

Dear Parent/Carers.

IMPORTANT INFORMATION FROM LAMBETH SCHOOLS (Secondary Transfers for 2020/21)

'A brief guide to secondary schools 2020/21' booklets should have arrived home to you from your child.

- Please note that children with an EHCP do not go through the co-ordinated process. The SEND Team will write to all parents/carer.

Please ensure that you are fully aware of the process including - **the need to apply on time** – by 31 October 2020. Please stress that some schools require **Supplementary Information Forms (SIFs)**, that their deadlines may vary and that many schools require the children to sit tests. Due to the recent pandemic we understand that secondary schools will offer virtual viewings and not open door viewings as usual – you will need to contact the schools directly to obtain dates/times for viewings. It is not known if/when the secondary tests will be offered – we will have to wait for further news.

If your child wishes to apply for any Wandsworth schools you must apply for this as a separate application from Wandsworth by October 31st. A **SIF** may be required by some schools – please contact directly for up to date information.

Remember that if you do not submit the **SIF** by the requested school date, this may impact on the child not sitting the test - if it is offered - but could significantly hinder the chances of getting a place at one of the schools that has been applied for. Please be advised to check with all other boroughs if a **SIF** is required for any of their preferred schools.

Need help with the process of applying for schools?

Contact Polly on the Streatham site – polly@juliansprimary.org.uk

Kerry on the West Norwood site – kerry@juliansprimary.org.uk

Please ensure that you are aware that applications will require proof of address for all boroughs, and so it is important that you obtain these in good time before the deadline. Applications without proof of address may be withdrawn and no offer made. For Lambeth residents the proof of address documents required has changed slightly this year. These are:

*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 6 months old or a Universal Credit letter/print-out which includes the child's name.*

Then at least one of the following as well:

- *copy of a benefit letter no more than 6 months old or a Universal Credit letter/print-out which includes the child's name (if not already provided from above list)*
- *copy of current TV licence.*
- *copy of current utility bill, no more than 3 months old – mobile phone bills are not accepted*
- *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 or a current financial year's Universal Credit letter/print-out (which includes the child's name). Please copy all pages of the letter to include the home address and the child's name.*
- *child's National Health Service registration card or a medical letter*
- *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 details)*

Applications must also include proof of child's date of birth

- *copy of birth certificate*
- *copy of passport or EU National Identity Card*
- *Copy of NHS Card, medical letter*

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 sworn affidavit, statutory declaration or affirmation must be signed by a solicitor holding a current practising certificate issued by the solicitor's regulation authority. Please note that Lambeth Council cannot contribute towards the cost of obtaining this documentation.

Any questions, please do not hesitate to contact us.

Kind regards

Lambeth School Admissions
Children Services
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