

Applying to start secondary school 2019–20



Information about applying for a secondary school place, including how to apply, deciding which schools to apply for, admissions criteria and more.

Contents

Applying for a secondary school place	2
Important dates	3
Deciding which secondary schools to apply for	4
Visiting schools	4
Admissions criteria	5
Applying for early or late admission	7
How the preference system works	7
How to apply	8
Supplementary information forms	8
Last year's applications and appeal rates (community schools)	9
Applying for a secondary place after the closing date	9
National offer day – 1 March 2019	10
Appeals	11
Children and young people with special educational needs and disabilities	12
Education pathways in Key Stage 4	12
Directory of secondary schools in Lewisham	13
Useful contacts	15
Map of secondary schools in Lewisham	16

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

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

Deadline for online applications 11.59pm 31 October 2018

This document is designed to help guide parents and carers in the Lewisham borough through the admission process for transferring to secondary school in September 2019. This information is also available online at

www.lewisham.gov.uk/secondaryadmissions

If you have any questions about the admissions process, contact the Admissions Team on 020 8314 8282 (Monday–Friday, 9am–12 noon) or email schooladmissions@lewisham.gov.uk.

Information provided in this document is subject to change by the Government or the Schools Adjudicator.

Any amendments will be published at

www.lewisham.gov.uk/admissions

Applying for a secondary school place

This information is intended for residents of the Lewisham borough only. If your child lives outside the borough, you are welcome to apply for schools in Lewisham but must do so through your local council.

This information relates to community schools only, there are separate application processes for fee-paying (independent) and special needs schools.

Secondary school starting age

Children born between 1 September 2007 and 31 August 2008 are due to start secondary school in September 2019 and can participate in the application process.

Supplementary information forms

If you are applying under religious or other criteria, you need to complete a supplementary information form (SIF) and return it directly to the school by Wednesday 31 October 2018. You can download the form on the school's website.

Children with an education health care plan (EHCP)

If your children has education health care plan (EHCP), you need to follow a different admissions process. For more information, contact the Children with Complex Needs Team on 020 3049 1475.

Applying online

The benefits of applying online are:

- it only takes a few minutes
- you will get an email confirmation saying 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
- after 5pm on 1 March 2019, you will get an email saying where your child has been offered a place.

Read a step-by-step guide to applying online at www.lewisham.gov.uk/secondaryadmissions.

After you submit your application, you will get a reference number that will be similar to this: 209-2019-09-E-002009. If you do not get a number, your application has not been submitted.

The deadline for submitting online applications is 11.59pm on 31 October 2018.

Useful websites:

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

www.lewisham.gov.uk/secondaryadmissions

Find out about secondary schools in the borough and which are closest to you

www.lewisham.gov.uk/secondarieschools

Apply online for secondary school places

www.eadmissions.org.uk

Important dates

Important dates for the admission process for children starting secondary school in September 2019.

Applications

Schools open for visits	September and October 2018
Applications open (apply online at www.eadmissions.org.uk)	Saturday 1 September 2018
Closing date for applications	Wednesday 31 October 2018 (we recommend you submit your online application by Friday 19 October 2018)
Closing date for supplementary information forms (if required) – return to the school directly	Wednesday 31 October 2018
Closing date for ‘late for good reason’ applications and those who changed address since 31 October 2018	Wednesday 12 December 2018

Offers

<p>Application results</p> <p>If you applied online, you will get an email after 5pm Online applicants will get their result by 5pm.</p> <p>If you applied by post, or if you haven’t been offered a place at one of your preferred schools, we will send the results by first class post on 1 March 2019. First class post does not guarantee next-day delivery.</p>	Friday 1 March 2019
<p>Deadline for accepting your offer</p> <p>If you applied online, you must accept the offer online. If you filled in a paper application, you should return the acceptance slip to us.</p>	Friday 15 March 2019

Appeals

<p>Closing date for lodging an appeal for a community school</p> <p>Admissions authorities of other schools may set the same or a later deadline.</p>	Friday 29 March 2019
Appeal hearings	June and July 2019
If you submit an appeal after 29 March 2019, it may not be heard until the start of the academic year in September 2019.	

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Deadline for online applications 11.59pm 31 October 2018

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

Visiting schools

Before you decide which schools you want to apply for, you should visit the school to meet the staff and see the facilities and opportunities available.

Headteachers will be pleased to show you around and answer any questions. All secondary schools in the borough hold open days so you can visit them with your child.

Before your visit, contact the schools directly to check that these times are still correct.

Addey and Stanhope School

Thursday 13 September, 6–8pm
 Wednesday 19 September, 9–10.45am
 Thursday 20 September, 9–10.45am
 Tuesday 25 September, 9–10.45am

Bonus Pastor Catholic College

Thursday 20 September 2018, 6.30pm and 7.30pm
 Monday 24 September 2018, 9.15am
 Tuesday 25 September 2018, 9.15am
 Wednesday 26 September 2018, 9.15am
 Thursday 27 September 2018, 9.15am
 Friday 28 September 2018, 9.15am

Each session will involve a talk and a tour.

Conisborough College

Tuesday 18 September, 9.15–11am
 Friday 21 September, 9.15–11am
 Tuesday 25 September, 9.15–11am
 Thursday 27 September, 6–8pm

Deptford Green School

Monday 24 September, 9–11am
 Tuesday 25 September, 9–11am
 Wednesday 26 September, 9–11am and 5–7pm
 Thursday 27 September, 9–11am
 Friday 28 September, 9–11am

Forest Hill School

Monday 24 September, 5–7pm
 Thursday 27 September, 9.30–11.30am
 Friday 28 September, 9.30–11.30am
 Monday 1 October, 9.30–11.30am
 Tuesday 2 October, 9.30–11.30am

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.

Haberdashers' Aske's Hatcham College

Wednesday 19 September, 12 noon–7pm

Haberdashers' Aske's Knights Academy

Wednesday 26 September, 5–8pm
 By appointment only:
 Tuesday 2 October, 9.15am and 11.15am
 Thursday 4 October, 9.15am and 11.15am
 Tuesday 9 October, 9.15am and 11.15am

Prendergast School

Wednesday 12 September, 9–10.40am
 Thursday 13 September, 5.30–7.30pm
 Wednesday 19 September, 5.30–7.30pm
 Friday 21 September, 9–10.40am

Prendergast Ladywell School

Tuesday 11 September, 6–8pm
 Thursday 13 September, 9.15–10.30am
 Tuesday 18 September, 9.15–10.30am
 Thursday 20 September, 9.15–10.30am
 Tuesday 25 September, 9.15–10.30am

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Deadline for online applications 11.59pm 31 October 2018

Prendergast Vale School

Tuesday 18 September, 5pm–6.45pm
 Wednesday 19 September, 9.15–10.30am
 Wednesday 26 September, 9.15–10.30am
 Wednesday 3 October, 9.15–10.30am
 Wednesday 10 October, 9.15–10.30am
 Wednesday 17 October, 9.15–10.30am

Sedgehill School

Thursday 27 September, 5.30–7.30pm
 Tuesday 2 October, 9–10.30am
 Wednesday 3 October, 9–10.30am
 Thursday 4 October, 9–10.30am
 Friday 5 October, 9–10.30am

St Matthew Academy

Tuesday 18 September, 9.15–11am
 Wednesday 19 September, 9.15–11am
 Thursday 20 September, 9.15–11am
 Tuesday 25 September, 5–8pm
 Tuesday 2 October, 9.15–11am
 Wednesday 3 October, 9.15–11am
 Thursday 4 October, 9.15–11am

Sydenham School

Tuesday 11 September, 9.30am
 Wednesday 19 September, 9.30am
 Thursday 27 September, 9.30am
 Saturday 29 September, 9.30am
 Friday 5 October, 9.30am

Trinity Church of England School, Lewisham

Wednesday 12 September, 9am
 Thursday 13 September, 9am
 Wednesday 19 September, 9am
 Thursday 20 September, 9am
 Wednesday 26 September, 9am
 Thursday 4 October, 9am
 Wednesday 10 October, 9am
 Thursday 11 October, 9am
 Wednesday 3 October, 5.30–7.30pm

Admissions criteria

Most secondary schools get more applications than there are places available. If you apply for oversubscribed schools, the admissions criteria for the school is used to decide which children are offered a place. You should read the admissions criteria for the schools you want to apply for, so you know if your child is likely to qualify for a place.

Voluntary-aided schools, foundation schools, free schools and academies have their own criteria for deciding which children to admit. Visit the school's website to read the full admissions policy and annual intake. See page 13 for contact details of secondary schools in the borough.

Admissions criteria for community schools

These admissions criteria are used by:

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

1. Looked after children

We will offer places to looked-after children, or children who were previously looked after but, immediately after being looked after, became subject to an adoption order, child arrangements or a special guardianship order.

A looked-after child is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority.

Confirmation of a child's looked-after 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. Medical or social

In exceptional circumstances, we can admit a child to a school where they would not normally qualify for a place on the grounds of their, or their family's, severe medical or social need.

When you apply, you must include a letter from a hospital consultant, social worker or similar professional, saying why the school is the only one to meet your child's needs. You must submit this evidence along with your application before the closing date.

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Deadline for online applications 11.59pm 31 October 2018

We will make a decision about admission in consultation with a panel of teaching and medical professionals. The medical professional gives advice about applications made for medical reasons, and teaching professionals advise on applications made for social or special reasons.

3. Siblings

For 11–16 schools, we offer places to children whose older brother or sister attends the school on the closing date for applications, or whose sibling was a former pupil of the school and who transferred to a 16–18 education provider at the end of the previous academic year.

11–18 schools

For 11–18 schools, we offer places to children whose brother or sister attends the school on the closing date for applications and will still be attending the school at the intended date of admission.

Who is a sibling

Siblings must all live at the same address as the child applying. You may need to provide proof of the sibling relationship. Siblings include:

- all blood and adoptive siblings
- half-siblings
- foster siblings of looked-after children
- step-siblings.
- If schools are oversubscribed entirely with siblings
- If schools are oversubscribed entirely with siblings, priority will be given to:
 - those with exceptional social and medical need, and
 - to those living nearest the school.

4. Distance to school

We offer places to children who live nearest to the school. We measure distances from a central point in the school premises, using digital mapping software of the area, to a point in your permanent home address. If more than one applicant lives in a multi-occupancy building, such as flats, we will give priority to the applicant whose door number is the lowest (numerically or alphabetically).

Twins, triplets and other multiple births

If twins, triplets or children from other multiple births qualify for the last school place to be allocated, we will admit all of the qualifying siblings.

Children of staff

A small number of secondary schools will give priority to children whose parent is employed at the school. Read the school's definition of 'children of staff' to make sure your child qualifies under this criterion, and complete the relevant information on the online application. 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 the Lewisham borough, can apply for a school place for a child who does not live in Lewisham. If you apply under this criterion, you must also submit an official letter from the relevant government department that states the relocation date and/or unit postal address, quartering area address or family home address. You must give us your relocation address so we can allocate places fairly and in accordance with the school's admissions criteria.

You should tell us about any changes to your planned address during the application process. If you can't give us confirmation of your relocation address, we will not be able to process your application. If you do not qualify, 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 cannot process applications from overseas until the family is living in the borough.

Tie break

On rare occasions where two or more identical applicants qualify for the last available place, we will draw lots to decide which child is offered the place.

Waiting lists

You cannot be added to the waiting list for a lower preference school than the one you were offered, unless we (or the home local authority) have agreed to your request to change the order of preferences. If we have agreed to change your preference order, we will withdraw your original application, including any offers we have made, and you will need to apply again.

Waiting lists for our community schools include children who have moved to the borough after the application closing date and were therefore unable to apply on time. Waiting lists will be held in criteria order, and children's names may go up, as well as down, as new applicants are added.

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Deadline for online applications 11.59pm 31 October 2018

The admissions process continues until the end of the summer term 2019. If you apply for Year 7 after the end of the summer term 2019, your application will be considered as in-year applications.

Waiting lists will be held for the first term of Year 7 only (until the end of December 2019). If you want to apply for a school place after this, you must make an in-year application.

Applying for early or late admission

What to do if your child needs to apply for secondary school at an older or younger age.

Early admission

In very exceptional circumstances you can request early admission for your child outside of their normal age group. This applies to children born after 31 August 2008.

The child's primary headteacher and an educational psychologist can support your application. They can provide evidence that your child is:

- academically outstanding
- sufficiently physically and emotionally mature to cope with the demands of secondary school.

The admissions authority for the school will use this information to decide if they will agree to your request.

If they allow your child to apply early, you need to agree that your child will transfer to secondary school in September 2019. This is regardless of the outcome of your application and you will not qualify to take part in the planned admissions scheme the following year.

Late admission

In very exceptional circumstances you can request a delayed admission for your child (those born before 1 September 2007).

The child's primary headteacher and an educational psychologist can support the application. They can confirm that your child:

- your child has a learning delay or difficulty
- your child's social maturity is well below that of their peers.

The admissions authority for the school will use this information to decide if they will agree to your request.

If they allow your child to apply late, you need to agree that your child will transfer to secondary school with the later year group. This is regardless of the outcome of your application and if you have not participated in the transfer scheme the year before.

The implications of applying early or late

You must consider the implications of an early or delayed transfer. Even if a secondary school headteacher agrees to your child transferring early or late, they can make the decision to educate your child in the correct cohort. This means, if you apply late, your child could miss a year at secondary school and go into Year 8.

The preference system

When you apply for secondary school places, you can put up to six schools on your application. You need to list the schools in preference order. Your chance of being offered a school you have applied for will not increase if you apply for fewer schools.

It is very important to list the schools in the order you would prefer your child to go to. We will use your preferences to allocate school places.

How preferences work

You are offered one school place on national offer day. If your child qualifies for a place at more than one school on your list, we will offer you a place at the school that comes highest on your list of preferences.

If we can't offer you a place at one of the schools you applied for, we will offer you a place at the school closest to your home where there is a vacancy.

Examples of the preference system

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. We offer the third preference school 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 stays on the waiting list of their first and second preference schools and they will get the right of appeal.

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

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Deadline for online applications 11.59pm 31 October 2018

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 go to that school instead. Because the parent has gone through the admissions process and secured a place at a higher preference school, they can't 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 if they still want their child to move school.

Child D has applied for six schools, all outside the borough, but does not qualify for a place at any of them. We offer the parent a place at a school where there is a vacancy and tell them about their right to appeal. However, the parent wants their child to go to a school close to their home, which they hadn't applied for. That school is oversubscribed and has not been able to offer all applicants a place. This means child D can't 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 if they still want their child to move school.

How to apply

You need to apply for a secondary school place online at www.eadmissions.org.uk. You can find a step-by-step guide to making an online application at www.lewisham.gov.uk/secondaryadmissions. There is also an eAdmissions tutorial and FAQ on the eAdmissions website.

When you start your application, the system will identify your home local authority from your postcode and your application will be sent electronically to your council when you submit.

Before you submit your application, make sure all of the information is correct, including your home address and contact details. You should read the declaration carefully.

The deadline for applications is 11.59pm on 31 October 2018.

Proof of address and parental responsibility

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

You must apply using the child's permanent home address. This must not be the address of a relative, carer, childminder or business.

Only an adult who has parental responsibility and permanently lives with the child can apply.

Applications from residents living in new developments

If your address is not recognised by the eAdmissions website, or you live in a new development, you should call us on 020 8314 8282 or email schooladmissions@lewisham.gov.uk.

Who needs to provide proof of address or parental responsibility

If your address hasn't changed since your child registered for primary school, you do not need to provide proof of address when you apply. However, in some cases we will write to you when we receive your application to ask you to give us proof of your permanent address and/or proof of parental responsibility. If don't provide these when we ask, we will not consider your application.

Shared parental responsibility

You can only submit one application for a child. If a child has parents who share parental responsibility and the child spends equal time with each of them, the parents need to decide which of them will make an application for the child. If both parents submit an application and can't agree whose application is valid, we will cancel the application until we can establish where the child is formally registered or until a court issues an order.

Stepparents, 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, visit www.gov.uk/parental-rights-responsibilities.

Fraudulent applications

If the application is not made by the person who has parental responsibility for the child, or comes from an address where the child doesn't permanently live, the application will be considered to be fraudulent. We will withdraw fraudulent applications and any associated offers.

Supplementary information forms for secondary schools

When you apply for some secondary schools, including faith schools, you need to submit an extra form called a supplementary information form (SIF).

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

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

Deadline for online applications 11.59pm 31 October 2018

You can get a supplementary information form from the school directly, and you should return it to the school by 31 October 2018.

For September 2019 admission, these schools need a completed supplementary information form:

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

Last year's application and appeal rates

The table shows how we allocated places to community secondary schools on 1 March 2018 under the admissions criteria. Application numbers for admission in September 2019 are likely to be different. To see the number of applications for academies, voluntary-aided and foundation schools, you need to check with the schools.

All distances were measured in metres using a straight line from a point in the applicant's home to a point in the school premises using the ordinance survey.

For precise home-to-school measurements for schools in other boroughs, contact that borough's council directly.

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 at the school	Distance of last place offered under home to school distance (metres)	Children with an education, health care plan (EHCP)	Number of appeals heard in the summer of 2018	Successful appeals in the summer of 2018
Conisborough College	180	586	0	1	40	1,877.23	3	1	0
Deptford Green School	234	501	2	1	41	All applicants offered a place	0	n/a	0
Forest Hill School	240	446	0	0	35	All applicants offered a place	5	n/a	0
Sedgehill School	306	389	0	0	33	All applicants offered a place	8	n/a	0
Sydenham School	240	953	3	1	45	1,751.02	2	17	3

Applying for a secondary school place after the closing date, 31 October 2018

If you miss the closing date

You should call us if you miss the closing date for applying (31 October 2018). You can tell us your reasons and we will discuss how we might be able to help with your application.

If you move into the borough, or other reasons for not applying on time

If you move into the borough after the closing date, you can make a 'late for good reason' application by 12 December 2018.

We will not process any other applications made after 31 October 2018 until April 2019.

If you move before 12 December 2018

If you submitted your application on time and you move home before 12 December 2018, you should contact us. If you move outside the borough, you need to apply to your new council.

If you move between 12 December 2018 and 1 March 2019

If you move home after 12 December 2018, your application will still be based on your original home

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Deadline for online applications 11.59pm 31 October 2018

address. We will honour any school place we offer you. If you accept the place you need to make sure your child attends school regularly and on time.

If you change your address between 1 March 2019 and the start of term in September 2019

If you move home after you have accepted an offer, we will honour the place. You must make sure the journey to school is reasonable and that your child always arrives at school and is picked up on time.

If you don't need a school place in Lewisham any more, you should let us know in writing. You need to explain why you don't need the place, including the full name and address of the school your child will attend, so we can close the application and offer the place to another child.

Offers of secondary school places

When you will get your offer

Online applications

If you applied on time using the online system for admission in 2019, you will get an email after 5pm on 1 March 2019 telling you where your child has been offered a secondary school place.

Paper applications

If you applied using a paper application, we will send your result by first class post on 1 March 2019. This may take a couple of days to arrive.

If your child is not offered one of the schools you applied for, and you are unable to contact us by telephone, please email schooladmissions@lewisham.gov.uk and include 'Secondary transfer 2019 – allocated place' in the subject line.

How to accept your place

If you applied online, you need to accept the place online at www.eadmissions.org.

If you completed a paper application, you should return your completed acceptance form to School Admissions and Appeals Team, Laurence House, 1 Catford Road, SE6 4RU. You must accept your place by Friday 15 March 2019.

If you have not been offered any of the schools you applied for

Unfortunately, we can't offer every child a place at a school they applied for. However, we make sure we offer every child who lives in the borough a school place.

If you live in the borough and we can't offer you a place at any of the schools on your list, we will offer you a place at your nearest Lewisham school that has a vacancy. This could be a faith or non-faith school.

Visit the school

Before you decide if you will accept this offer, you should visit the school and speak to the headteacher about the education and opportunities available there. Most local secondary schools have been completely rebuilt or refurbished and will offer your child state-of-the-art learning facilities.

Headteachers will be happy to show you their school and assure you that your child can aspire and progress there. If you accept the offer, your child will still stay on any waiting list they have been added to and you can still make an appeal.

If you don't want to accept the place

If you visit the school and you still don't want to accept the place, call us on 020 8314 8282, 9am–12 noon, Monday to Friday, or email schooladmissions@lewisham.gov.uk to discuss your options and any other schools which can be offered as an alternative. Please include 'Secondary transfer 2019 – allocated place' in the subject line of the email.

If you have been offered a place but still want to be considered for a higher preference school

We recommend that you accept the school place you have been offered. Your child's name will automatically be placed on the waiting list for all higher preference schools than the school offered.

Waiting lists will move between 1 March and the start of the school term in September 2019, so there is still an opportunity for your child to be offered a higher preference school.

Taking your child off a waiting list

If you are happy with the school place your child has been offered and want your child to be taken off the waiting list, email schooladmissions@lewisham.gov.uk and include 'Secondary transfer 2019 – Remove from waiting list' in the subject line.

If you have been offered a place but would prefer a place at a school you named as a lower preference

We always try to offer your child a place at your highest possible preference school. If we have been able to do this, we ‘settle’ all lower preference schools.

We can’t reinstate a lower preference school unless you completely withdraw your application, including the offer made on 1 March. If you want to withdraw your application and reapply for school places, email schooladmissions@lewisham.gov.uk and include ‘Secondary transfer 2019 – Lower preference required’ in the subject line.

Waiting lists

Waiting lists will be kept for the first term (autumn) to December 2019. If you would like to apply for a Year 7 class place after that, you need to make an in-year application.

You will automatically be added to the waiting list for any schools that are higher on your preference list than the school we offered you. If your preferences include schools outside the borough, we will tell those councils to add your child’s name to the waiting list.

Our community schools use their list until the end of the first term of the new school year (end of December 2019). If a place 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, please tell us so we can offer the place to other children.

Admissions continue until the end of the application year (July 2019). If you submitted your application on time, you must wait to apply again in September 2019, as an in-year application.

Get more information

You can get advice and information on a wide range of school-related issues from the Department for Education, including the school admissions code and school admissions appeals code at www.gov.uk/df.

Appeals

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

Who to contact to appeal a decision

If you want to appeal, you should contact the admissions authority for the school soon after you get your offer.

When to contact us

We are the admissions authority for all community schools in the borough, so we deal with appeals for these schools.

When to contact a school directly

You should contact the school directly for advice if your child has been refused admission to:

- a voluntary-aided, foundation or free school
- an academy
- a school in another borough.

Before you appeal

If your child does not qualify for a place at one of the schools you applied for, we will offer a different school. This could be a faith school, a non-faith school or a school outside your family’s neighbourhood.

There is no limit on how far away the school might be, but we try to offer a place within three miles of your child’s family home.

We encourage you to accept the school offered, because we can’t guarantee you will get a place at your preferred school if you appeal.

Before you decide to accept an offer, you should visit the school first and speak to the headteacher about the opportunities available to your child.

Headteachers will be happy to show you their school and assure you that your child can excel there. If you accept the offer, you can still appeal and your child will still stay on the waiting list for your preferred school(s).

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 more information visit www.ace-ed.org.uk.

Timetable of appeals

Date	Event
1 March 2019	You get an offer for secondary transfer for September 2019
30 March 2019	Deadline for making an appeal for community schools in the borough
June–July 2019	Appeal hearings for community schools in the borough

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

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

Deadline for online applications 11.59pm 31 October 2018

How to appeal

You can appeal online at www.lewisham.gov.uk/appealssecondary. You need to login to our website first. If you don't have an account you need to register. The form usually takes about 20 minutes to complete, depending on the nature of your appeal. If you can't use the online form, you can request a hard copy by calling 020 8314 8577.

Children and young people with special educational needs and disabilities

The secondary transfer process is different for children with an education, health and care (EHC) plan.

Mainstream schools

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

Secondary school	Primary need
Addey & Stanhope Lexis Resource Base	Specialist resource provision for young people with speech, language and communication difficulties
Conisborough College	Specialist resource provision for autistic spectrum disorder (ASD)
Deptford Green	Specialist resource provision for severe dyslexia with either speech, language and communication difficulties, and/or autism
Sedgehill	Specialist resource provision for the deaf

Specialist schools

There are four specialist schools (New Woodlands, Brent Knoll, Drumbeat and Greenvale) in the borough, which meet the needs of children and young people with the most profound needs and disabilities.

For more information about the admissions process for children with SEND, visit www.lewisham.gov.uk/senadmissions, call the Children with Complex Needs Service on 020 3049 1475 or email 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.

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.

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 www.lewisham.gov.uk/alternativeprovision.

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 www.lewisham.gov.uk/14to16.

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, Laurence House, Catford SE6 4RU.

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

Deadline for online applications 11.59pm 31 October 2018

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 2019:
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

Headteacher: Jonathan Ronan

www.bonuspastor.co.uk

Winlton Road BR1 5PZ

020 8695 2100

office@bp.lewisham.sch.uk

Places available September 2019:
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

Conisborough College

Headteacher: Stuart Mundy

www.conisboroughcollege.co.uk

Conisborough Crescent SE6 2SE

020 8461 9600

info@cc.lewisham.sch.uk

Places available September 2019:
180

Places available in resource base: 7

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 2019:
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 2019:
240

Admissions: Community school boys aged 11–16

SFH6 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

Principal: Alex Williamson

www.haaf.org.uk

Pepys Road SE14 5SF

020 7652 9510

hreception@haaf.org.uk

Places available September 2019:

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 2019:
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

Prendergast School

Executive Headteacher: David Sheppard

Headteacher: Paula Ledger

www.prendergast-school.com

Adelaide Avenue SE4 1LE

020 8690 3710

admin@prendergast-school.com

Places available September 2019: 116

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

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

Deadline for online applications 11.59pm 31 October 2018

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 Ladywell School

Executive Headteacher: David Sheppard

Headteacher: Niall Hand
www.prendergast-ladywell.com
Manwood Road SE4 1SA
020 8690 1114

admin@prendergast-ladywell.com

Places available September 2019: 180

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 Vale School

Executive Headteacher: David Sheppard

Headteacher: Duncan Kanya
www.prendergast-vale.com
Elmira Street SE13 7BN
020 8297 3540

admin@prendergast-vale.com

Places available September 2019: 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 2019:

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 2019:

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 2019: 240

Admissions: Community school girls aged 11–16

SFH6 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 2019: 120

Admissions: Voluntary aided all through school boys and girls aged 3–16 (Years R to Y4 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

Useful contacts

Lewisham School Admissions Team

Tel: 020 8314 8282

Monday–Friday, 9am–12noon

School Benefits Team (free school meals)

Tel: 020 8314 6221

Monday and Tuesday only, 10am–12noon

Attendance and Welfare Service

Tel: 020 8314 6272

Monday–Friday, 9am–4pm

Children With Complex Needs

Kaleidoscope, Rushey Green,

Catford SE6 4JD

Tel: 020 7138 1100

Monday–Friday, 8.30am–5pm

Advisory Centre for Education (ACE)

www.ace-ed.org.uk

Department for Education

www.gov.uk/education

Southwark Diocesan Board of Education (Church of England)

Tel: 020 7234 9200

www.southwark.anglican.org/education

Education Commission, Catholic Diocese of Southwark

Tel: 01689 829331

www.educationcommission.org.uk

Independent Schools Council Helpline

Tel: 020 7766 7070

Local Government Ombudsman

Tel: 0300 061 0614

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 the Lewisham borough and you want to apply for schools in other areas, you must apply online at www.eadmissions.org. As your local council, we will coordinate your application. For information about schools in other boroughs, contact the school directly or the local council.

Bexley School Admissions

Tel: 020 8303 7777

www.bexley.gov.uk

Bromley School Admissions

Tel: 020 8313 4044

www.bromley.gov.uk

Croydon School Admissions

Tel: 020 8726 6400

www.croydon.gov.uk

Greenwich School Admissions

Tel: 020 8921 8043

www.royalgreenwich.gov.uk

Lambeth School Admissions

Tel: 020 7926 9503

www.lambeth.gov.uk

Southwark School Admissions

Tel: 020 7525 5337

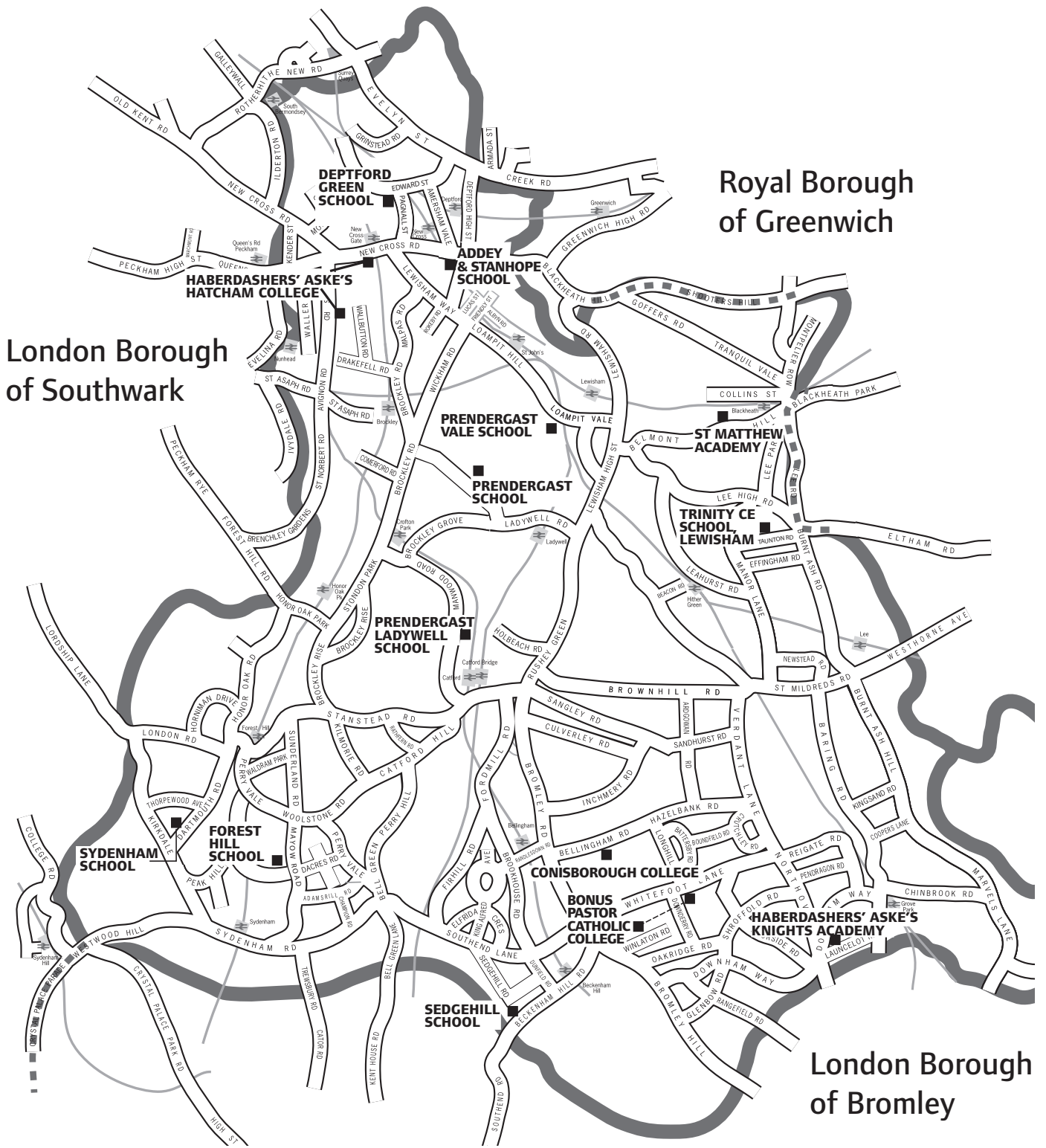
www.southwark.gov.uk

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

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

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Map of secondary schools in Lewisham



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