

A brief guide to starting 14-19 provision (Year 10 entry) in Lambeth 2024/25

Information for parents/carers of children born between 01/09/09 and 31/08/10, or taught as a year 9 child during the 2023/24 academic year, who will be transferring from year 9 to a 14-19 provision in September 2024.



Apply online and apply on time

Deadline: Tuesday 31 October 2023

lambeth.gov.uk/admissions

If you apply after this date the likelihood of gaining a place at your preferred school may be significantly reduced.

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Brief guide to commonly used terms in this booklet

Academies are publicly funded schools that provide free education to pupils of all abilities. They are established by sponsors from business, faith, or voluntary groups. They receive funding directly from the Department for Education. Each academy has its own admissions policy.

Community schools are run by the local council. It employs the school's staff, and runs the admission procedure. Their running costs are met from public funds which come through the local council (mainly council tax and grants from central government). They provide free education. Community schools in the same borough share an admissions policy.

Department for Education (DfE) is responsible for education and children's services.

Education, Health and Care Plan (EHCP) An Education, Health and Care Plan (often referred to as an EHCP) is for children and young people aged up to 25 who need more support than is available through normal school based special educational needs support. EHC Plans identify education, health and social needs a child or young person has and sets out the additional support required to meet these needs.

Education, Learning and Skills a group of services in Lambeth Council that brings together all services for education under one banner.

Free Schools are all-ability state-funded schools. They are non-selective and free to attend, and not controlled by a local authority. Each free school has its own admissions policy.

Local Authority (LA) The borough/ local council.

Ofsted The national Office for Standards in Education (Ofsted), is the government department responsible for inspecting schools and reporting on standards of achievement and the quality of education provided.

Parents/carers refers to all carers and legal guardians.

Special schools cater for children who have an Education, Health and Care Plan and whose special needs are such that they cannot be met in a mainstream school. All children attending a special school must have an Education, Health and Care Plan.

Introduction

Most secondary schools start in Year 7. Some schools have atypical admissions arrangements and admit students into Year 10 at aged 14. In Lambeth there are no schools with 14-19 provision. Across London and within reasonable travel time of Lambeth are a range of other University Technical Colleges (UTCs), Studio Schools, and other 14-19 providers.

This guide is to assist parents/carers and their children through the admission process for 14-19 University Technology Colleges (UTCs), Studio Schools, and other 14-19 provisions starting in Year 10 in September 2023. This relates to those born between 01/09/09 and 31/08/10. Entry into higher years are dealt with directly with the college/school.

What is a UTC?

The Department for Education states the following about UTCs:

UTCs are all-ability and mixed sex state funded schools, independent of local authorities. They are not extensions of, or conversions from, existing provision, but new academies, typically with 500-800 pupils in Key stage 4 and Key stage 5. UTCs specialise in subjects that need modern, technical, industry-standard equipment, such as engineering and digital technologies, and teach these disciplines alongside business skills and a broad, general education.

Pupils integrate academic study with practical learning, studying core GCSEs alongside technical qualifications. The ethos and curriculum are designed with local and national employers who also provide support and work experience for pupils. UTCs are sponsored by a university and employers, and work in partnership with other educational providers, including those with strengths in the UTC's specialist subject areas. UTCs should provide progression routes into higher education or further learning in work. This includes apprenticeships and higher apprenticeships; some UTCs may wish to consider offering apprenticeships themselves as they become established or may wish to work in partnership with apprenticeship providers. UTCs are funded on a comparable basis to other state funded schools.

'University Technical Colleges: How to apply', DfE (October 2015)

What is a Studio School?

The Department for Education states the following about Studio Schools:

Studio schools are all-ability state-funded schools (usually for 14 to 19 year olds, although some studio schools start at an earlier age), typically with around 300 students. They are funded in the same way as mainstream free schools and academies.

They are an innovative model of educational provision, developed by the Studio Schools Trust, combining academic and vocational qualifications taught through practical project-based learning. Study is combined with work placements from local and national employers who are involved in the school. Learning in this way encourages students to develop employability skills like punctuality, good communication, reliability and team working, whilst gaining a strong grounding in English, maths and science.

'How to apply to set up a free school: guidance', DfE (July 2016)

It is important you use it to make the best choices for your child. If you are unsure about any aspect of the transfer process please contact Lambeth School Admissions Team on 020 7926 9503 to provide information and support.

If you would like any additional assistance or advice on application process for a 14-19 UTC/Studio School, or other provision starting with Year 10, you may:

- Talk with your child's teacher or support staff in their current school.
- Contact staff at the UTC/studio school you are interested in applying for.
- Telephone the Lambeth School Admissions Team on 020 7926 9503.

Pan-London co-ordinated admissions procedure

Basics of the Pan-London admissions procedure

- This relates to the process used to apply for UTCs, Studio Schools, or other 14-19 provisions, where applications are to be made via the home local authority.
- The aim is that every child will receive the single highest preference offer possible.
- To make it easy to apply and fair for parents/carers.
- Well organised with good communication between schools and boroughs.

What the procedure cannot do

- It cannot guarantee every child a school place. This is because some UTCs/studio schools receive many more applications than places available, and this may be the case for all provisions applied for. In this instance allocations of offers for schools not applied for will be made where possible.
- It cannot guarantee your child will get a place at your first preference of provision.

It cannot limit some multiple offers being made **after 1 March 2024**, (but Lambeth School Admissions Team will be aware of them and able to ensure that parents/carers reject one of these offers quickly).

How to apply – essential information

Parents/carers only need to complete one common application form (CAF) to apply for up to three UTCs/studio schools anywhere in London.

- All parents/carers who apply online and on time will know what provision their child has been offered, (if any) on the evening of **1 March 2024**. This offer will be the highest preference offer that can be made.
- The procedure provides an easier to understand and fairer admissions process for both parents/carers and UTCs/studio schools.

The online portal opens on 1 September 2023; applications can be submitted from this date. The deadline for applications is **Tuesday 31 October 2023**. Lambeth School Admissions Team do not decide which school a child is offered. There is a process undertaken together with School Admissions Teams in other boroughs. Decisions about how a child's application for a school is ranked are made by the UTC's/studio school's admissions authority. This is dependent upon how well the child meets the provider's admissions criteria.

What is an admissions authority?

An admissions authority – the body of people who make decisions about admissions - will still determine which children can be offered a place at a UTC/studio school.

At present Lambeth does not have any UTCs/Studio schools for whom we are the admissions authority; the South Bank UTC's admissions authority is the UTC itself. For those provisions in other boroughs, parents/carers should check with the provider itself or the School Admissions Team in the borough where that provision is.

Where the UTC/studio school is oversubscribed, the provision's admissions authority will use their admission criteria to determine the order (rank) in which applicants will be offered places.

An admissions authority may require parents/carers to complete a Supplementary Information Form (SIF) requesting information which is not contained on the CAF, e.g. church attendance. This form is obtained from the provision and needs to be sent back to the provision and not the borough by the UTC/Studio school's deadline. Provision staff will not know what number preference their provision has been listed on the CAF, all are considered the same at the same time.



10 stages parents/carers must follow for the co-ordinated admissions procedure

Stage 1 Research

It is important to consider as much information as possible about the UTC/studio school(s) you wish to apply to. Check whether your child is likely to be offered a place based on the provision's published admissions criteria, which can be found on the individual provider or borough's webpage. You can find out information about provision by doing the following:

- Read the UTC's/studio school's prospectus or booklet provided by their borough's School Admissions Team carefully and look at the admissions criteria for each school.
- For each provision consider 'does my child meet these criteria'. If they do it may increase your child's chances of gaining a place at the provision.
- Go to the UTC's/studio school's open days or evenings. Details of these can be obtained from the provider.
- Talk to your child's current school head teacher, learning mentor, or class teacher.

Read the latest Ofsted report for the provisions you are interested in. These are available for viewing or downloading from www.ofsted.gov.uk

Stage 2 Apply on time and apply online!

The deadline for applications is Tuesday 31 October 2023 for entry into year 10. If you apply after this date the likelihood of gaining a place at your preferred provision may be significantly reduced.

Up to three preferences can be applied for using your application form.

You must complete the CAF for your home borough even though Lambeth currently does not have any specific UTC/studio school for which we co-ordinate. The home borough is the borough where you are residing at the time of application, even if this is temporary accommodation.

Please check that your child's address is in Lambeth borough before completing the Lambeth CAF. Residents of boroughs other than Lambeth who wish to apply for a Lambeth school must complete the CAF provided by the home borough in which they live. The details of your application will then be passed on to Lambeth Council by your home borough. If you are not a Lambeth resident please contact your home borough for advice. Using your research, list up to three UTC/studio school in the order you prefer them, regardless of what borough they are in.

Do not include private (fee-paying) providers, as applications for these are made to them directly on their own form. The more provisions you list on the form, the greater the chances your child has of being offered one of your choice. However, please do not list providers you do not want your child to attend 'just to fill up the form'.

The preferred way for Lambeth residents to apply for a UTC/studio school entry into year 10 place is online.

This can be done via lambeth.gov.uk/admissions by **31 October 2023** If you apply after this date the likelihood of gaining a place at your preferred school may be significantly reduced.

If your child has an Education, Health and Care Plan, do not complete a CAF please contact the:

Special Education Needs and Disabilities (SEND) Team by:
Post: **PO Box 734
Winchester
SO23 5DG**
Telephone: **020 7926 9460**
Email: sendsupport@lambeth.gov.uk
Website: lambeth.gov.uk/send-local-offer

Please note that any false or deliberately misleading information given on this form and/or supporting information may render your child's application invalid or lead to any offer of a place being withdrawn.

Stage 3 Proof of address

The application address stated on your child's CAF must be the address which you and your child currently live at, even if this is a temporary address.

Applications received without all the required proof of address documents for the parents/carer may result in the child's application being withdrawn if the address cannot be verified. This means that your child will not receive an offer of a place on 1 March 2024.

10 stages parents/carers must follow for the co-ordinated admissions

If your child lives between two homes, e.g. split custody for parents only, just one of the parental addresses can be used for the application and for distance purposes. The address must be agreed between both parents/carers and is usually the address to which the child benefit is paid*. If proof of address is not received, then this may delay the processing of your application.

All applications must be submitted with all the required documents by **31 October 2023**. Addresses of parent/carers and children may also be checked against Lambeth Council Tax and benefits records to aid verification.

At least one of the following documents to confirm your name and address as the applicant:

- 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.

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.

Applications must include one of the following documents to confirm your child's name and 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).
- Immigration documents that show address – if applicable.
- 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).
- 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 you or your partner are affected by the High Income Child Benefit charge and have decided to stop Child Benefit payments, HM Revenue and Customs have confirmed that you can still request a copy of your entitlement reward letter despite the fact that your payments have stopped.

If you are unable to submit any or only some of the documents listed above for you and/or your child, you will need to obtain a sworn affidavit or affirmation through a solicitor.

This affidavit or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority which must include parent and child(ren)'s full names and address, the date you started living at that address and the child(ren)'s date(s) of birth. Please note that Lambeth Council cannot contribute towards the cost of obtaining this.

Proofs of address documents requested by Lambeth School Admissions at the time of application are required for application processing purposes only. Schools may request additional proof of address documents for their own registration purposes. The documents they request may vary from the list used by Lambeth School Admissions.

Please be advised that your child's place can still be withdrawn if there are inconsistencies with the documents presented to Lambeth and the 14-19 provider.

You can submit your proof of address documentation by scanning and attaching this to your online application once the application has been initially submitted.

This must be done before the on time application deadline, **31 October 2023**. (This is in addition to any other documents you wish to include as stated in stage 4).

10 stages parents/carers must follow for the co-ordinated admissions

Alternatively, all the documents (copies not originals) can be posted to Lambeth School Admissions Team at:
**PO Box 734,
Winchester,
SO23 5DG**

Or taken to (by appointment):
**Lambeth Civic Centre,
6 Brixton Hill,
London,
SW2 1EG**

The documents must have your child's name, date of birth and the online application reference clearly stated on the top and be stapled together.

If you have to submit a paper CAF, all proof of address and supporting documents (where applicable) **must** be attached to the application form. If you have any problems supplying these documents, please contact us as soon as possible.



Stage 4
Proof of child's date of birth
The 14-19 Lambeth CAF is only for children born between 01/09/09 and 31/08/10. Using this form for children outside this age group will result in the form being invalid (and it will not be processed, unless the child is being taught out of cohort).

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 doctor's prescription stating the child's date of birth.

Stage 5
Provide additional documentation
In addition to the proof of address documents, you may need to submit additional supporting documentation with your child's CAF by 31 October 2023.

Documents can either be scanned and attached to an online application or if you do not have access to a scanner, documents (copies not originals) can be posted to Lambeth School Admissions Team at:
**PO Box 734,
Winchester,
SO23 5DG**

Or taken to:
**Lambeth Civic Centre,
6 Brixton Hill,
London,
SW2 1EG**

The documents must have your child's name, date of birth and the online application reference clearly stated on the top and be stapled together.

If you have any problems supplying these documents, please contact us as soon as possible.

Medical/social
If you want your child's application to be considered as a medical/social application (where a provision has this criterion) because you believe that a particular provider is especially able to meet your child's needs above others in the area, you must submit professional documentation outlining this with the CAF for consideration.

Submitting this documentation will not automatically guarantee that your child will be prioritised under this criterion.

'Looked After Children' or previously 'Looked After Children'
A 'Looked After Child' is a child that is currently in the care of the Local Council (foster or residential care). A previously 'Looked After Child' is stated as being the following in the 2021 School Admissions Code, paragraph 1.7:

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

10 stages parents/carers must follow for the co-ordinated admissions

For 'Looked After Children' or previously 'Looked After Children' a letter from your child's social worker, or a copy of court papers must be submitted with the CAF by the deadline for the correct provider's admissions criterion to be applied.

Request to be taught outside cohort

If your child is being taught in a year group different to their chronological age (out of cohort) you must provide documentation to confirm this placement from their current school. This will aid the admissions authority's decision whether your child will be accepted to continue to be taught out of cohort.

Stage 6 Supplementary Information Forms (SIFs)

In addition to the required documentation above, some providers may require applicants to complete a Supplementary Information Form (SIF). Please check the UTC's/studio school's information and their deadline to see if this is required.

The SIFs provide additional information needed for the provider's admissions criteria to be applied fully. Such information may include religious observance or specialism details. They may also require further documentation to be submitted such as Pupil Premium documentation. It is very important that the SIFs are completed and sent to the providers by their set deadline otherwise your child may miss out on a preferred place.

Stage 7 Change of circumstances

The Lambeth School Admissions Team will consider your application using the details you provide on your form.

If you move address you must inform the School Admissions Team of your new address, the date of the move and provide new proof of address documents as soon as possible after the date of the move so we are able to contact you if we need further information or to communicate the outcome of your application. This also applies if you have a change of medical circumstances or a sibling starts at a preferred provision. Please note that changes to preferences after the deadline for on time applications are not permitted.

If you inform your council of your change of address **before 10 December 2023**, the School Admissions Team will be able to take this into account when considering your application. If you change your address after 10 December 2023 and this means that you need to change your preferences you will need to contact your new council to find out what to do next.

Stage 8 National Offer Day – Friday 1 March 2024

If you applied online and signed up to text messages you will receive an email and/text message on the evening of 1 March 2024 informing you to log in to you admissions account and view the outcome of the application.

Only if you applied using a paper CAF will an outcome notification letter be posted out first class post on **1 March 2024**. Details of what you can do next if your child was not offered your first preference will be online and included with any letter sent.

In addition, some schools may also send their own offers to parents/carers after **1 March 2024**. Responses to those letters should be made according to the provider's directions. Your child will be offered the single highest place possible on the CAF.

Preference	Provider	Status*
1 st	A	Pending
2 nd	B	Offered
3 rd	C	Declined

In the example above the child's third preference was offered as they were not ranked high enough by the provider's admissions authority to be offered the first preference. Although the child could have been offered their third this was not offered as the higher second preference could be offered.

*preference status meanings:

Offered

This is the provision your child has been made an offer to attend.

Declined

Because a higher offer has been made, and the offer made must be a single offer by law, this lower preference became invalid and was declined.

10 stages parents/carers must follow for the co-ordinated admissions

Pending

Child has not been able to be offered a place at this provision at present. This is because the school had more applications than places, and offers have been made according to the provision's published admissions criteria. Other children had a higher priority than the child under the provision's published admission criteria or lived closer if considered for the same criterion.

If you have applied directly to a UTC their outcomes will also be made on 1 March 2024.

Stage 9

Accepting the offer

The deadline to accept offers, online or using a reply form sent to paper applicants, is **15 March 2024**. Failure to meet this deadline may mean that your child could lose their place. We strongly advise that you accept the offer made on National Offer Day even if it is not your first preference to ensure your child has a place for September 2024. Offers will continue to be made after National Offer Day. If an offer for a higher preference is made later on, you can then reject the original offer. Where allocations are made, again we advise that these are accepted until you receive an offer from a provider you selected on your application.

Stage 10

Next steps

If your child was not offered your first preference of provision, we advise you to follow the steps below.

Waiting lists

Ensure that your child's name is on the waiting list for the UTC/studio school(s) that you applied for and were placed higher than the school offered on your CAF. Please check with the provider to ensure that your child's name is on their waiting list as it may not be an automatic process.

Parents/carers need to be aware that if their child's name is on a provider's waiting list, their name may go up or down depending on how the admissions criteria applies to others on the waiting list. Late applications received after the closing date of **31 October 2023** will be considered after National Offer Day, **1 March 2024**.

Apply for other 14-19 provisions

You can apply for further schools whilst your child's name is on the waiting list for other schools or if you have accepted an allocated offer. If requested, Lambeth School Admissions Team can provide you with information about schools that have vacancies after 24 March 2024.

Second (or subsequent) co-ordinated applications can only be made using a paper CAF, which will be available after 1 March 2024 to download from our website or obtained from Lambeth Civic Centre.

Completed forms need to be returned to the Lambeth Civic Centre or posted to the School Admissions Team (address on the form). This is in addition to any necessary Supplementary Information Forms being completed and sent to the provisions (where used).

Parents/carers of these new applicants will be notified as soon as an offer can be made, or receive a letter stating that no offer can be made from the CAF and Stage 10 can be followed again.

Appeals

You can appeal against the refusal of a UTC/studio school place listed on your CAF under the School Standards and Framework Act 1998.

Please check with the provider where appeals papers are to be obtained and returned. You can appeal against the refusal of a 14-19 provision place listed on your CAF under the School Standards and Framework Act 1998.

If you wish to appeal against nonadmission to a 14-19 provider, school, you will need to contact the individual setting(s) directly, to obtain information about how to appeal.

14-19 transfer key dates

Date	Actions – what you and your child need to do
Summer/ Autumn 2023	Contact schools for prospectuses and details of open days/evenings. Decide which schools to apply for and begin the application process.
1 Sep 2023	<p>How to apply:</p> <p>1. Applications can be made from 1 September online or using a paper Common Application Form (CAF) from your home borough and must be submitted by 31 October 2023.</p> <p>To apply online visit Lambeth Council’s website at lambeth.gov.uk/admissions</p> <p>A limited amount of paper CAFs will be made available for collection from Lambeth Customer Service Centre, Lambeth Civic Centre, 6 Brixton Hill, London, SW2 1EG. These forms should either be handed in to Lambeth Customer Service Centre (by appointment), or posted to Lambeth School Admissions Team, PO Box 734, Winchester, SO23 5DG with correct postage.</p> <p>If you are submitting a paper CAF by post then please do so by Friday 20 October 2023.</p> <p>2. In addition to this, Supplementary Information Forms (SIFs) required by particular schools must be completed and returned to these schools by their published deadline(s). The Norwood School is the only 14-19 provision in Lambeth which requires a SIF.</p>
31 Oct 2023	Closing date for applications to all 14-19 provisions participating in the co-ordinated admissions procedure. CAFs received after 31 October 2023 will be late and will not be processed until after 1 March 2024 when ‘on time’ applications have been processed.
Autumn/ Winter 2023	Ensure that your child sits any admissions tests set by the school or another borough where required. Dates for these will vary, so please check. Lambeth admissions test used by some schools is on 18 November.
1 Mar 2024	National Offer Day. If you applied on time online and signed up to text messages you will receive an email and text message on the evening of 1 March 2024 informing you to log in to your admissions account and view the official outcome of the application. Only if you applied using a paper CAF an outcome notification letter will be posted out first class post on 1 March 2024. Outcomes for late (or second) applications will be sent within 20 school days, but no sooner than 22 March 2024.
15 Mar 2024	Parents/carers must respond to an offer on this date either by accepting the place online for those who have applied online or by returning the reply form to Lambeth School Admissions Team if they have received a postal offer.
15 Apr 2024 or 20 school days after notification for late applications	If you wish to appeal against the decision not to offer your child a place at a Lambeth provision, please check the details on each of the provision’s pages about this process. For schools in other boroughs, please check their information and timescales.
May – Jul 2024	Appeals for schools are heard.

eAdmissions – Apply online and apply on time

lambeth.gov.uk/admissions

Lambeth Council only have a very limited amount of paper Common Application Forms (CAFs) available and these will normally be made available for parents/carers who do not have or cannot get access to the internet. In light of this, we strongly advise our families to ensure that they submit their application online and on time! Online applications can be made from 1 September 2023. Pages 13 and 14 show a step-by-step guide to making an online application. For 2023 primary school entry 99% of parents/carers who applied on time applied online. The online application process is now compatible with mobile devices so you will be able to submit your CAF via your mobile phone using the App.

The benefits of applying online

- It is free and secure.
- It uses a quick, easy to use step-by-step format.
- Your application won't get lost in the post.
- Drop down school lists help reduce errors and save you time.
- Information can be checked online and changed at any point before the closing date without the need to fill in another form.
- You can attach the required proof of address documentation and copies of any medical or social paperwork you wish to be considered. Just submit the application first then click on the 'attach document' button.
- If you have any questions or problems regarding the online admissions website or log-in, please call the London Grid for Learning supportline on 020 8255 5555 option 1.

- You will be issued with a unique reference number similar to this: 208-2024-09-E-001234, which will be your proof that your application has been received.
- The online system is available 24 hours a day, 7 days a week, up until midnight on the closing date of **Tuesday 31 October 2023**.
- During the evening of **Monday 1 March 2024** you will be sent an email and/or text with the outcome of your application. Please wait until you have received the email before logging on to the Pan-London eAdmissions website.



The ParentComms mobile app is an alternative way to receive notifications from the eAdmissions website and is designed to help parents stay connected with their child's school.

If you don't already use ParentComms through your child's school, you will need to download the ParentComms app from the Apple App Store, Google Play or Windows Phone Store to a mobile device and register your eAdmissions USO username and

password to receive the following push notifications from the eAdmissions website:

- A reminder to submit any un-submitted applications 1 week before as well as 24hrs before the closing date. (If you register less than 24 hours before the deadline you will not be able to be sent this message).
- Your application reference number of your submitted application.
- The outcome of your application.

Record your details

Use this space to record the details used to make your application.

Username:

Password:

Reference number:



It is important to keep this information so that you can look up the school place offered online.

Step-by-step guide to online Admissions applications

This is just a short step-by-step guide to help you submit an online application. However, please note that there is also an FAQ and an Admissions tutorial function (which can be accessed before you register onto the online system).

Step 1 – Create an account The child's parent/carer needs to log their details. Only one parent/carer can do this as the system only allows one parent to register one application per child. This is so that an identified email address can be linked to a named person. It is important that the person registering has parental responsibility for the child and both child and parent lives at the same address noted on the online form.

If you already have a London Grid for Learning account use that log in and check your details are still correct before continuing. Otherwise you will need to create an account.

The screenshot shows the 'Welcome to eAdmissions' page. It features three main buttons: 'First time visitors' (Create a new account), 'Returning visitors' (Sign into an existing account), and 'Find schools' (Nearest to you). Below these is an 'Important Information' section. A 'New Account' form is overlaid on the page, with fields for Title, First name, Last name, and Postcode, and a Search button.

Step 2 – Child's details The parent/carer must input their child's name as listed on their birth certificate or passport in this section. They must also use their (both the parent and the child's) current address. The online 14-19 applications are only for children born between 01/09/2009 and 31/08/2010.

The screenshot shows the 'Child details' form. It includes a progress bar with steps: Details, Preferences, Submit, and Documents. The form fields are: First Name, Middle Name, Last Name, Date of Birth (DD, MM, YYYY), Gender (Boy, Girl), and Address.

Step 3 – Add your provision preferences

Using the pre-populated drop-down lists,

1. Select the borough the provision is in.
2. Select the provision you want for the first preference. You can also choose a provision using the 'map' or 'keywords' function. You can apply for up to 6 provisions.
3. Please ensure that you select the correct provision especially when there are provisions with similar names in the same borough.
4. Once the provision has been added you can also add details about any siblings or relevant medical/social details if applicable.
5. If the provision being applied to needs you to also complete a Supplementary Information Form (SIF), this will automatically be flagged up by the system. Please ensure that all SIFs are completed and returned to the provision in time.

Provisions selected can be moved up or down, added to or deleted up until the 31 October 2023 deadline.

The screenshot shows the 'Add schools' form. It includes a progress bar with steps: Details, Preferences, Submit, and Documents. The form fields are: Find schools to add to your application from (List of schools, Map, Keywords), Select a Local Authority (--- Please select ---), and Select a school (--- Please select ---). There are 'Cancel' and 'Continue' buttons at the bottom.

Step-by-step guide to online Admissions applications

Once the provisions have been selected, you must check whether they are correct before moving to the next step.

List the schools you want to apply for. You can list up to SIX schools.

- Make sure you have read the Admissions Policy for each school you have listed.
- The Admissions Policy is the set of rules which will be used to decide the order in which children will be offered the available places.
- Make sure you list the schools in the order you prefer them. If you qualify for more than one school, you will only be offered the one which is higher on your list.
- Once you have selected your schools you will need to select 'Confirm selection'

Add school

1st Preference

Lambeth Academy Lambeth Academy, Elms Road, London, SW4 9ET

Edit

Delete

2nd Preference

Harris Academy Clapham Harris Academy Clapham, Clarence Avenue, London, SW4 8LD

Edit

Delete

3rd Preference

Southfields Academy Southfield Academy, 333-337 Merton Road, London, SW18 5JU
Sibling: Alexander Test

Edit

Delete

4th Preference

Ark All Saints Academy ARK All Saints Academy, Wyndham Road, London, SE5 0UB

Step 4 – Submit application

You will then be required to read and accept the declarations.

Once you have read the declaration, **click on the 'submit application' button.**

Checklist

Before submitting this form, please ensure that you have:

- Read the admissions policy used to decide the order in which places will be offered at each school you have selected.
- Listed the schools in the order that you prefer them.
- Completed all relevant sections of this application.
- Checked whether any of the schools you have selected require a supplementary information form. These must be obtained and returned by the closing date.
- Made a note of any evidence that you may need to provide in support of an exceptional medical or social reason. You should attach evidence to this application after you have submitted it.
- Made a note of any evidence that you may need to provide in support of a child in care of a Local Authority or previously in care of a Local Authority. You should attach evidence to this application after you have submitted it.

Declaration

By submitting this form I agree to the following:

- I have read the admissions guidance issued by the Local Authority for each school I have selected.
- I wish to apply for a place at each of the schools named above and have listed these in my order of preference.
- I will keep the Local Authority informed of **any** change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority where I live is under a duty to protect the public funds it administers and may therefore share the information I have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

I have read and accepted the above declaration

I have read and accepted the London Borough of Lambeth [terms and conditions](#)

Submit application

Your application has now been submitted!

You have been sent a confirmation email for your records. If you haven't received the email please check your junk/spam folder.
Please ensure you read the email carefully for any additional requirements e.g. links to supplementary information forms.

Application reference: 208-2022-09-E-001234

Version: 1

Application date: 19/09/2021 15:13

Closing date: 31/10/2021 23:59

Outcome date: 01/03/2022

Please click the **Home** button to go to the home page.

If you wish to attach the documents requested by your home Local Authority, please click the **Upload Documents** button now. Alternatively, you can attach them before the closing date from the 'My school admissions' page by selecting 'view or attach supporting documents'.

Home

Upload documents

Step 5 – Attach documentation

Once the application is submitted, you will receive an email confirming submission with the reference number, along with a reminder about what schools require SIFs. You must then **upload all the necessary proof of address documentation (as stated on page 8-9) using the 'Attach a document' button** from this page. You can also **attach any medical or social or other such documentation** you wish to be considered by **31 October 2023**.

You must ensure that you re-submit your application if you make any amendments **before** the 31 October 2023 deadline.

University Technical Colleges, Studio Schools, and other provisions in London for 14-19 year olds

In other London boroughs:

Name & Address	Specialism	Contact Details	Local Authority	How to apply
<p>The BRIT School for Performing Arts & Technology</p> <p>Address: 60 The Crescent Croydon CR0 2HN</p>	Dance, Film and media production, Music, Musical theatre, Interactive digital design, Theatre, Visual arts and design	<p>Website: brit.croydon.sch.uk</p> <p>Email: admin@brit.croydon.sch.uk</p> <p>Tel: 020 8665 5242</p>	<p>Croydon Borough Council</p> <p>croydon.gov.uk/education/schools-new/school-admissions/</p>	Direct to the school
<p>De Salis Studio College</p> <p>Address: Hewens Road, Hayes, Middlesex, UB4 8JP</p>	Business and commerce	<p>Website: desalisstudiocollege.co.uk</p> <p>Email: desalisstudiocollege@trhat.org</p> <p>Telephone: 020 3819 3421</p>	<p>Hillingdon Borough Council</p> <p>hillingdon.gov.uk/schooladmissions</p>	Via your home local authority
<p>Elutec (East London University Technical College)</p> <p>Address: Yew Tree Avenue, Rainham Road South, Dagenham East RM10 7FN</p>	Product design, engineering	<p>Website: elutec.co.uk/</p> <p>Email: interest@elutec.co.uk</p> <p>Telephone: 020 3773 4670</p>	<p>Barking and Dagenham Borough Council</p> <p>lbdd.gov.uk/admissions</p>	Direct to the UTC
<p>Fulham Enterprise Studio</p> <p>Address: Kingwood Road London SW6 6SN</p>	Business, construction, and performing arts	<p>Website: Fulhamenterprisestudio.squarespace.com</p> <p>Email: FES@fulhamcollege.net</p> <p>Telephone: 0207 381 3606</p>	<p>Hammersmith and Fulham Borough Council</p> <p>lbhf.gov.uk/schooladmissions</p>	Direct to the School

University Technical Colleges, Studio Schools, and other provisions in London for 14–19 year olds

Name & Address	Specialism	Contact Details	Local Authority	How to apply
Global Academy UTC Address: The Old Vinyl Factory, Blyth Road, Hayes, Middlesex UB3 1HA	Creative, technical and broadcast and digital media	Website: globalacademy.com Email: question@globalacademy.com Telephone: 020 3019 9001	Hillingdon Borough Council hillingdon.gov.uk/schooladmissions	Direct to the UTC
Logic Studio School Address: Browells Lane, Feltham Middlesex TW13 7EF	Computing Technologies and International Logistics	Website: logicstudioschool.org Email: info@logicstudioschool.org Telephone: 020 8831 3001	Hounslow Borough Council hounslow.gov.uk/admissions	Direct to the school
Mulberry UTC Address: 64 Parnell Road London E3 2RU	Digital technology Healthcare and medical services	Website: mulberryutc.co.uk/ Email: shabegum1@mulberry.towerhamlets.sch.uk Telephone: 020 7790 6327	Tower Hamlets Borough Council towerhamlets.gov.uk/schooladmissions	Direct to the UTC
Parkside Studio College Address: Wood End, Green Road, Hayes UB3 2SE	Creative Media Construction, Hairdressing and Beauty Therapy, Health and Social Care, Hospitality and Catering, Sport	Website: parksidestudiocollege.co.uk Email: parksidestudio1@gmail.com Telephone: 020 8573 2097	Hillingdon Borough Council hillingdon.gov.uk/schooladmissions	Via your home local authority

University Technical Colleges, Studio Schools, and other provisions in London for 14–19 year olds

Name & Address	Specialism	Contact Details	Local Authority	How to apply
Space Studio West London Address: Letchworth Avenue, Feltham, Middlesex TW14 9RY	Space, Aerospace, Science, Maths	Website: spacestudiowestlondon.org Email: info@spacestudiowestlondon.org Tel: 020 3696 8140	Hounslow Borough Council hounslow.gov.uk/admissions	Direct to the school
UTC Heathrow Address: Potter Street, Northwood Middlesex HA6 1QG	Aviation engineering	Website: heathrow-utc.org/ Email: info@heathrow-utc.org Telephone: 019 2360 2130	Hillingdon Borough Council hillington.gov.uk/schooladmissions	Direct to the UTC

Lambeth 14-19 provisions

This section provides detailed information on all Lambeth 14-19 provisions.

Lambeth has no 14-19 provision.



Other information

Travel assistance

Lambeth Special Education Needs Team provide home to school travel assistance to children and young people with an EHCP living in Lambeth who meet the eligibility criteria.

To apply or for further information contact 020 7926 9684 or email transport@lambeth.gov.uk

Free school meals

When your child is offered a school place, please contact the school to ascertain their arrangements for free school meals as most are dealt with by the school directly.

Uniform grants

Lambeth Council does not provide assistance with purchasing uniform. Arrangements may be able to be made with the school where your child has been offered to pay for uniform over a period of time.

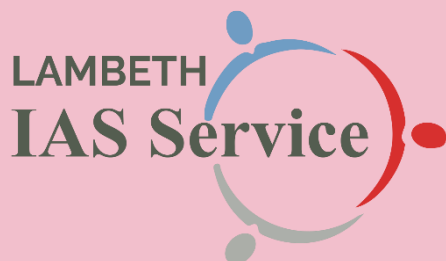
Above are details of Lambeth Mutual Credit Union, a not-for-profit organisation, who can assist with uniform payments.

Families Information Service (FIS)

The FIS offers information about services and activities in the borough for young people and families, including holiday activities.

Telephone 020 7926 9558
Email: fis@lambeth.gov.uk
younglambeth.org

Other information



Information Advice and Support Service for parents and carers

This service is free and works with young people with special educational needs and disabilities (SEND) and with their parents and carers around the special educational needs framework in schools and colleges.

Our advice and support is impartial and confidential and can be about all aspects of special educational needs and disability support delivered in schools and colleges. The service can make parents aware of the local

authority's services for resolving disagreements and for mediation and on the routes of appeal and complaint on matters related to SEN and disability.

What help do we offer parents and carers?

- Email support
- Meetings in person
- Support communicating with professionals e.g. writing letters, emails and telephone calls
- Guidance on SEN support and Education, Health and Care Plans (EHCPs)
- Advice on systems, procedures and processes related to SEND
- Advice on systems, procedures and processes related to SEND related disability discrimination legislation
- Support to achieve positive outcomes at meetings and reviews
- Help in understanding professional reports
- Informal mediation at all stages with schools and the Local Authority
- Advice on personal budgets
- Information on health and social care policies and procedures as they relate to the SEN framework
- Advice and support with transition at each educational stage
- Support and advice with post 16 options
- Advice and support with SEND Tribunals
- Signposting parents where appropriate to alternative and additional sources of advice, information and support available locally including the voluntary sector.
- Information about the local offer

Contact:

Parent Advisors: Anita Bey 020 7926 1831 or Chris White 020 7926 9805

Email: lambethiass@lambeth.gov.uk Website: lambethiass.org.uk

Apply online and apply on time

Deadline: Tuesday 31 October 2023

lambeth.gov.uk/admissions



Further information

If you are unsure about any aspect of the 14-19 procedure please visit the 14-19 webpage via lambeth.gov.uk/admissions or contact Lambeth School Admissions Team Call Centre on 020 7926 9503 or email schooladmissions@lambeth.gov.uk

Many thanks to our UTCs for supplying photos.

Document produced by
Lambeth School Admissions Team

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