



5 December 2019

Dear parents/carers of primary school children

Re: reception 2020 applications

This letter is a reminder to those parents/carers who have children born between 1 September 2015 and 31 August 2016, that now is the time to apply for your child's primary (or infant) school place and the deadline is Wednesday 15 January 2020. If you apply after this date the likelihood of gaining a place at your preferred school may be significantly reduced.

Our primary 2020 entry webpage has a wealth of information about the process and you may have already seen our 'A brief guide to starting primary school in Lambeth 2020/21' booklet, but some details about the process are stated below for reference.

Step-by-step guide

You should:

- 1. Find out as much as you can about the schools you are considering** – get the prospectus, go to open days (with your child), refer to the 'Starting primary school in Lambeth 2020/21' booklet, look at how offers were made for the school the previous year, view Ofsted reports etc.
- 2. Look closely at the admissions criteria for the schools** and consider "does my child meet these criteria". If they do it will increase your child's chances of gaining a place at the school.
- 3. Apply online via your home borough.** Lambeth residents must go to **lambeth.gov.uk/eadmissions** for the link to the Pan-London online Common Application Form (CAF). Other borough residents need to apply via their home borough's school admissions page. Helpful screen shots of the online pages can be found in our aforementioned booklet via our webpage.
- 4. List the schools you want to apply for in the order that you prefer them (1 to 6) on the CAF.** You do not have to list 6, but the more you list in your favoured order, the greater the chance your child will be offered a place at a school you want. You can choose any school anywhere in the Pan-London area, (except fee-paying schools) using the drop-down menus.
5. Once you are happy with the selection of schools and all information about you and your child is accurate, **submit your online application by 15 January 2020.** You will get a receipt by email and a reference number similar to 208-2020-09-E-001234. If you do not get this number, your form has not been submitted.
6. You can make changes to the CAF at any time before the deadline; just ensure that you re-submit the application for the changes to be logged.

- 7. Upload on to the CAF the required proof of address documentation for you and your child and your child's date of birth by the deadline.** Details of the documents required for Lambeth residents can be found via lambeth.gov.uk/eadmissions. If you do not live in Lambeth, you must check what items your local School Admissions Team require and attach those to the CAF. Applications without the correct proof of address documentation may be withdrawn and no offer made.
- 8. Attach to the CAF any medical/social or other documents for consideration, if you wish to, by the deadline.**
- 9. Return Supplementary Information Forms (SIF) to any school/academy that requires one by their deadline,** as this impacts upon the chances of your child gaining a place. This is because they contain further information relating to the school's admissions criteria.

Further points to remember:

- Even if you have another child attending the school, you must still apply on time. You must ensure that you include your other child's details in the school's part of the application if they are in current reception class to year 5 at present, or up to year 1 for infant schools.
- Admissions authorities - the body of people who make decisions about admissions - will determine which children can be offered a place at a school by applying their admissions criteria. For community schools the admissions authority is the local authority itself and for an academy, voluntary-aided (religious), foundation or free school it is the governing body of that school or trust.
- Where a school has more applicants than places its published admissions criteria will be used to decide the order in which children are to be ranked.
- No Lambeth school has a 'catchment area' (though some church schools may prioritise children living in a specific parish/parishes).
- School staff will not know what number preference their school has been listed on the CAF, all applications are considered the same at the same time.
- Primary National Offer Day is 16 April 2020. Parents/carers will be informed of outcome of their CAF that evening by text and/or email. Children will be offered the single highest preference possible from their CAF, or if no offer can be made from the CAF, an allocated offer will be made then or soon afterwards.
- More details about National Offer Day and actions to take will be given at that point.

For more information about the process visit lambeth.gov.uk/eadmissions

Deadline for applications: Tuesday 15 January 2020

Apply online and apply on time!

Information from Lambeth Public Health

This is a good time to check that your child has received all of their vaccinations, outlined in the UK Immunisation Schedule, to protect them from several contagious and potentially serious diseases. They will be mixing with large numbers of other children in small spaces at school which increases the risk of germs (bacteria and viruses) spreading.

In London, vaccination rates in children are lower than the levels needed to prevent outbreaks in the community. This puts unvaccinated children at greater risk. Vaccination is the safest way to protect lives and it is FREE!

Before starting school, check your child's personal health record (Red Book) or contact your GP to ensure that they are up to date with all their vaccinations.

For a checklist of the vaccines and the ages at which they should ideally be given visit www.nhs.uk/vaccinations.

Yours faithfully

Lambeth School Admissions Team