



1 October 201802036748752

Dear parents/carers

**Re: Secondary transfer 2019 applications**

**This letter is a reminder to parents/carers that now is the time to apply for your child's secondary school place and the deadline is Wednesday 31 October 2018. If you apply after this date the likelihood of gaining a place at your preferred school may be significantly reduced.**

You will have already received the 'A brief guide to Secondary School in Lambeth 2019/20' booklet, but some details about the process are stated below for reference.

**Step-by-step guide**

**You should:**

- 1. Find out as much as you can about the schools you are considering** – get the prospectus, go to open days (with your child), refer to the 'Secondary Schools in Lambeth 2019/20' booklet, look at how offers were made for the school the previous year, view Ofsted reports etc.
- 2. Look closely at the admissions criteria for the schools** and consider "does my child meet these criteria". If they do it will increase your child's chances of gaining a place at the school.
- 3. Apply online via your home borough.** Lambeth residents must go to [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions) for the link to the Pan-London online Common Application Form (CAF). Other borough residents need to apply via their home borough's school admissions page. Helpful screen shots of the online pages can be found in our aforementioned booklet via our webpage.
- 4. List the schools you want to apply for in the order that you prefer them (1 to 6) on the CAF.** You do not have to list 6, but the more you list in your favoured order, the greater the chance your child will be offered a place at a school you want. You can choose any school anywhere in the Pan-London area, (except fee-paying schools) using the drop-down menus.
- 5. Once you are happy with the selection of schools and all information about you and your child is accurate, submit your online application by 31 October 2018.** You will get a receipt by email and a reference number similar to 208-2019-09-E-001234. If you do not get this number, your form has not been submitted.
- 6. You can make changes to the CAF at any time before the deadline; just ensure that you re-submit the application for the changes to be logged.**

7. **Upload on to the CAF the required proof of address documentation for you and your child and your child's date of birth by the deadline.** Details of the documents required for Lambeth residents can be found via [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions). If you do not live in Lambeth, you must check what items your local School Admissions Team require and attach those to the CAF. Applications without the correct proof of address documentation may be withdrawn and no offer made.
8. **Attach to the CAF any medical/social or other documents for consideration, if you wish to, by the deadline.**
9. **Return Supplementary Information Forms (SIF) to any school/academy that requires one by their deadline, as this impacts upon the chances of your child gaining a place.** This is because they contain further information relating to the school's admissions criteria.
10. **Ensure your child sits the admissions test where required, as this also impacts upon the chances of your child gaining a place.** The Lambeth ability banding test used by some Lambeth schools is on Saturday 10 November and your child will be invited to the test once the SIF has been received by the school(s) on time. For other schools that require a test score, please check their test arrangements and dates.

**Further points to remember:**

- Admissions authorities - the body of people who make decisions about admissions - will determine which children can be offered a place at a school by applying their admissions criteria. For community schools the admissions authority is the local authority itself and for an academy, voluntary-aided (religious), foundation or free school it is the governing body of that school or trust.
- Where a school has more applicants than places its published admissions criteria will be used to decide the order in which children are to be ranked.
- School staff will not know what number preference their school has been listed on the CAF, all applications are considered the same at the same time.
- Secondary National Offer Day is 1 March 2019. Parents/carers will be informed of outcome of their CAF that evening by text and/or email. Children will be offered the single highest preference possible from their CAF, or if no offer can be made from the CAF, an allocated offer will be made then or soon afterwards.
- More details about National Offer Day and actions to take will be given at that point.

For more information about the process visit [lambeth.gov.uk/eadmissions](http://lambeth.gov.uk/eadmissions)

**Deadline for applications: Wednesday 31 October 2018**

**Apply online and apply on time!**

Yours faithfully

Lambeth School Admissions Team

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[www.lambeth.gov.uk/eadmissions](http://www.lambeth.gov.uk/eadmissions)