

# Secondary Transition September 2023/24



Clapham Manor  
*Primary School &  
Nursery*

*Growing Brighter Futures*

# Aims of the evening

- ❖ Introduction to local secondary schools from Headteachers
- ❖ Information and Advice on how to apply to a secondary school
- ❖ Opportunity to ask questions

# You Should:

- Find out as much as you can about the schools you are considering
- Look closely at the admissions criteria for the schools and consider “does my child meet these criteria”
- Apply online via **[lambeth.gov.uk/eadmissions](https://lambeth.gov.uk/eadmissions) from 1 September 2022**
- List the schools you want to apply for in the order that you prefer them (1-6)
- **Upload on to the CAF the required proof of address for you and your child**
- Attach to the CAF any medical/social or other documents for consideration
- Return **Supplementary Information Forms** to any school/academy that requires one by their deadline, as this impacts upon the chances of your child gaining a place
- Ensure your child sits the admissions test where required, as this also impacts upon the chances of your child gaining a place. The test used by some Lambeth schools will be in November (Date TBC) Except Dunraven for whom it will be the **13 November 2022**.
- For Wandsworth it is **Saturday 1<sup>st</sup> October 2022** (*Registration is closed*).

# The process of applying....

- This is for pupils who **DO NOT** have an Education, Health and Care Plan (EHCP) as such pupils' applications are dealt with via the SEND Team.
- Parents/Carers only need to complete **ONE** Common Application Form (CAF) to apply for up to six schools **anywhere** in London except fee-paying.
- There is one deadline for the CAF: **Monday 31 October 2022.**
- All parents/carers who apply on time will know what school their child has been offered, (if any) on **Wednesday 1st March 2023.** This offer will be the highest preference offer that can be made.

# What the procedure cannot do!

- It cannot guarantee every child a school place on 1<sup>st</sup> March 2023.
- It cannot guarantee each child will get a place at their first preference school.
- It cannot limit some multiple offers being made after 1st March 2023 (but Lambeth School Admissions Team will be aware of them and ensure that Parents/Carers reject one of these offers quickly).

# All applications MUST have proof of address

**If you fail to provide the required documents,  
your child's application may be withdrawn!**

## **Two proofs for Parent/Carer**

***At least one of these:***

- ✓ Current financial year's Council Tax letter or statement, this must be supplied if you are the council taxpayer.
- ✓ Copy of the 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.

# Continued.....

***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)
- ✓ Current TV licence.
- ✓ Copy of current utility bill (excluding mobile phone) no older than 3 months.
- ✓ Driving licence.

# All applications must have proof of address

## One proof for child's 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) 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 medical letter that is no older than 12 months or a medical letter or prescription that is no more than 12 months old (this can also be used to confirm your child's date of birth).
- ▶ 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, parents name and child's details).

***If none or only some of the documents for the parent/carer or child can be obtained, a sworn affidavit, statutory declaration or affirmation obtained through a solicitor will be needed.***

# All applications must also have proof of child's date of birth

*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.

**IMPORTANT: If you do not receive a reference similar to: 208-2022-09-E-001234 your form has NOT been submitted!**

# What happens after 31 October 2022?

- Online application outcomes will be available online on the evening of **Wednesday 1st March 2023**.
- Paper application outcomes will be sent by letter via first class post on Wednesday 1st March 2023. The outcome day is the same date for every borough in England.
- Parent/carers **must** ensure that any change of address is updated on the Lambeth School Admissions Webpage ASAP. There is a separate link to the form for this.

# Admissions Tests

**Some schools require children to sit a test. It is vital that your child sits the tests required for the schools you apply for, otherwise this will significantly reduce the likelihood of your child gaining a place at the school.**

- ▶ In Lambeth the ability banding test is used to ensure children of all abilities are considered for a place. The date for the test is **TBC** and is required for the following schools:
- ▶ Dunraven School (Saturday 12<sup>th</sup> November)
- ▶ Lilian Baylis Technology School
- ▶ The Norwood School
- ▶ Platanos College

**Your child will be invited to sit the test once an on time SIF has been received by the relevant school.**

- ▶ In addition to this The Norwood School has bursary auditions on 15<sup>th</sup> October 2022.
- ▶ More details about how the tests are used can be found in the [Starting secondary school in Lambeth 2023/24 booklet](#).

# Fair Banding

Fair banding is designed to ensure that children have an equal chance of gaining a place at a school regardless of their academic ability or their family circumstances.

**Banding means that schools have to offer as many places to middle and lower ability children as to high achieving pupils. In Lambeth this is allocated at 20% to each of the five bands.**

Being in a higher band doesn't mean your child is more likely to get a place: schools are not allowed to use banding tests as a way of admitting more high ability children than low ability pupils.

**If there are more children in a band than places available, schools will apply their individual oversubscription criteria (such as distance from the school).**

Under the School Admissions Code, fair banding is considered good practice.

# What happens after 1 March?

- ✓ If your child has been offered a place it is advisable that you accept it within two weeks, even if it's not your first preference, or is an allocated offer. This will **not** affect your application to schools that are placed higher on your application.
- ✓ Ensure your child's name is on the waiting list for the schools you prefer. Once an offer is made your child's name will be automatically removed from schools placed lower than the offered school on your application.
- ✓ You have the right of appeal where you can demonstrate that the admissions criteria has not been implemented correctly.
- ✓ You can consider applying for other schools where there are vacancies if your child has not been offered a place, or has an allocated offer you do not like.

# **Suggested sources of further information**

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

**[ofsted.gov.uk](http://ofsted.gov.uk)**

**School open days**

**Lambeth School Admissions Team  
020 7926 9503**

# Preparation for Years 5 & 6

Find out the dates for last years tests so you can prepare in advance

Access Free past papers online or purchase books such as shown below

In school offer for all

