Copy of current TV licence.
- Copy of current utility bill, no more than 3 months old.
- Driving Licence. Applications must include one of the following documents to confirm the child's name and address:
- Child Benefit letter for the current financial year (please copy all pages of the letter to include the home address on the first page and child's name on the second page), or a current financial year's Universal Credit letter/print-out which includes the child's name.

- Child's National Health Service registration card, or a medical letter or prescription that is no more than 12 months old.
- Immigration documents that show address – if applicable.
- Child Tax Credit Award notice for the current financial year (please copy all pages of the letter to include the home address on the first page and child's name).

If none or only some of the documents can be obtained a sworn affidavit or affirmation, obtained through a solicitor will be needed. This affidavit or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority and stamped with the company stamp. It must include the parent and child(ren)'s full names and address, the date you started living at that address and the child(ren)'s date(s) of birth.

Please note that Lambeth Council cannot contribute towards the cost of obtaining this documentation. If you have any problems supplying these documents, please contact us as soon as possible.

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

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

### Secondary school preferences

This form is only to be used to apply for the Lambeth community schools: **Lilian Baylis Technology School, The Norwood School and Woodmansterne School (years 7 - 9 only)**. For any other Lambeth schools, applications need to be made directly to the school. For schools in other boroughs, please check their processes.

Please inform us in the relevant part in section 5 whether you have applied to any other Lambeth schools, private (fee-paying) schools or schools in other boroughs.

### Siblings

If your child has a brother or sister attending a Lambeth community secondary school in the academic year 2019/20 please give details

in the section provided.

A sibling is defined as a full/half/step brother or sister, living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the council.

**Information within this form (including Transfer form) may be used within the Fair Access Protocol to assist with securing a place for your child. For more information please view 'Lambeth secondary school in-year admissions' booklet via [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions)**

### Was your child permanently excluded from their last school?

**Yes** (if yes do not complete this form. Please contact your home borough Inclusion Team to discuss revised educational arrangements)  **No**

### Was your child born between 01/09/2003 and 31/08/2008?

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

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

Child's first name

Middle name(s)

Surname/last name

Child's date of birth  
Day   Month   Year     Boy/Girl     Year Group (years 7 to 11)

Child's home address  
(This must be the address where the child **currently** lives.  
If this is different from the parent/carer address, please give reasons for this.  
If parents share custody, this must be stated and both addresses shown – see Section 2)

Postcode

Is parent/carer address different?  **Yes**  **No** (please tick as appropriate)

### If yes, please give reason(s)

Child's home borough

**Current or previous educational provision (if any, eg secondary school)**

School name

School address

Postcode

DfE code

**Is your child still on the register for this provision?** Day Month Year

**Yes**  **No** If no, please state last date of attendance

**Lambeth Council will normally seek further information from the previous school to assist the transfer process, so please complete the Transfer form on pages A-D.**

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## Section 2 Parents/carers details

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

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

First name

Surname

Relationship to child

Home telephone

Mobile telephone

Email address

Is an interpreter needed  **Yes**  **No**

If yes please state language

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

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

First name

Surname

Relationship to child

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

Address (if different from child's address in Section 1)

Postcode

Home telephone

Mobile telephone

Email address



## Section 4 Reason for application

### This section must be completed to assist us in processing your child's form

Please tick relevant box and fill in the details:

New arrival to UK (specify country)

Date of arrival to UK  (dd/mm/yyyy)

New arrival from another area within the UK (specify borough/town/country)

Date of arrival to London  (dd/mm/yyyy)

Does your child speak English  **Yes**  **No**

If no, please state the main language your child speaks

Transfer from local school – **specify full school name and give reason for transfer, further details must be given on the Transfer form on pages A-D which must be completed if you are transferring from a London school.**

## Section 5 Lambeth Fair Access Questions

If you are a Lambeth resident, your child is currently out of school (this does not include home educated) and we are unable to offer a school place we may consider a referral to Lambeth Fair Access Panel (FAP).

To assist with this, please answer the following questions.

Please tick if your child:

is homeless  
(including in a refuge)

is a refugee or  
asylum seeker

is a Traveller, Roma  
or Gypsy child

is currently working with  
Lambeth social care

is categorised as a 'Child in  
Need' or subject to a Child  
Protection Plan

is a young carer

is known to Lambeth Youth  
Offending Service

has significant health issues and/or disability which affects  
their ability to access education **and** has no EHCP

If you have ticked any of the boxes above, you **must** attach professional confirmation documentation eg. Key worker letter

For more details about Lambeth FAP please visit [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions)

# Section 6 Lambeth community secondary school preferences

Please use the space provided if you wish to give your reasons for choosing the school.

## Preference 1

School name

DfE code

**Details of any siblings (brother/sister) attending this school who will still be there during the 2019/20 academic year**

Sibling first name

Sibling surname

Day  Month  Year  Boy/Girl  Sibling date of birth

Do you have supporting evidence to apply on medical/social grounds to this school?

If yes please attach this to your application  Yes  No (please tick as appropriate)

Reason for choice (optional)

## Preference 2

School name

DfE code

**Details of any siblings (brother/sister) attending this school who will still be there during the 2019/20 academic year**

Sibling first name

Sibling surname

Day  Month  Year  Boy/Girl  Sibling date of birth

Do you have supporting evidence to apply on medical/social grounds to this school?

If yes please attach this to your application  Yes  No (please tick as appropriate)

Reason for choice (optional)

## Preference 3

School name

DfE code

**Details of any siblings (brother/sister) attending this school who will still be there during the 2019/20 academic year**

Sibling first name

Sibling surname

Day  Month  Year  Boy/Girl  Sibling date of birth

Do you have supporting evidence to apply on medical/social grounds to this school?

If yes please attach this to your application  Yes  No (please tick as appropriate)

Reason for choice (optional)

**Please identify any other school(s) you may have applied to which is/are not previously referred to on this form including other Lambeth schools/academies, as well as any private (fee-paying) school(s) and schools in other boroughs.**

## Checklist and declaration

**Please read through carefully before signing this section**

- I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief.
- I have read, understood and comply with the guidelines stated in the ‘Lambeth secondary school in-year admissions 2019/20’ booklet and on this form.
- I have completed each section of this form, including writing my child’s name on the front. I have also ensured that pages A-D are completed as appropriate.
- I have read and understood the admission criteria for the schools that I have applied for.
- I wish to apply for a place at each of the schools named in Section 6, and I have listed these schools in my order of preference.
- I have attached the required proof of address and date of birth documents as listed on page 2.
- I have attached supporting evidence if applying for a school because of social/medical reasons; admission of child out of their normal year group; child of school staff; Looked After Child or Previously Looked After Child grounds, as stated in section 3.
- I understand that once this form is submitted, no changes to preferences will be permitted, due to the processes involved in the Lambeth ‘in-year’ admissions procedure.
- **I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.**

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

For more information on how Lambeth Council processes personal data please see our privacy notice [lambeth.gov.uk/privacy-notice](http://lambeth.gov.uk/privacy-notice).

**Parent’s/carer’s signature**

**Date**

Day      Month      Year

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**Please note that this form cannot be processed if it has not been signed and dated.**

The fully completed Common Application Form (with the required proof of address and child’s date of birth documents attached) should then be returned to Lambeth School Admissions Team:

**By post:** Lambeth School Admissions Team, PO Box 734, Winchester, SO23 5DG.

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

**By hand:** Lambeth Customer Service Centre, Lambeth Civic Centre, 6 Brixton Hill, London SW2 1EG  
(Monday to Friday by appointment)

### Outcome of application

All your preferences will be considered at the same time. A letter should be sent within 20 school days where possible to inform you of the outcome of your application. If you are not offered a place at any school, please contact Lambeth School Admissions Team for current information on schools in Lambeth with vacancies. Your child will also be placed on the waiting list of your preference schools. Once a place is offered your child’s name will be removed from the list for all other schools unless you request that their name remain on the on the reply form sent with the outcome letter. If this has been requested your child’s name will remain on the waiting lists for Lambeth community schools until the end of the academic year in which the application was received. (Please see ‘Waiting List’ information in the Lambeth secondary school In-Year 2019/20 booklet).



# Transfer Form

**This form must be completed if your child is on roll at a London school already and you wish to transfer them in year to another school. Senior staff at your child's current school must complete the school's sections of the form and sign and stamp the back of the form. Please note that if this Transfer Form is not completed in full, the whole Common Application Form will not be processed.**

Child's name	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/>
Current school name	<input type="text"/>
Postcode	<input type="text"/>
DfE Code	<input type="text"/>

We are asking for the following information to ensure that all avenues have been exhausted and you have liaised with relevant staff at your child's current school (e.g. classroom teacher, head of year, headteacher, board of governors) with no satisfactory outcome.

Transferring schools in-year can, for some children, have a negative impact on a child's achievement. It can take many months for a child to settle into a new school. For this reason we do not actively encourage transfers taking place where possible, and would ask parents to work with their child's existing school to try and overcome the existing issues which are driving the transfer request.

It is normally found that behaviour patterns and unfavourable associations with other types of pupil can follow a child from school to school. If, however, there is evidence that your child has been a victim of other pupil's behaviours, we advise that you obtain a statement from the headteacher to support your transfer request.

If it becomes clear from your transfer form/additional information that your child has had an unsettling school history and/or your child has attended two or more secondary schools, we may not accept a further move unless a change of address makes travel to the existing school unreasonable. If this is not the case, we urge you to work with your child and their current school to find a solution that will allow them to successfully complete their studies there.

- If the information we receive from your child's school highlights difficulties your child has faced in complying with its behaviour policies and code of conduct, the intended transfer may take a different route.
- If, from the information provided by your child's current school, it is clear that the school have looked to put a number of measures in place in order to support your child, as the school has invested so much time and effort in a child, please make every effort to continue with this process. You may find a new school is unable to resource the same level of support your school is currently offering.
- Even if a transfer is approved, your preferred school(s) may be full. If this is the case, we will write to you again once we have fully considered your application offering you the right of appeal.

**You must not withdraw your child from attending a school unless you have made other arrangements for them to receive full-time education. You must inform the school in writing before your child stops attending and advise them of the new educational arrangements in place for your child. The school and/or your Local Authority are required to check that the arrangements you are making are in place and are satisfactory.**

## Reason for Transfer

**This form will not be accepted if it has not been completed by a senior member of staff at your child's current school, then signed and stamped.**

Please outline in full the reasons why you want your child to transfer to another school.

Briefly outline of what the child and parent/carer and school staff have done to address concerns/issues raised.

<b>Child and parent/carer</b>	<b>School staff</b>

Are there any further actions by either party that could help resolve the concerns/issues?

<b>Child and parent/carer</b>	<b>School staff</b>

**To be completed by senior staff at the child's current school**

Do you support the reason for transfer to another school?

**Yes**  **No** (please tick as appropriate)

Please provide a brief explanation why:

Staff signature

Date

Name (capitals)

Position held

School stamp

**This form will not be accepted if it has not been completed by a senior member of staff at your child's current school, then signed and stamped.**