

**ADMISSIONS POLICY FOR  
LAMBETH'S COMMUNITY PRIMARY & SECONDARY SCHOOLS  
and  
OASIS ACADEMY JOHANNA  
FOR THE 2019/20 ACADEMIC YEAR**

*Lambeth Local Authority (LA) is the Admissions Authority for:*

- *all community primary and secondary schools*
- *also Oasis Academy Johanna on behalf of Oasis Community Learning.*

**School applications for children with a Statement of Special Educational Needs or an Education Health Care Plan (EHCP) are dealt with by Lambeth Special Educational Needs and Disabilities Team. Children with Statements/EHCPs naming one of the schools where Lambeth is the admission authority will be admitted to the named school. Where the Statement/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**

Allen Edwards Primary	<b>60</b>	Jessop Primary	<b>60</b>
Ashmole Primary	<b>30</b>	Jubilee Primary	<b>60</b>
Bonneville Primary	<b>60</b>	Kings Avenue School	<b>60</b>
Clapham Manor Primary	<b>60</b>	Lark Hall Primary	<b>60</b>
Crown Lane Primary	<b>60</b>	Kingswood Primary	<b>120</b>
Elm Wood Primary	<b>60</b>	Loughborough Primary	<b>60</b>
Fenstanton Primary	<b>90</b>	Paxton Primary	<b>90</b>
Glenbrook Primary	<b>60</b>	Richard Atkins Primary	<b>30</b>
Granton Primary	<b>90</b>	Stockwell Primary	<b>90</b>
Heathbrook Primary	<b>60</b>	Streatham Wells Primary	<b>30</b>
Henry Cavendish Primary (Balham site)	<b>60</b>	Sudbourne Primary	<b>45</b>
Henry Cavendish Primary (Streatham site)	<b>60</b>	Sunnyhill Primary	<b>60</b>
Henry Fawcett Primary	<b>60</b>	Telferscot Primary	<b>60</b>
Herbert Morrison Primary	<b>30</b>	Walnut Tree Walk Primary	<b>50</b>
Hill Mead Primary	<b>60</b>	Woodmansterne School (primary provision)	<b>120</b>
Hitherfield Primary	<b>90</b>	Oasis Academy Johanna	<b>30</b>

## Names and admissions numbers for Lambeth community secondary schools

Lilian Baylis Technology School (LBTS – mixed community)	<b>124</b>
The Norwood School (mixed - community)	<b>180</b>
Woodmansterne School (mixed - secondary provision)	<b>150 (90 + 60) *</b> (see note below)

### Application process

#### Applications for primary (reception), junior and secondary transfer

- 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 2014.
- Applications for initial entry to all primary, junior and secondary schools 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 2019 for primary and junior and 31 October 2018 for secondary.
- Applications received after the above deadlines will be classed as 'late' and not processed until after National Offer Days – primary and junior April 16 2019, secondary 1 March 2019.
- Late applications will then be slotted into any waiting list in accordance with how they meet the admissions criteria and distance 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 2018/19 and remain on roll during the secondary transfer application process will be eligible

to automatically transfer to the Woodmansterne secondary provision in 2019/20. This means that the PAN for year 7 entry in 2019 will be split, i.e. the three Year 6 classes already in the school will continue into year 7 in 2019 without the need to re-apply. This means that up to 90 places will be taken up by these pupils and the remaining 60 will be offered through the Pan-London co-ordinated process.

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 and Oasis Academy Johanna are to be made using the Lambeth In-year Common Application Form (iCAF).
- Offers made for Lambeth community schools and Oasis Academy Johanna 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 and secondary community schools and Oasis Academy Johanna**

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. The Council's policy recommended for agreement is as follows:

*Lambeth LA is the Admissions Authority for all its community primary schools, community secondary schools as well as Oasis Academy Johanna on behalf of Oasis Community Learning and will, in consultation, determine the admissions arrangements for these schools. Lambeth LA will coordinate all 'in-year' admissions for these schools.*

*All children entering a Lambeth community primary school and Oasis Academy Johanna will be admitted in September 2019, 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 request that the date their child is admitted to school is deferred until later in the academic year. Parents/carers can request that their child takes up the place part-time until the child reaches compulsory school age. This must be agreed between the parent/carer and the school for which a place has been accepted and will be considered on a child-by-child basis.*

Lambeth LA, as the admissions authority for all Lambeth community schools and Oasis Academy Johanna, 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:

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

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) **immediately** following having been looked after.

A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. 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 a letter 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 2015).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. 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) (ie 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.

*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 of the school week, which will*

*normally be the address where child benefit is payable. If the parent/carer making the application lives at a different address to the child, a letter of explanation should be attached. 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.*

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 randomly allocate places as a tiebreaker.

**(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.

*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, which will normally be the address where child benefit is payable. 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.*

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 randomly allocate places as a tiebreaker.

#### **Sudbourne Primary - Distance criterion on the basis of proximity**

Priority will be given to children on the basis of proximity to a central point on the Hayter Road site ONLY.

The distance between the child's current home address and the central point on the Sudbourne Hayter Road site will be 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 (i.e. the Sudbourne Hayter Road site) 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.

*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, which will normally be the address where child benefit is payable. 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.*

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 randomly allocate places as a tiebreaker.

## **Oversubscription for Lilian Baylis Technology School (LBTS)**

Lambeth LA is the Admissions Authority for LBTS School.

### **General Places**

All children applying for admission to the school in Year 7 will be required to take a Non Verbal Reasoning Test. Staff at LBTS administer the banding test 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) will need 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. All children will be placed in one of five bands, based on their score in the test.

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 oversubscription 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 on the oversubscription waiting list for places have been offered a place.

Once children with a Statement of Special Educational Needs or an EHCP in which the school is the named school, the remaining places will be allocated on the basis of the oversubscription criteria detailed below so that equal numbers of children are admitted from each band.

Where the number of places remaining is not equally divisible by five, an additional place(s) will be allocated 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 below:

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

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. 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 a letter 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 2015).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. 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.

*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 of the school week, which will normally be the address where child benefit is payable. 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.*

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 randomly allocate places as a tiebreaker.

## **Oversubscription for The Norwood School**

Lambeth LA is the Admissions Authority for The Norwood School.

### **General Places**

All children applying for admission to the school in Year 7 will be required to take a Non Verbal Reasoning Test. Staff at The Norwood School administer the banding test 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 2) will need 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.

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 oversubscription 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 on the oversubscription waiting list for places have been offered a place.

This school will reserve up to 10% (up to 15 places) of their Year 7 places for pupils showing a particular aptitude for the school's specialism, namely the visual and performing arts. 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.

All children will be placed in one of five bands, based on their score in the test. Once the specialist places have been allocated and places have been allocated to children with a Statement of Special Educational Needs or EHCP in which The Norwood School is the named school, the remaining places will be allocated on the basis of the oversubscription criteria detailed below, so that equal numbers of children are admitted from each band.

Where the number of places remaining is not equally divisible by five, an additional place(s) will be allocated 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 below:

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

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. 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 a letter 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 2015).

1. All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. 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.

*If parents/carers are separated and share custody of the child, the address given should be that of the parent/carers with whom the child spends most of the school week, which will normally be the address where child benefit is payable. 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.*

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 randomly allocate places as a tiebreaker.

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

### **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.

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 agreed between the parent/carer and the school for which a place has been accepted and will be considered on a child-by-child basis.
- 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 agreed between the parent/carer and the school for which a place has been accepted and will be considered on a child-by-child basis.

### **Admission of children outside their normal age group**

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

- 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.

- Parents/carers applying for an out-of-year group place in a Lambeth community primary school or Oasis Academy Johanna must 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 head teacher 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 2.17 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/carer’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 **must** 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. 2020/21), 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.
- 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.

### **Admission of children outside their normal age group - 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 2018/19 **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 head teacher 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 2.17 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/carer’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 is granted, then the child’s application will be processed for a place in year 7 for 2019/20 as agreed by the MEDSOC Panel and the school.
- 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.

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

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 agreed between the parent and the school for which a place has been accepted and will be considered on a child-by-child basis.
- 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 agreed between the parent and the school for which a place has been accepted and will be considered on a child-by-child basis.

### **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.
- Addresses from overseas (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 the overseas address for the child and parent/carer will still be required. 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 overseas home to school distance 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, which will normally be the address where child benefit is payable. 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.
- 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 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 of the Common Application Form than the one offered, the child's name can be placed on the school's waiting list.
- 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 and Oasis Academy Johanna, which were listed as a higher preference to the one offered until 31 January of that year.
- After 31 January a new in-year application will be required for a name to continue on the waiting list.
- Non-community Lambeth schools may have their own different policy on waiting lists.

### **In-year offers**

- 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).
- 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 and Oasis Academy Johanna until the end of the academic year (31 August) in which the application was received or until 31 December of the same year if received after 1 June.
- 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 nearest 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 (ie 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 nearest school (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 or Oasis Academy Johanna 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 and Oasis Academy Johanna 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 and Oasis Academy Johanna, 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 and Oasis Academy Johanna 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.

## **Appendices**

1 – Supplementary Information Form for Lilian Baylis Technology School

2 – Supplementary Information Form for The Norwood School

Consultation

## Supplementary Information Form for Year 7 Entry – September 2019



THIS FORM MUST: BE RETURNED TO NORWOOD SCHOOL  
BY **FRIDAY 26th OCTOBER 2018**

### Information about the child:

Child's Forename		Child's Middle Names (if any)		Child's Surname	
Child's Date of Birth		Child's gender (please tick)		Male	Female
Address		Borough of Residence			
Post Code		Council Tax bill or other utility bill attached as proof (please tick)			

Is the child under the care of the Local Authority? (A Looked After Child)	No	Yes	If yes, supporting evidence attached (please tick)
Do you consider the child to have an <b>exceptional</b> social or medical need, which can only be met by Norwood School?	No	Yes	If yes, supporting evidence attached (please tick)

### Information about the family:

Is a twin/triplet/half brother or sister also applying for admission to Year 7 in September 2019? (please tick)			Yes	
			No	
If yes, please give forename of child/children				
Will a brother or sister be on roll at Norwood School for September 2019? (please tick) If yes, please give details below			Yes	
			No	
Name		Current Tutor Group		Date of Birth

### Information about the parents/ guardians with whom the child lives:

Title (Mr/Mrs/Miss/Ms)	Initials	Surname	Relationship to child	Contact telephone numbers

### Information about the child's current primary school:

Name of School		Telephone number		
Address of School			Local Authority	
Post Code			Dates child has attended this school	
			From	To

Please turn over



**About the Admission Test:**

Nine schools share the admission test and however many schools are applied to, the test only has to be taken once. 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 form completed.

The Norwood School		Platanos College	
Lambeth Academy		St Martin-in-the-Fields <i>(girls only)</i>	
Dunraven School		Archbishop Tenison’s School	
La Retraite School		London Nautical School <i>(boys only)</i>	
Lillian Baylis Technology College			

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.				

**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 criteria.**

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/Guardian ..... Date .....

Signature of Parent/Guardian .....

**Parents’ 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
	You have completed the Common Application Form and sent it to your Local Authority
<b>THINGS YOU MAY NEED TO DO:</b>	
	You have enclosed a stamped self-addressed envelope (if you want to receive confirmation that your application has been received by the school).
	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 the Common Application Form.
	If the child has an exceptional social or medical need for a place, you have attached professional supporting evidence to the Common Application Form.

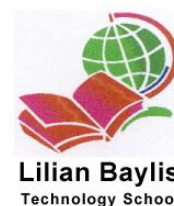
Send this form and all supporting documents to:

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

FOR SCHOOL OFFICE USE

Date Received	Acknowledged	Computer Ent	EAL	SEN	LAC	Sibling	Soc/Med

# LBTS Supplementary Information Form For Y7 Entry September 2019



**1. REMEMBER YOU MUST ALSO COMPLETE THE COMMON APPLICATION FORM AND SEND IT TO YOUR 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 MONDAY 29<sup>TH</sup> OCTOBER 2018**

<b>CHILD'S FIRST NAME</b>	<b>CHILD'S MIDDLE NAMES</b>	<b>CHILD'S SURNAME</b>
<b>Please tick appropriate box:</b>	<b>MALE</b> <input type="checkbox"/> <b>FEMALE</b> <input type="checkbox"/>	<b>DATE OF BIRTH:</b>
<b>Twin/Triplet/Half Brother/Sister also applying for Year 7 admission in September 2019</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<b>If yes please give name(s):</b>

<b>Parent(s)/Guardian(s) with whom the child lives:</b>				
<b>Mr/Mrs/Miss/Ms</b>	<b>INITIALS</b>	<b>SURNAME</b>	<b>RELATIONSHIP TO CHILD</b>	<b>TELEPHONE</b>
<b>ADDRESS:</b>				
<b>POSTCODE:</b>		<b>BOROUGH OF RESIDENCE:</b>		

Will a brother or sister be on roll at Lilian Baylis Technology School in September 2019?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>If 'YES' please give their full NAME:</b>		

<b>Child Looked After:</b> Is this child under the care of the Local Authority?	<b>YES</b> <input type="checkbox"/>
<b>Please ensure that you have attached evidence to the Common Application Form</b>	
<b>Social/Medical:</b> If you consider your child to have an exceptional social or medical needs which can only be met by Lilian Baylis Technology School.	<b>YES</b> <input type="checkbox"/>
<b>Please ensure that you have attached evidence to the Common Application Form</b>	

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

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**NAME OF CHILD'S PRESENT SCHOOL:**

**ADDRESS OF PRESENT SCHOOL:**

**POSTCODE:**

**TELEPHONE NO:**

**LOCAL AUTHORITY:**

**DATE STARTED PRESENT SCHOOL:**

**Admission Test:**

If you are also applying to any or all of the following schools:  
Archbishop Tenison's, Dunraven, Lambeth Academy, La  
Retraite RC Girls School, Lilian Baylis Technology School,  
London Nautical, Norwood, St Martin-in-the-Fields or Platanos  
College your child will sit the test **only once**.

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

- |                                          |                          |
|------------------------------------------|--------------------------|
| Archbishop Tenison's                     | <input type="checkbox"/> |
| Dunraven                                 | <input type="checkbox"/> |
| Lambeth Academy                          | <input type="checkbox"/> |
| La Retraite RC Girls School (GIRLS ONLY) | <input type="checkbox"/> |
| Lilian Baylis Technology School          | <input type="checkbox"/> |
| London Nautical (BOYS ONLY)              | <input type="checkbox"/> |
| Norwood                                  | <input type="checkbox"/> |
| St Martin-in-the-Fields (GIRLS ONLY)     | <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/GUARDIAN:**

**DATE:**