



TRANSFERRING FROM PRIMARY TO SECONDARY SCHOOL

September 2024



HOW TO START.....

Find out as much information as you can. Look on school websites, research schools local to your address. Some of these may be in a neighbouring borough. Also look at how schools made offers in the previous year.

Look at the information on the Lambeth Admissions website. The online booklet **Starting Secondary School in Lambeth 2025/26** is now available. Here is a link to the page:

[How to apply for school place before deadline | Lambeth Council](#)

[How offers were made for Lambeth secondary schools on National Offer Day \(1 March 2024\)](#)

The majority of open sessions in Lambeth and other boroughs take place from **mid September to 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 ?”

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 information on applications is shared between boroughs 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 3rd 2025** - all parents who have applied on time, will know whether their child has a school place from a preference expressed on their CAF Application. If successful, your child will be offered **1** place.

However, the offer of a place at a preferred school, even if a CAF Application 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 eAdmissions website.

As the majority of you live in Lambeth, you apply to eAdmissions through Lambeth at the address below.

[How to apply for school place before deadline | Lambeth Council](#)

The deadline for your application is : Thursday 31st October 2024.

If you need help completing your CAF – you can contact the Lambeth Civic Centre in Brixton Hill and book an appointment.

HOW MANY SCHOOLS CAN I CHOOSE?

You can choose up to **6** anywhere in London.

We recommend you list at least **4**, including **1 or 2**, closest to your home, to increase your chances of an offer. This may mean a school that is near your address, but in a different local authority.

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. List your other preferences in priority order.

If more than one school is able to offer a place, school admissions 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.

Oversubscribed local schools

There is increasing demand for secondary places within our local community and most are over subscribed.

Eg Dunraven is a through school and their intake for 2025/26 is 218 places. 60 places are automatically available to the children in its primary phase. This leaves 158 for other children who meet their admissions criteria.

Oversubscribed local schools

To give you an idea of the number of applications for some of our local/popular secondary schools, in 2024:

Dunraven : 1,300 applications for 188 places (At Lambeth's request the school took an additional 30 students - intake is using 158)

Elmgreen : 800 applications for 180 places

Norwood: 886 applications for 180 places

Kingsdale (Southwark): 2,880 applications for 420 places

Graveney (Wandsworth): 2,135 applications for 280 places

Chestnut Grove (Wandsworth): 1,421 applications for 210 places

Harris Academy Crystal Palace (Croydon): 1,258 applications for 180 places

Admissions – How places are offered

Generally speaking, children are 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/or 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. This criterion also takes into account a parent/carer who has a physical, mental health or social need that is significant and demonstrable for their child to attend a specific school.
- 4) **Children of staff at the school**
- 5) **Distance**. How far away you live from the school?

Children with EHCP's are also prioritised and follow a separate application process via Lambeth SEN. Please speak with Julia!

ADMISSIONS

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

Where last years children went.....

Dunraven	10	29
Elmgreen		17
Kingsdale (Southwark)		10
Norwood		4
Harris Academy Clapham		3
Bishop Thomas Grant		3
City Heights		1
Elmcourt		2
Graveney (Wandsworth)		1
The Elms Academy		1
Chestnut Grove (Wandsworth)		1
Harris Academy Crystal Palace (Croydon)		1
Wallington County Grammar (Boys- Sutton)		1
Southfields Academy (Wandsworth)		1
St Josephs College (Croydon)		1
Trinity C of E School (Lewisham)		1
Dulwich College (Independent)		1
Streatham Hill & Clapham High (Girls Ind)		1
St Dunstans College (Independent)		1

WHAT IF I DON'T LIVE IN LAMBETH?

You apply online through the eAdmissions portal of the local authority in which you live. Eg if you live in Southwark, you apply through Southwark School Admissions.

Check the schools section on your local authority website to find the portal.

Check also what documentation you will need to provide with your application.

PROOF OF ADDRESS AND YOUR CHILD'S DATE OF BIRTH

As well as submitting your CAF application through eAdmissions, Lambeth ask that you also submit proof of your address and your child's date of birth.

They ask for :

- 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. They must be from the current financial year:

- **Council Tax letter or statement**
- **Tenancy agreement**
- **Income support or Benefit letter or Universal Credit notice**
- **Current TV Licence**
- **Utility bill (no older than 3 months)**
- **Drivers licence**

Copies of mobile phone bills will NOT be accepted

ACCEPTED DOCUMENTS FOR YOUR CHILD

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

- **Child Tax Credit award or Universal Credit notice for current financial year (copy all pages)**
- **Child Benefit Letter (copy all pages – HMRC will provide a confirmation letter on request, even if you do not receive payment)**
- **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**
- **Letter signed by social care if child is a looked after child (must state child and carer's names and address)**
- **Letter signed by the No Recourse to Public Funds team - must state child and parent/carers address**

PROOF OF CHILD'S DATE OF BIRTH

A copy of **1** from the following list is accepted:

- **Birth certificate (full copy)**
- **Current Passport**
- **Current EU national identity card**
- **Medical letter or prescription stating child's name and date of birth**

Proof of address and date of birth documents for school admission applications

If you don't have the required documents

If you are unable to submit any or only some of the necessary documents you will need to obtain a sworn affidavit, statutory declaration or affirmation through a practising solicitor.

This must include you and your child's full names and address, the date you started living at your home address and your child's date of birth.

An affidavit, statutory declaration or affirmation is payable by you. Lambeth will not reimburse the cost.

[Proof of address and date of birth documents for school admission applications](#)

SENDING DOCUMENTS

Documents can either be scanned or a clear image taken on a smart phone or tablet, then attached to your online application once it has been initially submitted.

If you can't send your documentation through eAdmissions, you can send it to Lambeth by post or email. Please make sure posted documentation is sent to the Lambeth Admissions Team, and has your child's name, date of birth, plus the online application reference number at the top of each copy. Lambeth Admissions advise posting by recorded delivery.

Lambeth School Admissions Team
London Borough of Lambeth
PO Box 734
Winchester
S023 5DG

schooladmissions@lambeth.gov.uk

Lambeth advise that you use a secure email address - for security – such as egress switch, which is free.

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.

National Offers Day is:

Monday March 3rd 2025

BURSARIES, SPECIALIST PLACES & 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, specialist place or scholarship.

In **Lambeth**, Norwood School offers 18 Performing and Visual Arts Bursaries. Platanos College offers 16 Art and Music scholarships. St Gabriels College offers 12 Music Scholarships.

In **Southwark**, Kingsdale offers 63 Music & Sports scholarships. Art and Maths are also available once a place at the school has been secured **after** National Offers Day.

Achieving the standard required for a scholarship does not always guarantee your child being offered a place. This is especially true of Kingsdale who have a scholarship oversubscription waiting list.

BURSERIES, SPECIALIST PLACES & SCHOLARSHIPS

In **Croydon**, Harris Crystal Palace offer 18 places to children with an aptitude in technology.

In **Wandsworth**, Graveney offer 70 places to those who scored highest in the Wandsworth Test. Chestnut Grove offer 60 specialist aptitude places in Art & Design and Modern Foreign Languages

You usually apply for bursaries/scholarships on a special application or supplementary form (SIF) which you obtain directly from the school or school website. Your child will be required to sit an aptitude test. Check with schools on dates to complete any SIF plus test dates.

FAITH SCHOOLS

Please check **carefully** the admissions criteria for these schools 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.

La Retraite and Bishop Thomas Grant schools in Lambeth require evidence of baptism.

KINGSDALE

One of the most sought after secondary schools in London.

Big school - 2025/2026 intake is 420 places. For the first time, 55 places will be available to 6 designated local feeder primary schools. Not Hitherfield!

Competition for places is fierce. Bear in mind 63 places will go to scholarship students and 55 to primary feeder school children. Kingsdale do **not** offer places based on distance criteria. Children are required to sit a banding test and placed in 1 of 3 ability bands. Places within each band are then allocated in the following order of priority : those who are in care/have been in foster care or adopted/with a SGO, siblings, children of staff, children with medical/social needs, children from local feeder primary schools. The remaining places are then offered through a random allocation process.

Kingsdale banding test dates : **Wednesday 18th September &
Saturday 5th October
Monday 2nd-Sunday 15th December
(Reserve Testing dates)**

If you are interested in applying for a Music or Sport Scholarship contact Kingsdale. You can book an assessment for your child online via a link on the school website or submit a scholarship supplementary form.

The application deadline for a Scholarship, is **7th October 2024**

Information on admissions and scholarships can be found here
<https://kingsdalefoundationschool.org.uk/school-admissions/>

LAMBETH SUPPLEMENTARY FORMS (SIFS)

9 Lambeth Secondary Schools require you to complete a supplementary form (SIF). Downloads and school links to the forms can be found here. They are also available from each school.

[Supplementary information forms \(SIFs\) | Lambeth Council](#)

Please note, 2 popular schools, Dunraven & Norwood have electronic SIF forms. You complete these through the school websites

Dates to complete SIF forms can vary from mid October to October 31st. Please check with the schools or Lambeth Admissions, in the link above. Eg Norwood SIF needs to be completed by 04/10/24

BANDING/ADMISSIONS TESTS

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

BANDING/ADMISSION TESTS IN LAMBETH

This year, 4 Lambeth schools require your child to sit an Admissions Test. These are: Dunraven, Norwood, Lilian Baylis, & Platanos College

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 (SIF) forms, which school you would prefer your child to sit the test.

If your child does not sit the test, they will not be prioritised for an offer.

Test day in Lambeth this year is **SATURDAY 16TH NOVEMBER 2024**

Once your child sits the Lambeth Test they will be placed in 1 of 5 ability bands. Places within each band are prioritised in the following order: Looked after/previously looked after children/adopted children/children with SGO's, siblings, children with medical/social needs, children of staff, distance.

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.

GL Assessment also have some free materials to download from their website. As well as test examples there are answer booklets and parent guides.

[Free familiarisation materials](#)

THE WANDSWORTH TEST AND SELECTIVE SCHOOLS

If you are considering any schools in Wandsworth, such as Graveney, Chestnut Grove or Burntwood, your child will need to sit the Wandsworth Test. This consists of Verbal and Non-Verbal Reasoning.

Closing date for test registration was 4th September 2024

Test dates for this year fall across 3 days and your child will sit the test in a selected Wandsworth Secondary School :

Thursday 26th, Friday 27th & Monday 30th Sept.

Wandsworth will inform you of a day and time for your child to sit the Test. They will notify you of your child's test results (score) on or before **Wednesday 23rd October**

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 Alleynes & Dulwich College in Southwark.

BANDING TESTS IN HARRIS SCHOOLS

The Harris Academies in Crystal Palace and South Norwood will require your child to sit the Harris Test. The test consists of non-verbal reasoning.

Test Date: **Friday 13th December 2024**

Please note, The Harris Academies in Merton, East Dulwich and Clapham, do not require your child to sit an admissions test.

IMPORTANT DATES AND INFORMATION

- Deadlines for **SIFS** (Supplementary forms) can vary from school to school. In Lambeth, the deadline for most schools is the end of October. Please check with each school you apply for, especially for schools outside of Lambeth.
- **SIFS** must be returned to each individual school or completed online through the schools website – Dunraven & Norwood
- **CAF's** are completed through eAdmissions and must be completed online by **31st October 2024** with appropriate documentation attached. Deadline for paper CAF'S is also **31st October**
- Lambeth online secondary transfer meetings (links on Lambeth Admissions pages):
Thurs 12/09/24 6.30-7.30pm
Mon 16/09/24 2.30-2.30pm

Lambeth School Admissions Team

PO Box 734

Winchester

SO23 5DG

schooladmissions@lambeth.gov.uk

0207 926 9503

LINKS TO OTHER BOROUGHES

[Secondary school admissions - Wandsworth Borough Council](#)

[School admissions | Croydon Council](#)

[Secondary school applications | Merton Council](#)

[Applying for a secondary school place - Southwark Council](#)