

Applying to start secondary school 2016–17

Information about admissions arrangements



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Useful websites:

All you need to know about applying to start secondary school in Lewisham.

www.lewisham.gov.uk/secondaryadmissions

Find out about secondary schools in Lewisham and which are closest to you.

www.lewisham.gov.uk/secondarieschools

Apply online for secondary school places.

www.eAdmissions.org.uk

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

Tel: 020 8314 8282. Email: schooladmissions@lewisham.gov.uk

Deciding which secondary schools to apply for

You can apply for up to six schools which may be within Lewisham or in authorities outside the borough. As not every child can be offered their first preference school you are advised to research a range of schools including those which are closest to your home address.

There are 14 secondary schools in the Lewisham borough. Each one has its own values and offers different opportunities:

- Addey and Stanhope School
- Bonus Pastor Catholic College
- Conisborough College
- Deptford Green School
- Forest Hill School
- Haberdashers' Aske's Hatcham College
- Haberdashers' Aske's Knights Academy
- Prendergast Ladywell School
- Prendergast School
- Prendergast Vale School
- Sedgehill School
- St Matthew Academy
- Sydenham School
- Trinity Church of England School, Lewisham

We strongly recommend you look at your nearest schools as most schools in Lewisham are expected to be oversubscribed. See a map of all secondary schools in Lewisham on page 14.

Find out more about each school, what they have to offer and see which are nearest to you at www.lewisham.gov.uk/secondarieschools.

Admissions criteria

Familiarise yourself with the admissions criteria for the schools you wish to apply for. Most secondary schools receive more applications than there are places available. If you apply for schools which are oversubscribed, the admissions criteria for the school will be applied and used to decide which children will be offered a place. Find out more about admissions criteria on page 4.

Visiting schools

Before deciding which schools you wish to apply for we 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 any questions. All schools in Lewisham hold open days so that you can visit them with your child.

Addey and Stanhope School

Monday 21 September, 9–10.30am

Tuesday 22 September, 9–10.30am

Thursday 24 September, 9–10.30am and 6.30–8pm

Bonus Pastor Catholic College

Thursday 24 September, 6–9pm

Monday 28 September, 9.15–11.45am

Tuesday 29 September, 9.15–11.45am

Wednesday 30 September, 9.15–11.45am

Thursday 1 October, 9.15–11.45am

Friday 2 October, 9.15–11.45am

The headteacher will speak on Thursday 24 September at 6.30pm and 7.30pm, and at 9.30am on the morning open days.

Conisborough College

Tuesday 15 September, 9.15–11am for parents of children with surnames beginning A–H

Friday 18 September, 9.15–11am for parents of children with surnames beginning I–P

Tuesday 22 September, 9.15–11am for parents of children with surnames beginning Q–Z

Thursday 1 October, 6.30–8.30pm

The headteacher will speak at 10.30am on the morning visits.

Deptford Green School

Wednesday 16 September, 9.15–11am for parents of children with surnames beginning A–H

Wednesday 23 September, 9.15–11am for parents of children with surnames beginning I–P

Wednesday 30 September, 9.15–11am for parents of children with surnames beginning Q–Z

Wednesday 7 October, 6–8pm

The headteacher will speak at 10.30am on the morning visits.

Forest Hill School

Wednesday 23 September, 9.30–11.30am
 Thursday 24 September, 9.30–11.30am
 Friday 25 September, 9.30–11.30am
 Wednesday 30 September, 9.30–11.30am
 Thursday 1 October, 9.30–11.30am
 Friday 2 October, 9.30–11.30am

All visitors are asked to please arrive promptly at 9.20am at the main entrance on Dacres Road, allowing additional time to park locally as there is no on-site parking. Tours start at 9.30am sharp and followed by the headteacher's talk.

Haberdashers' Aske's Hatcham College

Wednesday 23 September

Principal's presentations at 12.15pm, 2pm, 4pm and 6pm.

Haberdashers' Aske's Knights Academy

Tuesday 22 September, 5–8pm

Prendergast Ladywell School

Thursday 17 September, 6–8pm
 Tuesday 22 September, 9.15–10.30am
 Thursday 24 September, 9.15–10.30am
 Tuesday 29 September, 9.15–10.30am
 Thursday 1 October, 9.15–10.30am

Prendergast School

Thursday 17 September, 5.30–7.30pm
 Wednesday 23 September, 5.30–7.30pm
 Thursday 24 September, 1.30–3.30pm

The headteacher will speak at 5.45pm and 6.30pm during evening visits, 1.45pm and 2.45pm during afternoon visits.

Prendergast Vale School

Tuesday 15 September, 6pm
 Wednesday 16 September, 2.30pm
 Wednesday 23 September, 2.30pm
 Saturday 26 September, 10am
 Tuesday 29 September, 6pm
 Wednesday 30 September, 2.30pm

Sedgehill School

Monday 28 September, 5.30–8pm
 Tuesday 29 September, 9–10.30am
 Wednesday 30 September, 9–10.30am
 Thursday 1 October, 9–10.30am
 Friday 2 October, 9–10.30am

St Matthew Academy

Friday 18 September, 9–11am
 Saturday 26 September, 10–12 noon
 Wednesday 30 September, 6–8pm
 Friday 2 October, 9–11am
 Friday 9 October, 9–11am

Sydenham School

Tuesday 15 September, 9.15–10.45am
 Wednesday 23 September, 9.15–10.45am
 Saturday 26 September, 9.30–11.30am
 Thursday 8 October, 9.15–10.45am

Trinity Church of England School, Lewisham

Wednesday 23 September, 9–10am
 Thursday 24 September, 9–10am
 Thursday 8 October, 6–7pm

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

Admissions criteria

If more parents want school places for their children than it is possible to provide in that year group, the schools' admissions policy is applied to decide which children qualify.

The following schools all use the criteria from the admissions policy for community schools:

- Conisborough College
- Deptford Green School
- Forest Hill School
- Sedgehill School
- Sydenham School

The following schools each have their own criteria for deciding which children to admit. Please see the schools own websites for this information:

- Addey and Stanhope School
- Bonus Pastor Catholic College
- Haberdashers' Aske's Hatcham College
- Haberdashers' Aske's Knights Academy
- Prendergast Ladywell School
- Prendergast School
- Prendergast Vale School
- St Matthew Academy
- Trinity Church of England School, Lewisham

Admissions policy for community schools

Below is Lewisham's determined admissions criteria for community secondary schools for pupils transferring from primary to secondary school in September 2016 (children born between 1 September 2004 and 31 August 2005).

Where there is oversubscription, places will be offered to:

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). Details must be supplied by the allocated social worker or foster carer.
2. In exceptional circumstances there is discretion to admit children 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. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.
3. A) 11–16 Community Schools – Children whose older 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.

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

4. **Children who live 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 (e.g. 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 other 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.

Tie break

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

When a school is oversubscribed, any vacancy which arises as a result of the withdrawal of a successful application will be offered to the next child on the waiting list in that band. If a school cannot fill all places available in a particular band, applicants from adjoining bands will be offered the places until the school is full.

Waiting lists

In accordance with the pan London agreement, and to ensure Lewisham meets its duty to continue to co-ordinate admissions beyond offer date and comply with the parents' highest possible preference, Lewisham 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 there is a parental request to change the order of preferences, the original application, including any offer made under co-ordination, will be withdrawn and the applicant will be required to re-apply.

Secondary Transfer – waiting lists for Lewisham’s community schools will include those who have moved to the area and were unable to make an ‘on-time’ application.

The pan London secondary transfer scheme continues until the end of the summer term 2015. Applications received for Year 7 beyond the end of the summer term 2015 will be considered as In Year applications.

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

How to apply

Applications for children who permanently live in the UK and whose birthday is between 1 September 2004 and 31 August 2005 are eligible to apply to transfer to secondary school in September 2016.

Applications for secondary school places are made online via the London Grid for Learning’s website www.eAdmissions.org.uk

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.

Deadline for applications is 11.59pm on 31 October 2015.

The benefits of applying online

- it is quick and easy to do
- 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
- you will receive an automated email from the eAdmissions website confirming receipt of your application including the schools you have applied for

- during the evening of 1 March 2016 you will receive an email confirming the secondary school your child has been offered.

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.

Supplementary information forms for secondary schools

Some secondary schools in the borough require you to complete the schools supplementary information form as well as naming the school on your application.

Each of these schools will supply its own supplementary information form:

- Bonus Pastor Catholic School
- Haberdashers Aske’s Hatcham College
- Haberdashers Aske’s Knights Academy
- Prendergast School
- St Matthew Academy
- Trinity Church of England School, Lewisham.

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.

Important dates

Important dates for the admission process for children starting secondary school in September 2016.

Applications

Schools open for visits	September/October 2015
Closing date for applications Apply online at www.eadmissions.org.uk	Saturday 31 October 2015 (we recommend you submit your online application by Friday 23 October 2015)
Closing date for supplementary forms (if required) To be returned direct to the school	Check with the school when these forms need to be returned. Some schools require them before the closing date for applications.
Closing date for 'late for good reason' applicants and those who change their address after 31 October 2015	Friday 11 December 2015

Offers

Results for applications You will get an email in the evening telling you where your child has been offered a place.	Tuesday 1 March 2016
Deadline for accepting your offer Applicants should accept their offer online	Tuesday 15 March 2016

Appeals

Closing date for appeals for community schools in the borough	Thursday 31 March 2016
Appeal hearings	June/July 2016

Last year's application and appeals rates

This information is for 2015 and is provided as a guide only. Applications for admission in September 2016 are likely to differ.

Below are the figures for applications made to secondary schools for September 2015.

Home to school distance*

For last year's school admissions, for children starting secondary school in September 2015, most schools admitted children in five bands of ability. As part of this admissions information, the home to school distance of the last place offered in each band was measured and published.

As there is no banding for 2016 admissions, the home to school distance of the last place offered within each band has not been published. Instead, an average across all bands of the home to school distances of the last place offered has been calculated and published for each school. This should be used for information purposes only. The home-to-school distances of the last places offered for places in September 2016 are likely to be different.

Addey and Stanhope School

Places available	120
Total number of applicants	650
Places offered to children in public care	0
Places offered to children with SEN statements	6
Places offered to siblings	40
Home to school distance of last place offered*	1113 metres*

Bonus Pastor Catholic College

Places available	155
Total number of applicants	574
Places offered to children with statements or EHCPs	5
Places offered to children in public care	4
Places offered to baptised Catholic children where at least one parent/carer is a practising Catholic	138
Places offered to baptised Catholics who may not be attending Mass at the time of application	4
Places offered to non-baptised Catholic children who have regular attendance at Mass – verified by a priest	4

Conisborough College

Places available	180
Total number of applicants	721
Places offered to children in public care	3
Places offered for medical or social need	0
Places offered to children with SEN statements	4
Places offered to siblings	43
Home to school distance of last place offered*	3010 metres*

Deptford Green School

Places available	234
Total number of applicants	474
Places offered to children in public care	0
Places offered for medical or social need	0
Places offered to children with SEN statements	6
Places offered to siblings	38
Home to school distance of last place offered*	5015 metres*

Forest Hill School

Places available	240
Total number of applicants	678
Places offered to children in public care	2
Places offered for medical or social need	0
Places offered to children with SEN statements	10
Places offered to siblings	34
Home to school distance of last place offered*	3900 metres*

Haberdashers' Aske's Hatcham College

Not currently available. Please contact the school direct for this information.

Haberdashers' Aske's Knights Academy

Not currently available. Please contact the school direct for this information.

Prendergast Ladywell School

Places available	240
Total number of applicants	415
Places offered to children in public care	0
Places offered for medical or social need	0
Places offered to children with SEN statements	4
Places offered to siblings	21
Home to school distance of last place offered*	4853 metres*

Prendergast School

Places available	115
Total number of applicants	756
Aptitude (music)	12
Children of staff	2
Places offered to children in public care	7
Places offered for medical or social need	0
Places offered to children with SEN statements	1
Places offered to siblings	16
Home to school distance of last place offered*	1052 metres*

Prendergast Vale School

Places available	120
Total number of applicants	503
Automatic transfer from primary department of the school	30
Places offered to children in public care	0
Places offered for medical or social need	0
Places offered to children with SEN statements	1
Places offered to siblings	21
Home to school distance of last place offered*	2354 metres*

Sedgehill School

Places available	306
Total number of applicants	596
Places offered to children in public care	1
Places offered for medical or social need	0
Places offered to children with SEN statements	4
Places offered to siblings	43
Home to school distance of last place offered*	6188 metres*

St Matthew Academy

Places available	180
Total number of applicants	488
Pupils transferring from Year 6 of St Matthew Academy	44
Catholic children in public care	0
Baptised Catholic	37
Places offered to siblings	58
Other children in public care	0
Baptised Eastern Orthodox children	3
Children of other Christian denominations	76
Children of other faiths whose applications are supported by a religious leader of a designated place of worship	8
Home to school distance of last place offered	7181.83 metres
Other applicants	47

Sydenham School

Places available	240
Total number of applicants	700
Places offered to children in public care	0
Places offered for medical or social need	0
Places offered to children with SEN statements	1
Places offered to siblings	30
Home to school distance of last place offered*	4165 metres*

Trinity Church of England School, Lewisham

Places available	120
Total number of applicants	595
Places offered to foundation applicants	59
Places offered to children in public care	2
Places offered for medical or social need	0
Places offered to children with SEN statements	2
Places offered to siblings	19
Home to school distance of last place offered*	2190 metres*

Appeals were lodged in the following schools:

School	Published admissions number	Total applications	Lodged	Heard	Successful
Addey and Stanhope School	120	650	11	11	1
Bonus Pastor Catholic College	155	574	9	7	1
Conisborough College	180	721	6	0	0
Forest Hill School	240	678	8	5	0
Haberdashers' Aske's Hatcham College	208	1,425	30	0	0
Prendergast School	116	756	21	18	0
Prendergast Vale School	120	503	4	0	0
St Matthew Academy	180	488	0	0	0
Sydenham School	240	700	8	4	0
Trinity Church of England School, Lewisham	120	595	6	5	0

Applying for a secondary school place after the closing date

If you don't apply on time, move into the borough after the closing date or you are unable to apply, find out what to do.

Missing the closing date

If you miss the closing date for applying, please call the Admissions and Appeals Team to discuss your reasons and how we might be able to help with your application.

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 can 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.

The deadline for 'late for good reason' applications is 10am on Friday 11 December 2015, and those received by this date will be considered to be on time. The eAdmissions website will remain open until the deadline for this purpose.

Any applications made after 10am on Friday 11 December and those considered to be 'late for good reason' will not be processed until late May 2016.

For further advice please contact the Admissions and Appeals Team.

Change of address before 1 March 2016

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

If you move home after Monday 15 February 2016 your application will 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.

If you submit an application on time and move home before 15 February 2016 you must contact the Admissions and Appeals Team to withdraw the applications you originally made and you may make a new set of applications.

Change of address between 1 March 2016 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 so we can close the application and offer the place to another child.

Offers

If you apply online for admission in 2016, you will receive an email during the evening of Tuesday 1 March 2016 informing you of your child's offer of secondary school.

If you are offered your first preference of school, you will not be sent written confirmation and will be required to accept or decline your offer online.

Results will not be given over the telephone.

If your applications are unsuccessful

If you are not offered your first preference school, you will automatically be added to the waiting list for any schools you named as a higher preference than the school offered, providing the school is in Lewisham. Some local authorities will require you to apply for their school waiting lists separately.

Community schools in Lewisham continue to use their list until the end of the first term of the new school year (end of December 2016). 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 and you decide you are happy with the school you have already been offered, it is important to let us know. We can then amend the list and offer places to other children if they become available.

Admissions continue until the end of the application year (July 2016). If an on-time application has been submitted, further applications cannot be made until September 2016.

If you are a Lewisham resident and you cannot be offered a place at any of the schools on your list, we will offer you a place at the closest Lewisham school to your home address that has a vacancy. Please be aware that this may be a faith or non-faith school.

Accepting your offer

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

Appeals

You can appeal against any decision not to offer your child a place at a school you applied for.

We will deal with appeals for Lewisham community schools, while schools which are their own admission authority (e.g. academies or faith schools) and schools outside the borough will deal with their own appeals.

If a child does not qualify for a place at one of the schools the parent has applied for, we 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 will aim to offer a place within three miles of the family home.

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 by the start of the school year.

Before you decide whether to accept an offer please visit the school first and speak to the headteacher about the opportunities available to your child. All Lewisham's headteachers will be delighted to show you their school and assure you that your child can excel there. Accepting our offer will not affect any waiting list your child's name is added to or any admissions appeal.

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

Timetable of appeals

Date	Event
1 March 2016	Offers for secondary transfer in September 2016 are made
31 March 2016	Deadline for lodging secondary transfer appeal for community schools in Lewisham
June–July 2016	Appeal hearings for community secondary schools in Lewisham

Appealing online

You will be able to appeal 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.

Children and young people with special educational needs and disabilities

Most children and young people with special educational needs and disabilities can get the support they need at local mainstream schools by applying using the information in this booklet and on www.lewisham.gov.uk/secondaryadmissions.

If your child has a statement of special educational needs or an Education, Health and Care plan, please do not apply using the information in this booklet, you will need to follow a different admissions process. For more information go to www.lewisham.gov.uk/SENadmissions or contact the Special Educational Needs team by calling 020 3049 1475 or email sen@lewisham.gov.uk.

Secondary schools in Lewisham

