

What do I do next?

My child has received an allocated place

General Advice

In all cases we recommend that you:

- **Accept the offer your child has received.** By accepting the offer, it does not mean that an offer cannot be made from your child's Common Application Form later on, but it will immediately secure a place for your child.
- Ask for your child's name to remain on the waiting list at any of the schools applied for
- Contact Lambeth School Admissions Team after 23 March 2015 for details of any vacancies in Lambeth schools and apply for another school if you wish.

Q1: Why has my child been given an allocated offer of a place I did not put on my CAF?

A: This is mainly for two reasons:

1. To support your child and ensure that they have a school place for September 2015
2. Because we are legally required to do so.

These offers are made to those that live closest to the schools with vacancies and should not be rejected by parents/carers unless they can demonstrate that another offer of a school has been made. Allocated offers are made to ensure that all children have a school place for September 2015.

Q2: Why wasn't my child offered a place at any of the schools I noted on my child's Common Application Form (CAF)?

A: For each of these schools there were more applications than places, and the offers they made would have been made according to the school's published admissions criteria, and other children had a higher priority than your child under the school's published admission criteria.

If you would like a more specific reason explaining why your child was not offered a place at any school, you should contact the admissions authority that is responsible for allocating places at each school within the next few days.

- To speak to the admissions authority for Community or Voluntary-Controlled schools please telephone 020 7926 9503 and speak to an officer in Lambeth Schools Admissions Team
- To speak to the admissions authority for a Foundation, Voluntary-Aided, Free school or an Academy please contact the school directly

Please see Table 1, which identifies the admissions status and relevant telephone number for Lambeth's schools.

Table 1

Lambeth school	Type of school	Admissions Authority telephone number
Archbishop Tenison's School	Voluntary-Aided	020 7735 3771
Bishop Thomas Grant RC School	Voluntary-Aided	020 8769 3294
City Heights E-ACT Academy	Academy	020 3691 4600
Dunraven School	Academy	020 8696 5600
Durand Academy	Academy	020 7735 8348
The Elmgreen School	Voluntary-Controlled	020 7926 9503

Evelyn Grace Academy	Academy	020 7737 9520
Lambeth Academy	Academy	020 7819 4700/4718
La Retraite RC Girls School	Voluntary-Aided	020 8673 5644
Lilian Baylis Technology School	Community	020 7926 9503
The London Nautical School	Foundation	020 7928 6801
The Norwood School	Community	020 7926 9503
Oasis Academy South Bank	Free	020 7921 4531
Platanos College	Academy	020 7733 6156
Saint Gabriel's College	Voluntary-Aided	020 7793 6301
St. Martin-in-the-Fields High School for Girls	Academy	020 8674 5594
Trinity Academy	Free	020 3126 4993

To check who the admissions authority is for a school in another borough, contact either the school directly or the School Admissions Team for the borough where the school is. Please see Table 2 for telephone numbers for neighbouring local authorities.

Table 2

Local Authority	Telephone number
Bromley	020 8313 4044
Croydon	020 8726 6400
Lewisham	020 8314 8282
Merton	020 8274 4906
Southwark	020 7525 5337
Wandsworth	020 8871 7316
City of Westminster	020 7745 6433

Q4: Can I request that my child's name remains on the waiting list of any of the schools that I applied to but did not receive an offer from?

A: Yes. Please contact the school's admissions authority for the schools concerned to request this - refer to Tables 1 and 2 for contact information. For The Elmgreen School and The Norwood School your child's name will automatically be placed on the waiting list if it was a higher preference from the one received.

Q5: If I accept the offer my child has been given now will this prevent him/her receiving a later offer at a school I prefer?

A: No. We strongly recommend that you accept the allocated offer your child has received now so that it is secured, as there is no guarantee that they will be offered a place at another school later on.

Q6: Can I apply for another school?

A: Yes. However, you need to apply using the Lambeth CAF and complete any Supplementary Information Forms that may be required. Lambeth Schools Admissions Team will be able to inform you of details of any vacancies in Lambeth schools as well as in other boroughs **after 23 March 2015** (when all acceptance forms have been logged).

Please note that the availability of vacancies will change, so you are advised to apply for new schools ASAP while the school may still have places available.

Lambeth's School Admissions Team will co-ordinate all second or new CAFs that are submitted until 31 August 2015.

Q7: Can I appeal against the decision to not offer my child a place at any of the schools I applied for?

A: Yes. Under the School Standards and Framework Act 1998, you have the right to appeal against the decision not to admit your child to a school. If you wish to appeal against the decision not to offer your child a place at a Lambeth community or Voluntary-Controlled school, to obtain an admission appeal information pack, please contact the Clerk to the Independent Appeals Panel, Governance & Democracy, Lambeth Town Hall, Brixton Hill, SW2 1RW, Tel: 020 7926 2170, Email: democracy@lambeth.gov.uk. Information can also be downloaded from the Council's website via the following link: www.lambeth.gov.uk/eadmissions

Please note that Governance & Democracy can only accept appeals for the following secondary schools:

- The Elmgreen School
- Lilian Baylis Technology School
- The Norwood School

If you wish to appeal against the decision not to admit your child to any other secondary school, you will need to contact the individual school(s) direct, to obtain information about how to appeal.

If your application for a school place was submitted on time (by 31 October 2014), the deadline for submitting an appeal is **Friday 27 March 2015 or 20 school days after you receive written notification of the outcome of your application for a school place, whichever is later.** After this time appeals are unlikely to be accepted unless it can be demonstrated that there were convincing exceptional circumstances that delayed the submission of your appeal. The Council will consider all appeals for admission to the secondary schools listed above for the academic year starting September 2015 by **29 May 2015. If your appeal is received after 15 June 2015, it is unlikely that your appeal will be heard before September 2015.**

For further information not covered in this Q&A sheet, you can contact an officer in the Lambeth School Admissions Team on 020 7926 9503.

Glossary of terms

Admissions authority = the body responsible for the admission of children to a school.

Admissions criteria = the rules admissions authorities use to look at applications and to decide which children are given places at a school

Appeal = This is a formal request to a "higher" body to review the action, procedure, or decision of an admissions authority, which did not offer a child a place at the school. For school appeals, this higher body would be an independent appeals panel) Pursuing an appeal does not guarantee a place will be offered at the school.

Common Application Form (CAF) = This is a pre-formatted paper or online form that parents **MUST** complete in order to apply for a school place for their child. This online or paper form must be submitted to Lambeth School Admissions Team if this is the child's home Local Authority

Preference = the school(s) parents list on the CAF that they would like their child to attend. If parents are applying for more than one school then these schools should be listed in the order of your preferred choice, i.e., the school you most want your child to attend as school 1, your second choice as school 2, and so on.

Supplementary Information Form = an additional information form that is required by some schools, mainly church schools, If a school requires this form to be completed then parents **MUST** complete both the Common Application Form and the supplementary form.

Waiting list = the list of children who have applied to a particular school, which was not able to make an offer at the time of application, but who are willing to place the child on this "list". Children who reject an offer will have their place filled by children on this list. This list is usually managed in line with the schools admissions criteria.

