

# Applying to start secondary school 2018–19

Information about admissions arrangements



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**Contact:** Admissions and Appeals Team, Third Floor, Laurence House, Catford SE6 4RU.

Tel: 020 8314 8282 (lines are open Monday-Friday, 9am-12 noon). Email: [schooladmissions@lewisham.gov.uk](mailto:schooladmissions@lewisham.gov.uk)

**Deadline for online applications 11.59pm 31 October 2017**

This reference document is to help guide Lewisham parents and carers through the admission process for transferring to secondary school in September 2018. Please read the document very carefully together with the online information at [www.lewisham.gov.uk/secondaryadmissions](http://www.lewisham.gov.uk/secondaryadmissions)

If you have any queries or need any part of the process explained further please contact the Admissions Team on 020 8314 8282 (Monday–Friday, 9am–12 noon) or email [schooladmissions@lewisham.gov.uk](mailto:schooladmissions@lewisham.gov.uk)

**The deadline for submitting online applications is 11.59pm on 31 October 2017.**

### Useful websites:

All you need to know about applying to start secondary school in Lewisham  
[www.lewisham.gov.uk/secondaryadmissions](http://www.lewisham.gov.uk/secondaryadmissions)

Find out about secondary schools in Lewisham and which are closest to you.  
[www.lewisham.gov.uk/secondarieschools](http://www.lewisham.gov.uk/secondarieschools)

Apply online for secondary school places.  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

### Applying online

It only takes a few minutes and you will get a confirmation email once you submit your application. Applications for admission to secondary schools can be made by visiting [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

- The benefits of applying online are:
  - it is quick and easy to do
- you will get an email confirmation that your application has been received
- the system helps you by checking for errors
- there is no risk that your application will get lost in the post or arrive late
- you can change your preferences of school up until the closing date
- your details are held securely
- during the evening of 1 March 2018 (after 5pm) you will receive an email informing you of your child's offer of secondary school.

Once you have submitted your application you will receive a reference number which will be similar to this: 209-2018-09-E-002009. If you do not receive this number, it means your application has not been submitted.

Information provided in this document is subject to change by the Government or the Schools Adjudicator. Any amendments will be published on [www.lewisham.gov.uk/admissions](http://www.lewisham.gov.uk/admissions)

The information is intended for Lewisham residents. Children living outside the borough are welcome to apply for schools in Lewisham and applications should be made direct to their home authority.

Children with a statement of special educational needs (SEN) or an education health care plan (EHCP) follow a different admissions process. For further advice please contact the Children with Complex Needs Team on 020 3049 1475.

## Important dates

Important dates for the admission process for children starting secondary school in Lewisham 2018.

### Applications

Schools open for visits	September/October 2017
<b>Closing date for applications</b> Apply online at <a href="http://www.eadmissions.org.uk">www.eadmissions.org.uk</a>	Tuesday 31 October 2017 (we recommend that forms are submitted by Friday 20 October 2017)
<b>Closing date for supplementary forms (if required)</b> To be returned direct to the school	Tuesday 31 October 2017
Closing date for accepting 'late for good reason' applications and those who have changed address since 31 October 2017	Tuesday 12 December 2017

### Offers

<b>National offer day</b> Online applicants will receive their result via email during the evening after 5pm. Results will be posted to people who did not apply online, or who have been unsuccessful in securing a school place at one of their preference schools. The result will be sent by first class post on 1 March 2018. First class post does not guarantee next-day delivery and results will not be given over the telephone. If you would like to get the result of your application during the evening of 1 March 2018 you must apply online.	Thursday 15 March 2018
<b>Deadline for accepting your offer</b> Online applicants must accept their offer online. Those who make a paper application should return the acceptance slip to Lewisham Council.	Thursday 15 March 2018

### Appeals

<b>Closing date for lodging an appeal for a community school</b> Admissions authority schools may set the same or a later deadline.	Friday 30 March 2018
<b>Appeal hearings for those lodged by the given deadline</b>	June/July 2018
Appeals submitted after the closing date of Friday 30 March may not be heard until the start of the academic year in September 2018.	

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## Applying for a secondary school place

Applications for a secondary school place in Lewisham are coordinated through Lewisham Council and must be made through the local authority where the applicant lives.

For those applying under the religious criteria for a place at a faith school, a supplementary information form (SIF) will also need to be completed and returned direct to the school by Tuesday 31 October 2017. Supplementary information forms can be downloaded direct from the school's website.

## Secondary school starting age

Children who permanently and habitually reside in Lewisham and were born between 1 September 2006 and 31 August 2007 are eligible to transfer to secondary school in September 2018 and to participate in the secondary transfer admissions scheme.

Applications from children living outside the borough should be made direct to their home local authority.

## Deciding which secondary schools to apply for

You can apply for up to six mainstream state secondary schools which may be within Lewisham or in authorities outside the borough. As it is not always possible to offer every child a place at one of their preferred schools, you are advised to research a range of schools including those which are closest to your home address before submitting your application.

There are 14 maintained secondary schools in Lewisham and each has its own values and offers different opportunities. We strongly recommend you look at your nearest schools (whether they are faith or non-faith schools) as most schools in Lewisham are expected to be oversubscribed. We also advise you to **use all six preferences** and not restrict your application. A list of the secondary schools in the borough, including contact details, age ranges and number of places available is on page 14.

To find out more about secondary schools in the borough and see which are nearest to your home, visit [www.lewisham.gov.uk/secondarieschools](http://www.lewisham.gov.uk/secondarieschools)

## Visiting schools

Before deciding which schools you wish to apply for we also recommend that you arrange to visit the school to meet the staff, see the facilities and opportunities available.

Headteachers will be pleased to show you around the school and answer your questions.

Please contact the school(s) direct to arrange your visit.

### Addey and Stanhope School

Tuesday 19 September, 9.15–10.45am  
 Wednesday 20 September, 9.15–10.45am  
 Thursday 21 September, 6–8pm  
 Tuesday 26 September, 9.15–10.45am  
 Friday 29 September, 9.15–10.45am

### Bonus Pastor Catholic College

Thursday 21 September, 6.30pm and 7.30pm  
 Monday 25 September, 9.15–11.30am  
 Tuesday 26 September, 9.15–11.30am  
 Wednesday 27 September, 9.15–11.30am  
 Thursday 28 September, 9.15–11.30am  
 Friday 29 September, 9.15–11.30am

Each session will involve a talk and a tour.

### Conisborough College

Tuesday 19 September, 9.15–11am  
 Friday 22 September, 9.15–11am  
 Tuesday 26 September, 9.15–11am  
 Thursday 28 September, 6–8pm

### Deptford Green School

Monday 25 September, 9am  
 Tuesday 26 September, 9am  
 Wednesday 27 September, 9am and 5pm  
 Thursday 28 September, 9am

### Forest Hill School

Wednesday 27 September, 9am  
 Thursday 28 September, 9am  
 Friday 29 September, 9am  
 Wednesday 4 October, 9am  
 Thursday 5 October, 9am  
 Friday 6 October, 9am

All visitors are asked to please arrive promptly at main reception on Dacres Road in readiness for tours of the school to begin at 9.15am. The headteacher will give his welcome talk to visitors in the school theatre from about 11am, and the visits conclude by 11.30am at the latest.

**Contact:** Admissions and Appeals Team, Third Floor, Laurence House, Catford SE6 4RU.

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**Haberdashers' Aske's Hatcham College**

Wednesday 20 September, 12 noon–7pm

**Haberdashers' Aske's Knights Academy**

Tuesday 19 September, 5–8pm

Tuesday 26 September, 9.15–11.15am

Wednesday 4 October, 9.15–11.15am

Tuesday 10 October, 9.15–11.15am

Booking is required.

**Prendergast Ladywell School**

Tuesday 12 September, 6–8pm

Thursday 14 September, 9.15–10.30am

Tuesday 19 September, 9.15–10.30am

Thursday 21 September, 9.15–10.30am

Tuesday 26 September, 9.15–10.30am

**Prendergast School**

Wednesday 13 September, 9–10.40am

Thursday 14 September, 5.30–7.30pm

Wednesday 20 September, 5.30–7.30pm

Friday 22 September, 9–10.40am

**Prendergast Vale School**

Tuesday 12 September, 9.15–10.30am

Wednesday 13 September, 5–6.45pm

Wednesday 20 September, 9.15–10.30am

Wednesday 27 September, 5–6.45pm

Tuesday 3 October, 9.15–10.30am

**Sedgehill School**

Monday 25 September, 6–8pm

Wednesday 27 September, 9–10.30am

Thursday 28 September, 9–10.30am

Friday 29 September, 9–10.30am

Tuesday 3 October, 9–10.30am

Tuesday 10 October, 9–10.30am

Tuesday 17 October, 9–10.30am

**St Matthew Academy**

Tuesday 26 September, 6pm

Friday 29 September, 9am and 11.30am

Tuesday 3 October, 9am and 11.30am

**Sydenham School**

Tuesday 12 September, 9.15–10.45am

Wednesday 20 September, 9.15–10.45am

Saturday 23 September, 9.30–11.30am

Thursday 5 October, 9.15–10.45am

**Trinity Church of England School, Lewisham**

Tuesday 12 September, 9–10am

Tuesday 19 September, 9–10am

Tuesday 26 September, 9–10am

Wednesday 27 September, 9–10am

Thursday 28 September, 6–8pm

\*Please check with the schools direct these dates are still correct before attending in case of any last-minute changes.

**Admissions criteria**

When a school is 'oversubscribed', (ie. they receive more applications than there are places available), the school's admissions criteria is applied to decide which children qualify for a place. It is important that you familiarise yourself with the admissions criteria for the schools you wish to apply for to gauge whether your child is likely to qualify for a place. Most secondary schools in Lewisham and neighbouring boroughs are expected to receive more applications than there are places available. Limiting the number of schools you list on your application can limit the chance of your receiving an offer from one of your preference schools.

Do not include fee paying (independent) schools or special needs schools on your application as they are not part of the coordinated admissions arrangements.

**Looked after children (LAC)**

Most schools will give priority to children who are classed as a looked after child (LAC) or a child who was previously looked after but immediately after being looked after became subject to an adoption order, child arrangements or special guardianship order. Confirmation of a child's LAC status must be supplied by the allocated social worker or foster carer with the application along with a copy of the Adoption Order, Care Order or Special Guardianship Order.

**Medical and/or social**

In exceptional circumstances there is discretion to admit a child on the grounds of their or their family's severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. Supporting evidence must be provided with the application and by 31 October 2017, the closing date for applications.

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## Siblings

Most schools will give priority to children whose older brother or sister (sibling) attends the school. Please ensure you add the name, date of birth, gender and home address of any older child you have attending the school you are applying for. Failure to do so may result in your younger child not being offered a place at your preference school and the school may not be able to accommodate your child later in the admissions process.

## Children of staff

A small number of secondary schools will give priority to children whose parent is employed at the school. Please read the school's definition of 'children of staff' to ensure that your child qualifies under this criterion and you complete the relevant information on the online application. Please note that this policy does not apply to community schools in Lewisham.

## Crown Servants

Families of UK service personnel or Crown Servants returning from overseas to live in Lewisham are able to apply for a school place without the child being resident in Lewisham. However any such application must be accompanied by an official letter from the relevant Government department which declares the relocation date and/or unit postal address, quartering area address or family home address. It is important that parents provide their relocation address in order to ensure that places are allocated fairly and in accordance with each school's admissions criteria.

Parents should keep us informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, we will not be able to process their application.

**If you do not qualify please do not tick this box on the application form, as it may delay your application being processed.**

## Applicants from overseas

**Apart from Crown Servants returning from overseas, we will not process applications from overseas until the family is resident in Lewisham.**

## Admissions criteria for community schools

Community schools in Lewisham use the same admissions criteria (see below). Voluntary-aided schools, foundation

schools, free schools and academies have their own criteria for deciding which children to admit. The full admissions policy, annual intake and other information about each of the schools in Lewisham can be found on the school's own websites. See page 14 for contact details of secondary schools in the borough.

## Admissions policy for community schools

When a community school in Lewisham is oversubscribed for Year 7 in September 2018 the following criteria will be used and places offered to:

1. A looked after child (LAC) or a child who was previously looked after but immediately after being looked after became subject to an adoption order (in accordance with the Children Act 2002), child arrangements, or special guardianship order (sections 8 or 14A of the Children Act 1989).

A looked after child is a child who is:

- a) in the care of a local authority (in accordance with Section 22 of the Children Act 1989), or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989).

Confirmation of a child's LAC status must be supplied by the allocated social worker or foster carer with the application along with a copy of the Adoption Order, Care Order or Special Guardianship Order.

Children who were adopted from overseas do not qualify under this criterion.

2. In exceptional circumstances there is discretion to admit a child on the grounds of their or their family's severe medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with a panel of teaching and medical professionals. The medical professional provides advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided with the application by 31 October 2017, the closing date for applications.



3. a) 11–16 Community Schools - Children whose brother or sister is on roll of the school on the closing date for applications as well as those whose sibling was a former pupil of the school and who transferred to a 16–18 education provision at the end of the previous academic year. If the school is oversubscribed entirely with siblings, priority will be given

(i) to those with exceptional social and medical need and

(ii) to those living nearest the school

OR

b) 11–18 Community Schools – Children whose brother or sister is on roll of the school on the closing date for applications and will still be on the roll of the school at the intended date of admission. If the school is oversubscribed entirely with siblings, priority will be given

(i) to those with exceptional social and medical need and

(ii) to those living nearest the school.

Siblings include all blood or adoptive siblings, half-siblings, foster siblings of Looked After Children and step siblings. Siblings must all live at the same address as the child applying. Proof of the sibling relationship may be required.

4. Children living nearest to the school. All distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. If more than one applicant lives in a multi-occupancy building (eg. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

### Twins, triplets and other multiple births

Where twins, triplets or children from larger multiple births qualify for the last school place to be allocated, Lewisham will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

### Tie breaks

On the rare occasion where two or more identical applicants qualify for the last available place, lots will be drawn to decide which qualifying child is offered the place.

### Waiting lists

In accordance with the pan-London scheme, and to ensure Lewisham Council meets its duty to continue to coordinate admissions beyond offer date and comply with the parents' highest possible preference, Lewisham Council will ensure that waiting lists do not contain lower ranked preferences except where it (or the home LA) has agreed to a parental request to change the order of preferences. In such cases, where a parental request has been agreed, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply.

Waiting lists for Lewisham's community schools will include those who have moved to the area since the national closing date and were therefore unable to make an 'on-time' application. Waiting lists will be held in criteria order and children's names may go up the list as further offers are made as well as down a list as new applicants are added.

The secondary transfer co-ordinated scheme continues until the end of the summer term 2018. Applications received for Year 7 beyond the end of the summer term 2018 will be considered as an in-year applicant.

Waiting lists will be held for the first term of the Year 7 only, ie. until the end of term in December 2018. Those with a continuing interest in a place at a school beyond this time will be required to make an in-year application.

### Applying for early admission

In very exceptional circumstances we will consider a request for admission out of cohort for a younger child (this will be for those children born after 31 August 2007).

The application may be supported by the child's primary headteacher or an educational psychologist providing evidence that the child is academically outstanding and sufficiently physically and emotionally mature to cope with the demands of secondary school.

If Lewisham Council complies with the parent's request to allow the child to participate in the admissions scheme early, the parent will be required to agree that their child will transfer to secondary school with the earlier cohort regardless of the outcome of their applications and will not qualify to participate in the planned admissions scheme the following year.

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### Later admission

In very exceptional circumstances we will consider a request for a delayed admission for an older child (ie. this will be for those children born after 1 September 2005).

The application may be supported by the child's primary headteacher and an educational psychologist providing evidence that the child has learning delay or difficulty and their social maturity is well below that of his or her peers.

If Lewisham Council complies with the parent's request to allow their child to participate in the admissions scheme late the parent will be required to agree that their child will transfer to secondary school with the later cohort regardless of the outcome of their applications and had not participated in the transfer scheme the year before.

In cases described above parents must consider the implications of an early or delayed transfer as headteachers of secondary schools are not currently required to continue to keep the child out of year group and may decide to later educate the child in the correct year.

### How the preference system works

You can apply for up to six schools on the application and you will be required to list the schools in preference order. Applying for fewer schools will not increase the chances of being offered a school you have applied for.

It is very important to list the schools in the order you prefer them as this will be used by Lewisham during the allocation of school places.

Parents will receive one offer of a school place on National Offer Day. If your child qualifies for a place at more than one of the schools you have applied for, your offer will be the school you have ranked the highest of those possible offers. If you cannot be offered any of the schools you applied for, Lewisham Council will offer you an alternative school place where there is a vacancy and is the closest school to your home. This may be a faith or non-faith school.

### For example:

Child A has applied for six schools. The child does not qualify for a place at the first or second preference school but does qualify for a place at their third preference school. The third preference school is offered to the child on National Offer Day. The fourth, fifth and sixth preference schools are 'settled' as they were ranked lower on the list. The child's name remains on the waiting list of their first and second preference schools only and the right of appeal for those schools will be given.

Child B has applied for six schools. The schools are oversubscribed and the child does not qualify for a place at any of them. Lewisham Council informs the parent of the outcome and their right of appeal. A place at a school in Lewisham where there is a vacancy is offered as an alternative.

Child C has applied for six schools and can be offered a place at their first preference school on National Offer Day. All of the other schools named on the list are 'settled'. The child has an older brother at their third preference school and, after national offer day the parent wants the child to attend that school instead. The parent has participated in the planned admissions round and secured a place at a higher preference school therefore they are not able to submit a further application or change the order of their applications until the start of school. The parent will need to complete an in-year application in September.

Child D has applied for six schools all outside the borough but does not qualify for a place at any of them. Lewisham Council offers the parent a place at a school where there is a vacancy and their right of appeal. However the parent wishes for their child to attend a school close to their home which was oversubscribed and not able to offer all applicants a place. Child D is not able to apply for a place at the school close to their home until the start of school. The parent will need to complete an in-year application in September.



## How to apply

Applications for secondary school places are made online via the London Grid for Learning's website [www.eadmissions.org.uk](http://www.eadmissions.org.uk). You can find a step-by-step guide to making an online application at [www.lewisham.gov.uk/secondaryadmissions](http://www.lewisham.gov.uk/secondaryadmissions) – however, please note there is an eAdmissions tutorial function and FAQ which can be accessed before you registered onto the online system.

When you start your application, the system will identify your home local authority from your postcode and your application will be sent electronically to that council when you submit your form. Please ensure your home address and postcode is accurate especially if you have previously made an online application for your children.

**The deadline for applications is 11.59pm on 31 October 2017.**

### Applications from residents living in new developments

If your address is not recognised by the eAdmissions website or you live in a new development please contact the Admissions and Appeals Team on 020 8314 8282 or email [schooladmissions@lewisham.gov.uk](mailto:schooladmissions@lewisham.gov.uk).

### Parental responsibility

Applications must be made by the adult who has parental responsibility for the child and with whom the child permanently lives. Only one application may be submitted for a child. Parents who share parental responsibility and where the child shares their time 50/50 with each parent will need to decide which of them will make an application for their child. If both parents submit an application but are unable to agree whose application is valid, the application made to Lewisham will be cancelled until it can be established where the child is formally registered or until a court issues an order.

Step-parents, grandparents or other relatives do not have automatic right to claim parental responsibility. This should be acquired through a legal agreement or court order. For further information please see [www.gov.uk/parental-rights-responsibilities](http://www.gov.uk/parental-rights-responsibilities).

### Proof of parental responsibility

You are not required to provide proof of address at the time of application. However, in some cases we will write to you when we receive your application to ask you to provide proof of permanent residence and/or proof of

parental responsibility. Failure to provide proofs when you have been requested to do so will mean that your application will not be considered.

You must apply using your child's full and formal name as stated on their birth certificate. Do not shorten the child's name or use nicknames.

### Proof of permanent home address

Applications must be made from the applicant's permanent home address. This must not be a relative's, carer's, childminder's or business address.

### Submitting your applications

Once you have completed your application you will be required to click on the **submit** button. Before you submit your application please ensure all of the information is correct including your home address and contact details. You will also need to:

- read the declaration carefully

Unfortunately some applications are considered to be fraudulent as the application is not made by the person who has parental responsibility for the child or is from an address that the child does not permanently reside at. If Lewisham Council becomes aware that a fraudulent application has been made, it will be withdrawn from the admissions round along with any school place offered.

### Supplementary information forms for secondary schools

Some secondary schools in the borough require you to complete their supplementary information form (SIF) as well as naming the school on your application. This will be indicated on the school listings starting on page 14.

Supplementary information forms are available from the school direct or may be downloaded from the school's website and should be returned directly to the school by 31 October 2017.

The following schools in Lewisham require supplementary information forms:

- Bonus Pastor Catholic College
- Haberdashers' Aske's Hatcham College (music applicants)
- Haberdashers' Aske's Knights Academy (sports applicants)
- Prendergast School (music applicants)
- St Matthew Academy
- Trinity Church of England School, Lewisham

**Contact:** Admissions and Appeals Team, Third Floor, Laurence House, Catford SE6 4RU.

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## Last year's application and appeal rates

The following table relates to the outcomes for community schools in Lewisham for the September 2017 admissions round made on 1 March 2017, National Offer Day, under each admissions criterion. This information is provided as a guide only as the pattern and volume of applications for admission in September 2018 is likely to differ.

All distances are measured in metres and using a straight line to a point in the school premises (not a gate).

For precise home-to-school measurements for schools in other boroughs please contact the local authority for that borough direct.

## 2017–18 application and appeals rates for Lewisham community schools

The following table indicates how places were allocated on 1 March 2017 under each admissions criterion

Name of school	Published admissions number	Total number of applications	Number of places offered under each Criterion					Appeals	
			Looked after children	Exceptional medical or social reasons	Sibling on roll	Distance of last place offered under home to school distance (metres)	Children with Education, Health Care Plan (EHCP)	Number of appeals heard in the summer of 2017	Successful appeals in the summer of 2017
Conisborough College	180	643	8	1	39	1344.56	12	4	0
Deptford Green School	234	485	2	0	32	1662.50	0	0	0
Forest Hill School	240	678	3	0	38	2547.03	3	6	0
Sedgehill School	306	317	4	0	23	3040.73	5	0	0
Sydenham School	240	888	8	0	35	2200.37	0	13	0

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## Applying for a secondary school place after 31 October 2017 – the closing date

### Move into the borough or other reasons for not applying on time

Families who move into the borough after the closing date, or those who could not apply on time may be able to make a 'late for good reason' application. 'Late for good reason' applications must include evidence of why the application is late, such as evidence of a house move or a medical reason which prevented the parent from applying on time.

If Lewisham accepts the application as late for good reason, it will be processed along with all the on-time applications. All other applications made after 12 December 2017 will not be processed until May 2018. For further advice please contact the Admissions and Appeals Team.

### Change of address before 1 March 2018

If you move home after submitting your application you must inform the Admissions and Appeals Team immediately.

If you submit an application on time and subsequently move home before 12 December 2017 you must contact the Admissions and Appeals Team to either update your home address or withdraw the application you originally made and you may make a new application from your new home address. If you move outside Lewisham you will need to apply to your new local authority.

If you move home after 12 December 2017 your application may be considered from your original home address. Any school place offered will be honoured, however if you accept the place you will be responsible for ensuring your child attends school regularly and is punctual.

### Change of address between 1 March 2018 and your child's start at school

If you move home after you have had your offer of a place confirmed, the offer of a place will still be honoured but you must ensure the journey is reasonable and your child always arrives at school and is picked up on time.

If you no longer need a place in Lewisham, please let the Admissions and Appeals Team know in writing confirming why the place is no longer required, including the full name and address of the school they will attend. This will enable us to close the application and then offer the place to another child.

## National Offer Day – 1 March 2018

If you applied online and/or signed up to text messages you will receive an email and/or text message on the evening of 1 March 2018 informing you to log in to your admissions account and view the official outcome of the application.

On National Offer Day your child will be offered the single highest place possible on the application.

For the example Child A's third preference school was offered (as they were not ranked high enough by the school's admissions authority to be offered the first or second preference). Although the child could have been offered their fourth or fifth preference, these were not offered as the higher third preference could be offered.

Because a higher offer has been made, and the offer made must be a single offer by law, this caused the lower preferences to become invalid and settled.

### Offers

If you applied on time using the online eAdmissions website, you will receive an email during the evening of 1 March 2018, informing you to log in to your account and view the official result of your child's application.

Details of what you can do next if your child was not offered your first preference will be

included online. In addition, some schools may also send their own offers to parents/carers after 1 March 2018. Responses to those letters should be made according to the school's directions.

If you have not been offered one of your preference schools you will be sent written confirmation informing you of the school that has been allocated to your child.

Results will not be given over the telephone.

### Accepting/declining your offer

Online applicants are required to log into their account to accept/decline their offer, so it is important to keep a record of your username and password.

### If your applications are unsuccessful

Unfortunately not every child can be offered one of their preference schools. Lewisham, as the home local authority, has a duty to ensure that every child in the borough has been offered a school place.

Lewisham Council, acting as the family's home local

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**Contact:** Admissions and Appeals Team, Third Floor, Laurence House, Catford SE6 4RU.

Tel: 020 8314 8282 (lines are open Monday-Friday, 9am-12 noon). Email: [schooladmissions@lewisham.gov.uk](mailto:schooladmissions@lewisham.gov.uk)

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authority, will offer an alternative school. This may be a faith school, a non-faith school or a school outside the family's neighbourhood. There is no limit on how far a place can be offered, however we aim to offer a place within three miles of the family home for a secondary age child.

We would encourage parents to accept the school offered and not to decline as it cannot be guaranteed that a school of the parent's preference can be offered later in the process.

Accepting the offer will not affect any waiting list your child's name is on or any admissions appeal.

Please visit the school first and speak to the headteacher about the opportunities available to your child. All Lewisham headteachers will be delighted to show you their school and assure you that your child can excel there.

If you are not offered a preference school, you will automatically be added to the waiting list for any schools you named as a higher preference than the school offered.

Community schools in Lewisham continue to use their list until the end of the first term of the new school year (end of December 2018). If a vacancy becomes available, the admissions criteria will be used to decide which child is offered the place.

If you are on a waiting list for a school you applied for and you decide you are happy with the school you have already been offered, it is important to let us know. We can then remove your child's name from the waiting list and offer places to other children if they become available.

The planned Admissions round continues until the end of the academic year (July 2018). If an on-time application has been submitted, further applications cannot be made until September 2018 when they then become an in-year application.

### Waiting lists from January 2019 to July 2019

Waiting lists will be held for the first (autumn) term only, ie. up until December 2018. Those wishing to apply for a secondary class place beyond then will be required to make an in-year application.

### Further information

The Department for Education (DfE) offers further advice and information to parents on a wide range of school-related issues, including the school admissions code and school admissions appeals codes at [www.gov.uk/df](http://www.gov.uk/df)

### Appeals

You have the right of appeal against the refusal of a place at any of the schools for which you have applied and not been offered. If you wish to appeal, you must contact the admission authority for the school in the days after you receive your offer.

Please note the closing date for lodging an admissions appeal is Friday 30 March 2018.

Lewisham Council is the admission authority for all of the borough's community schools.

Lewisham's advice on the appeals process is published at: <http://www.lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-primary-school/Pages/Primary-school-admission-appeals.aspx>

If your child has been refused admission to a voluntary aided, foundation or free school, an academy, or a school in another borough you have the right to appeal against the decision too and you are advised to contact the school direct for advice on how to appeal.

For independent advice, you can contact ACE Education Advice. They have a telephone advice line on 0300 011 5142, Monday–Wednesday, 10am–1pm, or for further information visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk).

### Appealing online

You will be able to appeal for a community school in Lewisham online by logging onto our website and if you do not have an account you will need to register first. The form usually takes about 20 minutes to complete depending on the nature of your appeal.

[www.lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-primary-school/Pages/Primary-school-admission-appeals.aspx](http://www.lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-primary-school/Pages/Primary-school-admission-appeals.aspx)

## Children and young people with special educational needs and disabilities

Most children and young people with special educational needs and disabilities will get the support they need in mainstream schools. However some children will require additional support via an Education, Health and Care plan (EHCP). For these children a different admissions process applies.

There are four mainstream secondary schools in Lewisham that offer specialist resource provision. Each resource has its own admissions criteria based on the secondary need. The schools with a specialist resource are:

Secondary School	
Addey & Stanhope Lexis Resource Base	Mainstream secondary school with a specialist resource provision for young people with speech, language and communication difficulties.
Conisborough College ASD Resource Base	Mainstream secondary school with a specialist resource provision for Autistic Spectrum Disorder (ASD).
Deptford Green DRU	Mainstream secondary school with a specialist resource provision for severe dyslexia with either speech, language and communication difficulties, and/or autism.
Sedgehill HIU	Mainstream secondary school with a specialist resource provision for the deaf

For more information go to [www.lewisham.gov.uk/senadmissions](http://www.lewisham.gov.uk/senadmissions) or contact the Children with Complex Needs Service on 020 3049 1475 or email [sen@lewisham.gov.uk](mailto:sen@lewisham.gov.uk).

## Education Pathways in Key Stage 4 (Year 10 and 11)

Children in Year 9 will begin to consider their options in Key Stage 4 including alternative provisions that admit children at the beginning of Year 10.

**This does not mean that you have to move your child to another school.**

Providers which admit pupils in Year 10 are called University Technical Colleges (UTCs), Studio Schools or FE Colleges with 'Direct Recruit' provision.

UTCs are set up by universities and business and specialise in one or two technical subjects. In years 10 and 11 they will offer a similar GCSE curriculum to your child's current school, including English and Maths, as well as their specialist subject. You can find out more at [www.utcolleges.org/utcs/](http://www.utcolleges.org/utcs/)

Studio schools have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience. They too will offer a similar curriculum to your child's current school. You can find out more at [www.studioschoolstrust.org/](http://www.studioschoolstrust.org/)

Local FE Colleges that admit for Direct Recruit include Bromley College and Tower Hamlets College. Contact details for them and others within the London area can be found at:

<http://www.lewisham.gov.uk/myservices/education/14-19/learning-options-for-young-people/Pages/Alternative-provision.aspx>

There are no UTCs or Studio Schools in Lewisham but you can view a list of those in the Greater London area which admit pupils into Year 10 at:

<http://www.lewisham.gov.uk/myservices/education/14-19/14%e2%80%93to-16-year-olds/Pages/default.aspx>

The application process is set out on the website for each provider.

Before making a decision to apply for a place at these providers please discuss the options carefully with your child's headteacher or a member of the school's senior leadership team. Alternatively you and your child can seek advice and support from Baseline, a drop-in service located at:

### Baseline

Lewisham Library  
199–201 Lewisham High Street  
SE13 6LG

Tel: 020 8314 7549

Opening hours: Monday to Friday 10am–5pm

**Contact:** Admissions and Appeals Team, Third Floor, Laurence House, Catford SE6 4RU.

Tel: 020 8314 8282 (lines are open Monday–Friday, 9am–12 noon). Email: [schooladmissions@lewisham.gov.uk](mailto:schooladmissions@lewisham.gov.uk)

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## Secondary schools in Lewisham

The figure for places available in 2018–19 refers to the total number of children that will be admitted to Year 7. Lewisham is expecting a significant increase in demand for places across the borough. This growth is forecast to continue and will require an increase in the number of forms of entry provided in Lewisham's secondary schools.

### Addey and Stanhope School

**Headteacher:** Jan Shapiro

www.as.lewisham.sch.uk

472 New Cross Road SE14 6TJ

020 8305 6100

info@as.lewisham.sch.uk

**Places available September 2018:**  
120

**Admissions:** Voluntary aided school boys and girls aged 11–16

**Nearest stations:** New Cross, New Cross Gate and Deptford Bridge,

**Bus routes:** 21, 36, 47, 53, 75, 77, 136, 171, 172, 225, 321, 436, 453

**DfE number:** 209 4600

### Bonus Pastor Catholic College

**Executive Headteacher:**

Ruth Holden

**Head of School:** Jonathan Ronan

www.bonuspastor.co.uk

Winlaton Road BR1 5PZ

020 8695 2100

office@bp.lewisham.sch.uk

**Places available September 2018:**  
180

**Admissions:** Voluntary aided school boys and girls aged 11–16

**Nearest stations:** Beckenham Hill

**Bus routes:** 54, 136, 181, 208, 320

**DfE number:** 209 4802

\* Supplementary information form will be required if applying for a faith place

### Conisborough College

**Headteacher:** Stuart Mundy

www.conisboroughcollege.co.uk

Conisborough Crescent SE6 2SE

020 8461 9600

info@cc.lewisham.sch.uk

**Places available September 2018:**  
180

**Admissions:** Community school boys and girls aged 11–16

**Nearest stations:** Bellingham

**Bus routes:** 47, 54, 124, 136, 199, 208, 320

**DfE number:** 209 4249

### Deptford Green School

**Headteacher:** Mark Phillips

www.deptfordgreen.lewisham.sch.uk

Edward Street SE14 6AN

020 8691 3236

info@deptfordgreen.lewisham.sch.uk

**Places available September 2018:**  
234

**Admissions:** Community school boys and girls aged 11–16

**Nearest stations:** Deptford, Deptford Bridge, New Cross Gate and New Cross

**Bus routes:** 21, 53, 453, 136, 436, 171, 172, 177, 225

**DfE number:** 209 4047

### Forest Hill School

**Headteacher:** Michael Sullivan

www.foresthillschool.co.uk

Dacres Road SE23 2XN

020 8699 9343

info@foresthillschool.co.uk

**Places available September 2018:**  
240

**Admissions:** Community school boys aged 11–16

Mixed sixth form

**Nearest stations:** Forest Hill, Sydenham

**Bus routes:** 75, 122, 176, 194, 202, 312, 351, 352, 450

**DfE number:** 209 4289

### Haberdashers' Aske's Hatcham College

**Headteacher:** Declan Jones

www.haaf.org.uk

Pepys Road SE14 5SF

020 7652 9510

hreception@haaf.org.uk

**Places available September 2018:**

208 (minus students from Year 6 of primary phase)

**Admissions:** All-through academy boys and girls aged 3–18

**Nearest stations:** Brockley, New Cross and New Cross Gate

**Bus routes:** 36, 53, 171, 225, 321, 343, 453, 484

**DfE number:** 209 6905

\* Supplementary information form will be required if applying for a music place

### Haberdashers' Aske's Knights Academy

**Principal:** Dr Tesca Bennett

www.haaf.org.uk

Launcelot Road BR1 5EB

020 8461 9240

kreception@haaf.org.uk

**Places available September 2018:**

208 (minus students from Year 6 of primary phase)

**Admissions:** All-through academy boys and girls aged 3–18

**Nearest stations:** Grove Park

**Bus routes:** 124, 126, 136, 261, 284, 361

**DfE number:** 209 6906

\* Supplementary information form will be required if applying for a sports place

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**Prendergast Ladywell School****Headteacher:** Niall Hand**Executive Headteacher:**

David Sheppard

www.prendergast-ladywell.com

Manwood Road SE4 1SA

020 8690 1114

admin@prendergast-ladywell.com

**Places available September 2018:**

240

**Admissions:** All-through foundation school**Nearest stations:** Crofton Park, Catford and Catford Bridge**Bus routes:** 185, 284, 54, 122, 75, 136, 181**DfE number:** 209 4323**Prendergast School****Headteacher:** Paula Ledger**Executive Headteacher:**

David Sheppard

www.prendergast-school.com

Adelaide Avenue SE4 1LE

020 8690 3710

admin@prendergast-school.com

**Places available September 2018:**

116

**Admissions:** Voluntary aided school girls aged 11–18**Nearest stations:** Ladywell, Crofton Park and Brockley**Bus routes:** 122, 284, 484, P4**DfE number:** 209 4646

\* Supplementary information form will be required if applying for a music place

**Prendergast Vale School****Headteacher:** Duncan Kamyra**Executive Headteacher:**

David Sheppard

www.prendergast-vale.com

Elmira Street SE13 7BN

020 8297 3540

s.halm@prendergastvale.com

**Places available September 2018:**

120 (minus students from Y6 of the primary phase)

**Admissions:** All through foundation school boys and girls aged 3–16**Nearest station:** Lewisham**Bus routes:** 21, 47, 136, 225, 321, 436,**DfE number:** 209 5201**Sedgehill School****Executive Headteacher:**

Jan Shadick

**Head of School:** Clare Cassidy

www.sedgehill-lewisham.co.uk

Sedgehill Road SE6 3QW

020 8698 8911

info@sedgehillschool.co.uk

**Places available September 2018:**

306 (including admission to the Hearing Impaired Unit)

**Admissions:** community boys and girls aged 11–18**Nearest station:** Beckenham Hill**Bus routes:** 54, 136, 138, 181, 208, 320**DfE number:** 209 4267**St Matthew Academy****Executive Headteacher:** Mr S Cefai**Head of School:** Miranda Baldwin

www.stmatthewacademy.co.uk

St Joseph's Vale SE3 0XX

020 8853 6250

info@stmatthewacademy.co.uk

**Places available September 2018:**

180 (minus students from Year 6 of primary phase)

**Admissions:** Catholic all-through academy boys and girls aged 3–16**Nearest stations:** Blackheath**Bus routes:** 54, 89, 108, 202, 261, 321**DfE number:** 209 6907

\* Supplementary information form will be required if applying for a faith place

**Sydenham School****Headteacher:** Gloria Lowe

www.sydenham.lewisham.uk

Dartmouth Road SE26 4RD

020 8699 6731

info@sydenham.lewisham.sch.uk

**Places available September 2018:**

240

**Admissions:** Community school girls aged 11–16

Mixed sixth form

**Nearest stations:** Forest Hill or Sydenham**Bus routes:** 122, 171, 176, 185, 312**DfE number:** 209 4204**Trinity Church of England School, Lewisham****Executive Headmaster:** David Lucas

www.trinitylewisham.org

Taunton Road SE12 8PD

020 8852 3191

admin@trinity.lewisham.sch.uk

**Places available September 2018:**

120

**Admissions:** Voluntary aided all through school boys and girls aged 3–16 (Years R to Y3 only)**Nearest stations:** Hither Green and Lee**Bus routes:** 122, 178, 202, 261, 273, 321**DfE number:** 209 4636

\* supplementary information form will be required if applying for a faith place

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## Useful contacts

### Lewisham School Admissions Team

Tel: 020 8314 8282

### School Benefits Team (free school meals)

Tel: 020 8314 6221

### Attendance and Welfare Service

Tel: 020 8314 6272

### Children With Complex Needs

Kaleidoscope, Rushey Green,  
Catford SE6 4JD

Tel: 020 7138 1100

### Advisory Centre for Education (ACE)

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### Department for Education

[www.gov.uk/education](http://www.gov.uk/education)

for advice for parents on matters relating to schools

Tel: 0370 000 2288

### Southwark Diocesan Board of Education (Church of England)

Tel: 020 7234 9200

[www.southwark.anglican.org/education](http://www.southwark.anglican.org/education)

### Education Commission, Catholic Diocese of Southwark

Tel: 01689 829331

[www.educationcommission.org.uk](http://www.educationcommission.org.uk)

### Independent Schools Council Helpline

Tel: 020 7766 7070

### Local Government Ombudsman

Tel: 0300 061 0614

[www.lgo.org.uk](http://www.lgo.org.uk)

### Office of the Schools Adjudicator

Mowden Hall, Staindrop Road,  
Darlington DL3 9BG

Tel: 01325 735303

## Schools in other boroughs

If you live in Lewisham, and wish to apply for schools in other areas you must apply online via [www.eadmissions.org](http://www.eadmissions.org).

Your application will be coordinated by Lewisham as your home borough. Information about schools in neighbouring boroughs can be obtained from the local authority concerned.

### Bexley School Admissions

Tel: 020 8303 7777

[www.bexley.gov.uk](http://www.bexley.gov.uk)

### Bromley School Admissions

Tel: 020 8313 4044

[www.bromley.gov.uk](http://www.bromley.gov.uk)

### Croydon School Admissions

Tel: 020 8726 6400

[www.croydon.gov.uk](http://www.croydon.gov.uk)

### Greenwich School Admissions

Tel: 020 8921 8043

[www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk)

### Lambeth School Admissions

Tel: 020 7926 9503

[www.lambeth.gov.uk](http://www.lambeth.gov.uk)

### Southwark School Admissions

Tel: 020 7525 5337

[www.southwark.gov.uk](http://www.southwark.gov.uk)

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### Map of secondary schools in Lewisham



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