



TRANSFERRING FROM PRIMARY TO SECONDARY SCHOOL

September 2020

HOW TO START.....

- Do some homework! Find out as much information about schools you are considering as you can. Contact schools for a prospectus. Use the internet to research schools local to your address. Some of these may be in a neighbouring borough. Also look at how schools made offers the previous year.
- The majority of open sessions in Lambeth and other boroughs take place during **mid September and mid October** each year.
- Look closely at the admissions criteria for **each** of the schools you are considering and check, “does my child meet the criteria ?”.

COVID INFORMATION – OPEN SESSIONS

The Lambeth brief guide to secondary schools has information on the application process and an overview of the open sessions of all schools in the borough. A paper copy should have gone home this week with your child. An online version is available here

<https://www.lambeth.gov.uk/sites/default/files/Secondary-Transfer-2021-Lambeth-Small-Brochure.pdf>

However, schools are each making individual decisions as to how their open sessions will run this year, owing to social distancing restrictions. Some will be by appointment only, others will be virtual tours.

Please contact schools you are interested in either by looking on their website or phoning them to see what will be possible.

APPLYING – THE CO – ORDINATED ADMISSIONS PROCEDURE

- Since 2005 every borough across England has been required to co-ordinate admissions to secondary schools in their areas
- This means boroughs share information on applications with a view to making the system more transparent and fairer to children and families.
- The system seeks to ensure that on National Offers Day – **Monday March 1st 2021** - all parents who have applied on time, will know whether their child has a school place from a preference expressed on their CAF. If successful, your child will only be offered **1** place.
- The offer of a place at a preferred school, however, even if a CAF is submitted on time, is **not** guaranteed.

HOW TO APPLY

- You **MUST** apply on a Common Application Form (CAF) through the local authority **in which you live**.
- You apply online through the Pan-London school admissions portal. It has been updated this year and is now mobile compatible via the linked app.
- As the majority of you live in Lambeth, you apply to the eAdmissions portal through Lambeth at the address below.
- www.lambeth.gov.uk/eadmissions
- **The deadline for your application is : Saturday 31st October 2020.**

PROOF OF ADDRESS AND YOUR CHILD'S DATE OF BIRTH

Lambeth ask that you submit the following **with** your CAF application to eAdmissions: They prefer documents to be scanned and attached online.

2 documents to prove your name and address as parent/carers (even if this is a temporary address)

1 document to prove your child's name and address

1 document to prove your child's date of birth

All documents **must** be from the current financial year.

ACCEPTED DOCUMENTS FOR PARENTS/CARERS

2 copies from the following list to prove your address as parent/carers are accepted:

- Council Tax letter or statement
- Tenancy agreement
- Benefit letter (no more than 12 months old) or a current financial year's Universal Credit letter/print out – to include your child's name.
- Current TV Licence
- Utility bill (no older than 3 months – excluding mobile phone)
- Drivers licence.

ACCEPTED DOCUMENTS FOR YOUR CHILD

A copy of **1** from the following list to prove your child's name and address is accepted.

- **Child Benefit Letter for current financial year (copy all pages)**
- **Current financial year's Child Tax Credit Award notice (copy all pages) or Universal Credit letter/print out (copy all pages)**
- **Child's NHS Registration card**
- **Medical letter or prescription (no older than 12 months old – can also be used to confirm child's date of birth)**
- **Immigration documents that show the address**

PROOF OF CHILD'S DATE OF BIRTH

- A copy of **1** from the following list is accepted:
 - Birth certificate
 - Passport
 - EU national identity card
 - Child's NHS card, Medical letter or prescription stating name and date of birth

ACCEPTED DOCUMENTATION CONT....

- Your documentation can be submitted electronically by uploading to your online application through the e-Admissions website. They can be scanned PDF's or a clear photo.
- Your child **will not** be offered a school place without the required documents. Neither Hitherfield or Lambeth will be able to provide photocopying facilities.

DIFFICULTIES WITH DOCUMENTATION

- If you are unable to submit any or only some of the required documents for you and/or your child, you will need to obtain a sworn affidavit or affirmation through a practising solicitor.
- The affidavit or affirmation must include parent and child's full names and address, the date you started living at your home address and your child's date of birth.
- An affidavit or affirmation costs around £5.00 and is payable by you. Lambeth will not re-imburse you for the cost.

IF YOU MISS THE 31ST OCTOBER DEADLINE.....

- Late applications are considered after **National Offers Day**
- This means, on time applications will be processed first and offers of places made, to those who applied on time, first.

This year National Offers Day is:

Monday March 1st 2021

WHAT IF I DON'T LIVE IN LAMBETH?

- You apply online to the Pan London school admissions portal through the local authority in which you live. Eg if you live in Southwark, you apply through Southwark. Check the schools section on your local authority website to find the portal.

HOW MANY SCHOOLS CAN I CHOOSE?

- You can choose up to **6** anywhere in London.
- We recommend you list at least **5**, including **1 or 2**, closest to your home, to increase your chances of an offer.
- **ONLY** list schools that you would be happy to send your child to, in the order you prefer them – don't just “fill up the form”
- Make your number **1** choice the school you really want for your child.
- If more than one school is able to offer a place, the Admissions Authority will look at your list of preferences and offer the school that you placed highest . The schools will not know the order of your preferences – the information on your CAF is treated confidentially.

YOUR CHOICE OF SCHOOLS

- In our experience, the vast majority of places are offered to children under either the sibling or distance criteria.
- Consider schools that are closest to your homes. This may include schools in other boroughs that are near to your address.
- There is increasing demand for secondary places within our local community. Dunraven is now a through school and 60 places are automatically available to the children in its primary phase. This means fewer places for other children. Their intake is now 158 places.

Admissions – How places are offered

- Generally speaking, children will be prioritised for places in the following order :
- 1) **Looked after children and previously looked after children**. This is a child who is or has been in foster care or a child who has been adopted/made subject to a special guardianship order
- 2) **Sibling**. A brother or sister already attending the school
- 3) **Medical/Social need**. Applications must be supported by 2 letters from appropriate professionals, eg Doctor, SENDCo, Social Worker, stating why a particular school would be the most suitable and the difficulties that would be caused if the child had to attend another. This criterion also takes into account a parent/carer who has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school.
- 4) **Distance**. How far away you live from the school?

ADMISSIONS

- For most of you, your child will be considered for a school place under either the sibling or distance criteria

BURSARIES & SCHOLARSHIPS

- If your child has a particular talent or aptitude eg the Arts, Sport, Music, you may wish to apply to a school that offers a bursary or scholarship.

In **Lambeth**, Norwood School offers Art Bursaries (visual and performing). Platanos College offers Art and Music scholarships. St Gabriels College offers Music Scholarships. Lambeth Academy offers 18 places to children who demonstrate aptitude in French.

- In **Southwark**, Kingsdale offers Music & Sports scholarships. Art and Maths scholarships are also available once a place at the school has been secured **after** National Offers Day. A scholarship does not guarantee a place being offered and we have had children in the past who qualified for scholarships, but were not offered a school place.

BURSERIES & SCHOLARSHIPS

- In **Croydon**, Harris Crystal Palace offer 18 places to children with an aptitude in technology.
- In **Wandsworth**, Graveney offer Music scholarships and Chesnut Grove, Art & Design and Modern Foreign Language scholarships

You usually apply for bursaries/scholarships on a special application or supplementary form which you obtain directly from the school or school website. Your child will be required to sit an aptitude test. This year, many schools are pushing back test dates to later in the autumn term. Please check with the individual schools.

FAITH SCHOOLS

- Please check **carefully** the admissions criteria for these schools on their websites as it is usually very specific.
- Applications usually need to be supported by evidence that you and your child regularly attend church or other places of worship, ie a letter from a priest, minister or religious leader.
- Lambeth schools La Retraite and Bishop Thomas Grant also require evidence of baptism.

A NEW SCHOOL IN LAMBETH

- **Harris Academy, Clapham, in Clarence Avenue, Brixton Hill, opened in September 2020.**
- It will be offering 195 places in 2021

Oversubscribed local schools

- To give you an idea of the number of applications for some of our local/popular secondary schools, in 2019/2020:
- **Dunraven** : 1,690 for 192 places
- **Elmgreen** : 788 for 180 places
- **Norwood**: 676 for 180 places
- **Kingsdale (Southwark)**: 3,179 for 300 places

Where last years children went..

○ Dunraven	31
○ Kingsdale (Southwark)	10
○ Elmgreen	11
○ Graveney (Wandsworth)	4
○ City Heights	2
○ Chestnut Grove(Wandsworth)	2
○ Norwood	2
○ Harris Girls Dulwich(Southwark)	1
○ Harris South Norwood(Croydon)	1
○ Harris C Palace (Croydon)	1
○ Burntwood (Wandsworth)	1
○ Conisborough College(Lewisham)	1
○ St Marks (Merton)	2
○ Streatham & Clapham High (Independent)	1
○ Old Palace Whitgift (Independent)	1
○ Sydenham High for girls (Independent)	1
○ La Retraite	1
○ Bishop Thomas Grant	1
○ Trinity Academy	1
○ Lambeth Academy	1
○ St Gabriel's	1
○ St Thomas Moore Language College (Kensington&Chelsea)	1
○ London Nautical	1
○ Elm Court (Specialist)	1
○ Centre Academy Wandsworth(Specialist)	1
○ Sacred Heart Catholic School (Southwark)	1

KINGSDALE INFORMATION

- Information on scholarships can be found here
- <https://www.kingsdalefoundationschool.org.uk/Scholarships/Menus>
- Information on open sessions and banding tests can be found here
- <https://kingsdalefoundationschool.org.uk/Scholarships/Open-Days-Afternoons-and-Evenings-for-2020-Entry>

SUPPLEMENTARY FORMS

- 12 out of 17 Lambeth Secondary Schools require you to complete a supplementary form.
- These are: Archbishop Tenison, Bishop Thomas Grant, Dunraven, Lambeth Academy, La Retraite, Lilian Baylis, London Nautical, Norwood, Platanos College, St Martin-in-the-fields, Trinity Academy. For St Gabriel's College, the supplementary form should only be completed if applying for a music scholarship or church place.
- Forms are obtained from the schools directly, via their websites or via the Lambeth website:
- <https://www.lambeth.gov.uk/schools-and-education/school-admissions/secondary-school-admissions/secondary-school>
- Some supplementary can be submitted electronically and are completed via the schools websites. These include for Dunraven, La Retraite and Lilian Baylis.
- Supplementary Forms usually also ask for proof of address documentation, such as a copy of a recent council tax bill or current child benefit letter
- Supplementary Forms and copies of any proof of address documents, must be completed and returned to the schools being applied for.
- For the majority of **SIF's**, the **CLOSING DATE** should be **FRIDAY OCTOBER 23rd 2020** but please check on each form as dates can vary.

BANDING TESTS

- 10 Lambeth schools require your child to sit a banding Test
- These are: Archbishop Tenison, Dunraven, Lambeth Academy, La Retraite, Lilian Baylis, London Nautical, Norwood, Platanos College, St Gabriel's College & St Martin-in-the-fields
- If you apply to 1 or more schools in Lambeth that has banding tests, your child will need to sit the test **only once** as the schools share results.
- Indicate on one of the supplementary forms, which school you would prefer your child to sit the test.
- If your child does not sit the tests, they will not be considered for a place at that school.

BANDING TESTS – COVID UPDATE

- Test day in Lambeth this year has been published in the brief guide as **Saturday 14th November 2020**.
- However, information on some secondary schools websites, such as Dunraven state that arrangements for the test are still to be confirmed owing to social distancing. Our advice is to complete the SIF form, indicating where you would like your child to sit the test and keep in contact with the school via their websites or by phone. Dunraven say on their website that they will keep parents advised of this situation via email once their SIF has been completed.
- Banding Tests in **Lambeth** consist of Verbal Reasoning, Non-Verbal Reasoning and Maths. You can buy these from shops such as WH Smiths, bookshops or online from www.gl-assessment.co.uk

BANDING TESTS IN OTHER BOROUGHS –COVID UPDATE

Schools out of borough that have tests appear to have pushed dates back to later in the autumn. Again, we would advise parents to stay in contact via school websites for up to date information on test arrangements and complete any relevant SIFS.

- Many of the Harris Academies, require your child to sit the Harris Test. This consists of non-verbal reasoning. This applies to the academies in Crystal Palace, East Dulwich, South Norwood & Merton. Test dates for this year will take place in December.
- Here is a link to Kingsdale test date information:
- https://s3-eu-west-1.amazonaws.com/sh-kingsdalefoundationschool-org-uk/media/downloads/Key%20Dates%20for%20September%202021%20Admissions%20into%20Year%207%20Amended_3.pdf

THE WANDSWORTH TEST AND SELECTIVE SCHOOLS

- If you are considering any schools in Wandsworth, such as Graveney or Burntwood, your child will need to sit the Wandsworth Test. The date for this year is December 5th. Information can be found here:
- <https://www.wandsworth.gov.uk/schools-and-admissions/admissions/secondary-school-admissions/year-6-test/about-the-year-6-test/>
- Many Independent selective schools also offer scholarships or bursaries. Eg. Streatham & Clapham High in Lambeth, The Whitgift Foundation schools in Croydon, Emanuel School in Wandsworth and Dulwich College in Southwark.

Why Test?

- So schools can get an idea of the academic potential of your child
- To offer places to children across a broad range of ability
- To be fair in applying the admissions criteria
- **Kingsdale** do **not** offer places based on distance criteria. They prioritise children who are in care/have been in foster care, scholarships, siblings and children with medical/social needs. They then operate a random allocation process, selecting children from 3 ability bands

IMPORTANT DATES AND INFORMATION

- Deadlines for Supplementary forms is **Friday 23rd October 2020** (unless otherwise specified) and must be returned to each individual school.
- CAF's must be completed online by **Saturday 31st October 2020** with documentation attached
- www.lambeth.gov.uk/eadmissions
Lambeth School Admissions Team 0207 926 9503
PO Box 734
Winchester
SO23 5DG
- Lambeth Admissions have just published on their website that they will be holding a **virtual** meeting via Microsoft Teams on:

Thursday September 10th 2020 6.30pm-7.30pm

- The co-ordinated admissions process will be discussed. This meeting is in place of the one that was originally planned to take place at Julians Primary School. We strongly advise parents to virtually attend. To register, please email schooladmissions@lambeth.gov.uk with the subject title of 'secondary transfer meeting', and a link will be sent in advance. Please ensure that you have access to Microsoft Teams before the meeting. As virtual space is limited, attendees will be accepted on a first-come-first-served basis. We are sorry if this causes any problems.