



Primary In-Year Common Application Form

for applying for a Lambeth community primary school place after
1 September 2017 for Reception to year 6 pupils in the 2017/18 academic year.

This form is **only** for children born between **01/09/06** and **31/08/13**

CHILD'S NAME:

PLEASE PRINT IN CAPITAL LETTERS

DATE RECEIVED

FOR OFFICE USE ONLY / ID NO

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Guidelines **Please read these carefully before completing this form**

This form has 6 sections. It is important that you complete all sections of the iCAF, incomplete forms will not be processed.

Section 1: Child's date of birth

This form is only for children born between 01/09/06 and 31/08/13. Using this form for children outside this age group will result in the form being invalid (and will not be processed). **You must attach proof of your child's date of birth – either a copy of their birth certificate, passport or EU National Identity card otherwise the application will not be processed.**

Important address information

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. If you cannot prove that you and your child live at this address at the time the application was made then this will result in your child's application being withdrawn and no offer made for your child. If your child lives between two homes, eg, split custody for parents only, only one of these 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 where the child benefit is paid to. Addresses of parents/carers will be checked against Lambeth Council Tax and benefits records.

You must ensure that your application is submitted with proof of address for you and your child. If proof of address is not attached, then this will delay the processing of your application.

Applications **must** be accompanied by at least **one** of the following documents to confirm the parent/carer's name and address who submitted the application.

- Current financial year's council tax letter or statement, this must be supplied if you are the council taxpayer.
- Copy of the tenancy agreement. If this is a new address, supply a letter from solicitor confirming exchange of contracts or tenancy agreement.
- Copy of a benefit letter no more than 12 months old (or after December 2017 a Universal Credit letter/print-out, if applicable).

Then at least one of the following as well:

- Copy of a benefit letter no more than 12 months old (or after December 2017 a Universal Credit letter/print-out, if applicable) - if not already provided from above list.
- Copy of current TV licence.
- Copy of current utility bill, no older than 3 months old.
- Driving Licence.

Applications **must** include **one** of the following documents to confirm the 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 page). (After December 2017 a current financial year's Universal Credit letter/print-out, if applicable which includes the child's name).
- Child's National Health Service registration card, or a medical letter or prescription that is no more than 12 months old.
- Immigration documents that show address – if applicable.
- Child Tax Credit Award, notice 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)

If none or only some of the documents can be obtained a sworn affidavit, statutory declaration

or affirmation, obtained through a solicitor will be needed. This affidavit, statutory declaration or affirmation must be signed by a Solicitor holding a current practising certificate issued by the Solicitors Regulation Authority. Please note that Lambeth Council cannot contribute towards the cost of obtaining this documentation.

If you have any problems supplying these documents, please contact us as soon as possible. If you change your address later you must tell the council straight away.

Applications received without all the required proof of child's date of birth as well as proof of address documents for the parents/carer and the child, or an affidavit, statutory declaration or affirmation, may be withdrawn as the address cannot not be verified. This means that your child may not receive an offer of a school place.

Section 5: Primary school preferences

1. This form is only to be used to apply for the Lambeth community schools and Oasis Academy Johanna. For any other Lambeth schools applications need to be made directly with staff there. For schools in other boroughs, please check their processes.
2. We advise that parents apply for at least two schools, as this increases your chance of obtaining a school place.
3. Include at least one school which is near to your home. Distance is used as a major criteria in deciding whether an offer can or cannot be made.
4. List the schools in the order you prefer them. The information is used to decide which Lambeth community primary school place to offer you if more than one school

can offer your child a place. The order cannot be changed later.

Please inform us in section 5 whether you have applied to any private (fee-paying) schools or schools in other boroughs.

Siblings

If your child has a brother or sister attending a Lambeth community

primary school in the academic year 2017/18 please give details in the section provided.

A sibling is defined as a full/half/step brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster

carers at that address as a result of being 'looked after' by the council.

Please note that Lambeth School Admissions Team will not process faxed or photocopied forms; only forms with the original signature will be accepted. Forms can be downloaded from www.lambeth.gov.uk/eadmissions

Does your child have a Statement of SEN or an Education Health Care Plan?

Yes (if yes do not complete this form. Please contact your home borough SEND Team for further details) **No**

Was your child permanently excluded from their last school?

Yes (if yes do not complete this form. Please contact your home borough Inclusion Team to discuss revised educational arrangements) **No**

Was your child born between 1/9/06 and 31/8/13?

Yes (please go to section 1) **No** (if no please do not complete this form, contact Lambeth School Admissions Team for advice on which form to complete)

Section 1 Child's details – as on their birth certificate

Child's first name

Middle name(s)

Surname/last name

Child's date of birth

Day	Month	Year	Boy/Girl	Year Group (Reception, 1 - 6)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Child's home address

(This must be the address where the child **currently** lives.

If this is different from the parent/carer address, please give reasons for this.

Postcode

If parents share custody, this must be stated and both addresses shown – see Section 4) Is parent/carer address different? **Yes** **No** (please tick as appropriate)

If yes, please give reason(s)

If parents/carers live at different addresses do they share custody?

Yes **No** **N/A** (please tick as appropriate)

Child's home borough

Current or previous educational provision (if any, eg primary school)

School name

School address

 Postcode

DfE code

Is your child still on the register for this provision? Yes No

Lambeth Council will normally seek further information from the previous school to assist the transfer process, so please complete the Transfer form on pages A-D.

Section 2 Parents/carers details

Parent/carer 1 Title (please circle) **Mr Mrs Miss Ms** Other

First name

Surname

Relationship to child

Address
(if different from child's address in Section 1)

Postcode

Home telephone

Daytime telephone

Mobile telephone

Email address

Parent/carer 2 Title (please circle) **Mr Mrs Miss Ms** Other

First name

Surname

Relationship to child

Address
(if different from child's address in Section 1)

Postcode

Home telephone

Daytime telephone

Mobile telephone

Email address

Section 3 Applications based on specific grounds

Medical/social

If you think that there are **exceptional medical or social reasons** why your child should attend a particular school please complete this section. Please note that you **must provide professionally supported evidence** with this application form if there are any social/medical circumstances that you would like a school to consider with this application. You need to tick the relevant box for each school you want the social/medical needs to be considered for.

It is very important that you check the admission criteria of each school for which you are applying to see if priority of admission can be given on the basis of social/medical needs.

Please identify the social/medical need that your child is experiencing.

Nature of evidence attached, e.g. GP letter. Please ensure this is enclosed with your application

Admission of children outside their normal year group

Please tick you want your child to be considered for a year group that is different to their chronological age and provide written evidence for this reason so that it can be considered by the MEDSOC panel (as outlined in the 'Lambeth primary in-year admissions 2017/18' booklet).

Children of school staff

if you are applying under these grounds, you must provide such paperwork to support this. Without the provision of relevant papers that identify this, priority will not be considered on these grounds.

'Looked After Child' or previously 'Looked After Child'

A 'Looked After Child' is a child that is currently in the care of the Local Council (foster or residential care) as defined by the Children's Act 1989. This does not include children in private fostering arrangements or those under special guardianship status. A previously 'Looked After Child' is a child who was 'Looked After', but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been 'Looked After'.

Tick if this is applicable for your child

If yes, what
borough is the child
'looked after' by?

Social worker's name

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 attached to this form for this admissions criterion to be given.

Section 4 Reason for application

This section must be completed to assist us in processing your child's form

Please tick relevant box and fill in the details:

New arrival to UK (specify country)

Date of arrival to UK (dd/mm/yyyy)

New arrival from another area within the UK (specify borough/town/country)

Date of arrival to London (dd/mm/yyyy)

Transfer from local school - **specify full school name and give reason for transfer, further details must be given on the Transfer form on pages A-D which must be completed if you are transferring from a London school.**

Section 5 Lambeth community school preferences

Please use the space provided if you wish to give your reasons for your preference of school. These can include religious, philosophical, specialist or other reasons. If you feel that there are any exceptional medical, social or compassionate reasons why your child should attend a particular school, as noted in Section 3, please tick the box underneath your preference and **provide the relevant documents to support this.**

On this iCAF you can apply for up to three of the following schools:

Allen Edwards Primary School
Ashmole Primary School
Bonneville Primary School
Clapham Manor Primary School
Crown Lane Primary School
Elm Wood Primary School
Fenstanton Primary School
Glenbrook Primary School
Granton Primary School
Heathbrook Primary School
Henry Cavendish Primary School
(Balham site)
Henry Cavendish Primary School
(Streatham site)
Henry Fawcett Primary School
Herbert Morrison Primary School
Hill Mead Primary School
Hitherfield Primary School

Jessop Primary School
Jubilee Primary School
Kings Avenue Primary School
Kingswood Primary School
Lark Hall Primary School
Loughborough Primary School
Paxton Primary School
Richard Atkins Primary School
Stockwell Primary School
Streatham Wells Primary School
Sudbourne Primary School
Sunnyhill Primary School
Telferscot Primary School
Walnut Tree Walk Primary School
Woodmansterne Primary School
And also Oasis Academy Johanna

(If you are applying for any other school in Lambeth outside of the three above we will forward the details to the school, however, you will still need to complete the school's own application form, as that may ask for other information.)

Preference 1

School name

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2017/18 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Do you have supporting evidence to apply on medical/social grounds to this school?
If yes please attach this to your application

Yes **No** (please tick as appropriate)

Reason for choice (optional)

Preference 2

School name

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2017/18 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Do you have supporting evidence to apply on medical/social grounds to this school?
If yes please attach this to your application

Yes **No** (please tick as appropriate)

Reason for choice (optional)

Preference 3

School name

DfE code

Details of any siblings (brother or sister) attending this school who will still be there during the 2017/18 academic year

Sibling first name

Sibling surname

Sibling date of birth Day Month Year Boy/Girl

Do you have supporting evidence to apply on medical/social grounds to this school?
If yes please attach this to your application

Yes **No** (please tick as appropriate)

Reason for choice (optional)

Please identify any other school(s) you may have applied to which is not previously referred to on this form including other Lambeth schools/academies, as well as any private (fee-paying) school(s) and schools in other boroughs.

Section 6 Checklist and declaration

Please read through carefully before signing this section

- I certify that I am the person with parental responsibility for the child named in Section 2 and that the information given is true to the best of my knowledge and belief.
- I have read, understood and comply with the guidelines stated in the 'Lambeth primary school in-year admissions 2017/18' booklet and on this form.
- I have completed each section of this form, including writing my child's name on the front. Also ensured that pages A-D are completed as appropriate.
- I have read and understood the admission criteria for the schools that I have applied for.
- I wish to apply for a place at each of the schools named in Section 5, and I have listed these schools in my order of preference.
- I have attached proof of my child's date of birth (eg copy of passport or birth certificate).
- I have attached the required proof of address documents as listed on page 2.
- I have attached supporting evidence if applying for a school because of social/medical reasons; admission of child out of their normal year group; child of school staff; 'looked after child' or previously 'looked after child' grounds, as stated in section 3.
- I understand that once this form is submitted, no changes to preferences will be permitted, due to the processes involved in the Lambeth 'in-year' admissions procedure.
- **I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.**

Parent's/carer's signature Date

Information supplied will be used for registered purposes under the Data Protection Act 1998.

The completed Common Application Form should be returned, with the proof of child's date or birth and required proof of address attached to:

By post: Lambeth School Admissions Team, 10th Floor, International House, Canterbury Crescent, London, SW9 7QE.

Please ensure that you use the right postal charge to avoid this application being delayed in reaching Lambeth School Admissions Team. We recommend that you use recorded delivery to ensure you have proof of postage. If you want a receipt, you must attach a stamped addressed envelope, as receipts are not usually given.

By hand: Lambeth Customer Service Centre (Brixton), Olive Morris House, 18 Brixton Hill, London SW2 1RD.

Outcome of application

All your preferences will be considered at the same time. A letter should be sent within 20 school days where possible to inform you of the outcome of your application. If you are not offered a place at any school, please contact School Admissions for current information on community schools in Lambeth with vacancies. Once a place is offered your child's name will be removed from the list for other schools unless you request that their name remain on the list.

Transfer Form

This form must be completed if your child is on roll at a London school already and you wish to transfer them in year to another school. Senior staff at your child's current school must complete the school's sections of the form and sign and stamp the back of the form. Please note that if this Transfer Form is not completed in full, the whole Common Application Form will not be processed.

Child's name

Date of birth

Current school

We are asking for the following information to ensure that all avenues have been exhausted and you have liaised with relevant staff at your child's current school (e.g. classroom teacher, head of year, headteacher, board of governors) with no satisfactory outcome.

Transferring schools in-year can, for some children, have a negative impact on a child's achievement. It can take many months for a child to settle into a new school. For this reason we do not actively encourage transfers taking place where possible, and would ask parents to work with their child's existing school to try and overcome the existing issues which are driving the transfer request.

It is normally found that behaviour patterns, and unfavourable associations with other types of pupil can follow a child from school to school. If, however, there is evidence that your child has been a victim of other pupil's behaviours, we advise that you obtain a statement from the headteacher to support your transfer request.

If it becomes clear from your transfer form/additional information that your child has had an unsettling school history and/or your child has attended two or more primary schools, we may not accept a further move unless a change of address makes travel to the existing school unreasonable. If this is not the case, we urge you to work with your child and school to find a solution that will allow them to successfully complete their studies there.

- If the information we receive from your child's school highlights the difficulties your child has faced in complying with its behaviour policies and code of conduct, the intended transfer may take a different route.
- If, from the information provided by your child's current school, it is clear that the school have looked to put a number of measures in place in order to support your child, as the school has invested so much time and effort in a child, please make every effort to continue with this process. You may find a new school is unwilling to resource the same level of support your school is currently offering.
- Even if a transfer is approved, your preferred school(s) may be full. If this is the case, we will write to you again once we have fully considered your application offering you the right of appeal.

We would advise that you do not remove your child from school until a place at a new school has been secured. This is because a place at another school may not be immediately available for your child.

Reason for Transfer

This form will not be accepted if it has not been completed by a senior member of staff at your child's current school, then signed and stamped.

Please outline in full the reasons why you want your child to transfer to another school.

Briefly outline of what the child and parent/carer and school staff have done to address concerns/issues raised.

Child and parent/carer	School staff

Are there any further actions by either party that could help resolve the concerns/issues?

Child and parent/carer	School staff

