



Starting secondary school September 2026

For children born between
01/09/2014 - 31/08/2015

Basics of the procedure



- ✓ The aim is that every child will receive the single highest preference offer possible.
- ✓ To make it easy to apply and fair for parents/carers.
- ✓ Well organised with good communication between schools and boroughs.
- ✓ There is a national deadline and outcome date.

So what's this process all about?

- This is for pupils who do not have an Education, Health and Care Plan (EHCP) as such pupils' applications are dealt with via the SEND Team.
- Parents/carers only need to complete one Common Application Form (CAF) to apply for up to six schools anywhere in London except fee-paying.
- There is one deadline for the CAF: Friday 31st October 2025
- All parents/carers who apply on time will know what school their child has been offered, (if any) on the 2nd March 2026. This offer will be the highest preference offer that can be made.
- The procedure provides a standard and fair admissions process for both parents/carers and schools.

What the procedure cannot do

- ✗ It cannot guarantee every child a school place on 2nd March 2026.
- ✗ It cannot guarantee each child will get a place at their first preference school.
- ✗ It cannot limit some multiple offers being made after 2nd March 2026, (but Lambeth School Admissions Team will be aware of them and ensure that parents/carers reject one of these offers quickly).



What is an admissions authority?

- ❖ A schools admissions authority - the body of people who make decisions about admissions - will still determine which children can be offered a place at a school. For community schools the admissions authority is the LA itself and for an academy, voluntary-aided (religious), foundation or free school it is the governing body of that school.
- ❖ Where the school is over-subscribed, the school's admissions authority will use their admission criteria to determine the order (rank) in which applicants will be offered places.
- ❖ An admissions authority may require parents/carers to complete a Supplementary Information Form (SIF) requesting information which is not contained on the CAF, e.g. church attendance. This form is obtained from the school and needs to be sent back to the school **and not the borough** by the school's deadline date
- ❖ School staff will not know what number preference their school has been listed on the CAF, all are considered the same at the same time.

All applications must have proof of address

If you fail to provide the required documents, your child's application may be withdrawn!

Two proofs for parent/carer

At least one of these:

- Current financial year's Council Tax letter or statement, this must be supplied if you are the council taxpayer.
- Copy of the tenancy agreement.
- Copy of a benefit letter no more than 12 months old or a current financial year's 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 12 months old or a current financial year's Universal Credit letter/print-out which includes the child's name (if not already provided from above list)
- Current TV licence.
- Copy of current utility bill (excluding mobile phone) no older than 3 months.
- Driving licence.

All applications must have proof of address

One proof for child's 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) or a current financial year's Universal Credit letter/ print-out which includes the child's name.
- Child's National Health Service registration card, or medical letter that is no older than 12 months or a medical letter or prescription that is no more than 12 months old (this can also be used to confirm your child's date of birth).
- Immigration documents that show address – if applicable.

If none or only some of the documents for the parent/carer or child can be obtained, a sworn affidavit, statutory declaration or affirmation obtained through a solicitor will be needed.

All applications must also have proof of child's date of birth

Proof of child's date of birth

You must attach proof of your child's date of birth to the CAF – either:

- a copy of their birth certificate
- passport or EU National Identity Card
- alternatively this could be a copy of your child's NHS card, medical letter or doctors prescription stating the child's date of birth.



Step-by-step guide

You should:

1. Find out as much as you can about the schools you are considering – get the prospectus', go to open days, refer to the 'Secondary Schools in Lambeth 2026/27' booklet, look at how offers were made for the school the previous year, etc.
2. Look closely at the admissions criteria for the schools and consider "does my child meet these criteria". If they do it will increase your child's chances of gaining a place at the school.
3. Apply online via **lambeth.gov.uk/admissions** from **1st September 2025**.
4. List the schools you want to apply for in the order that you prefer them (1 to 6) on the CAF.
5. **Upload on to the CAF the required proof of address for you and your child.**
6. Attach to the CAF any medical/social or other documents for consideration.
7. Return **Supplementary Information Forms** to any school/academy that requires one by their deadline, as this impacts upon the chances of your child gaining a place.
8. Ensure your child sits the admissions test where required, as this also impacts upon the chances of your child gaining a place. Please contact the school directly for information on their test dates. Lambeth school admissions is not responsible for the school's test.

www.lambeth.gov.uk/admissions

The benefits of applying online for your child's school place are:

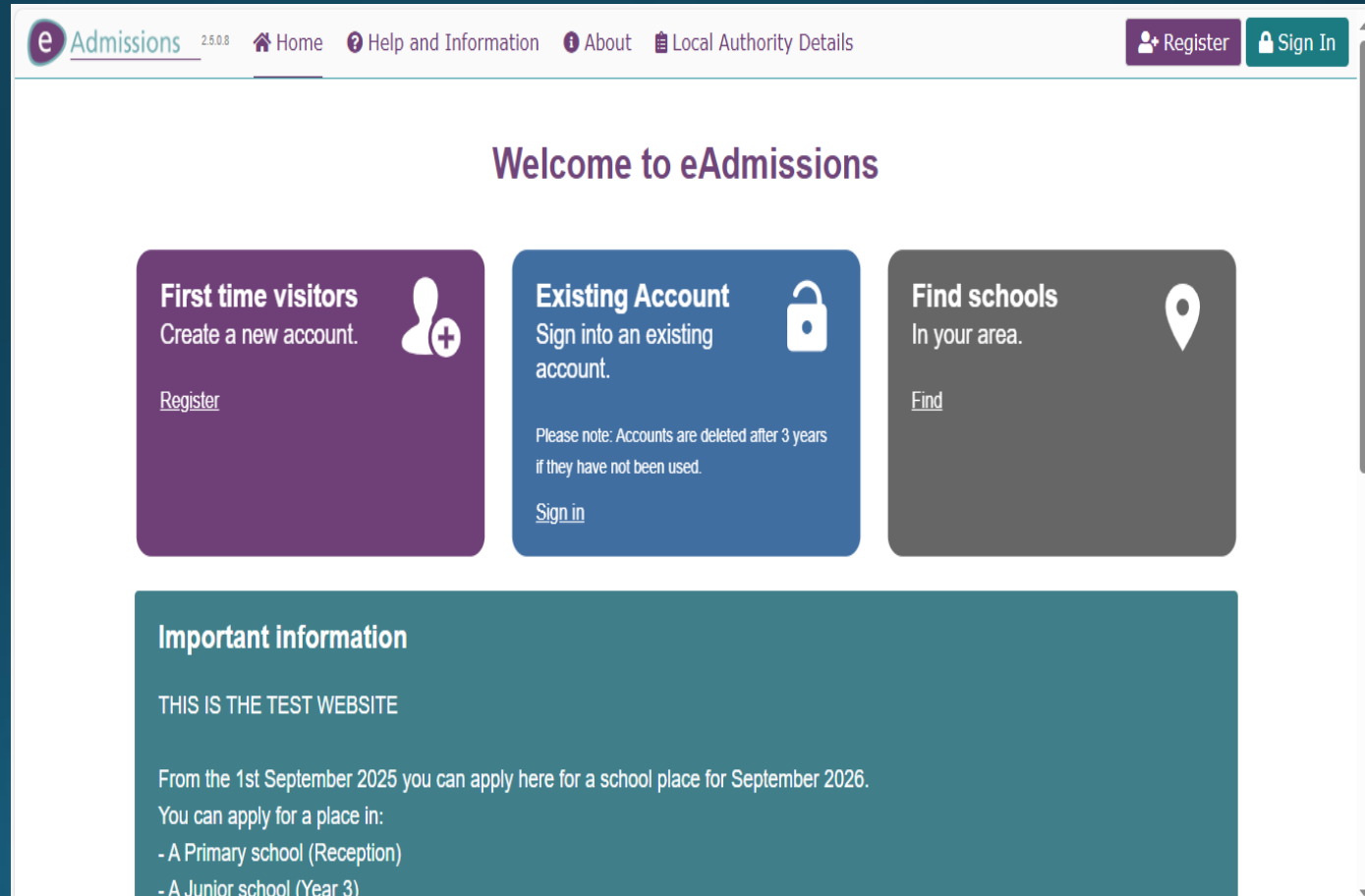
- ✓ It is free, simple, safe, quick and easy to use.
- ✓ Your application won't get lost in the post.
- ✓ Drop down school lists help reduce errors and save you time.
- ✓ You can change the information online rather than completing a new form.
- ✓ Information can be checked and changed at any point.
- ✓ You can upload the required documents on to the application.
- ✓ You get the official outcome of your child's application on the evening of 2nd March 2026.
- ✓ You can accept the offer online to secure it.



IMPORTANT: If you do not receive a reference similar to:
208-2026-09-E-001234 your form has NOT been submitted!

Pan-London Portal

The Pan-London school admissions portal was updated last year. It is now mobile compatible via the linked App.



Create an account



[< Back](#)

New Account

Please enter your details below.

Title *

Select your title ▼

First name *

John

Last name *

Smith

Postcode * 

Postcode

Search

☐

I am a Crown servant 

Continue

Please ensure that the person completing the application has parental responsibility for the child and lives with the child.

If you have an existing online account, you must ensure that the address is still correct and amend to be the current address if necessary.

Child's details

e

Admissions

[Home](#)

[Help](#)

[About](#)

[Local Authority Details](#)

Save and Exit

Details

Preferences

Submit

Documents

[← Back](#)

Child details

Childs name must be as it appears on their birth certificate

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Date of Birth * ⓘ

DD

MM

YYYY

Gender * ⓘ

☐ Boy

☐ Girl

Address * ⓘ

Add preferences

Add schools

Find schools to add to your application from:

☒ List of schools  ☐ Map  ☐ Keywords 

Select a Local Authority

--- Please select ---



Select a school

--- Please select ---



Cancel

Continue

Check schools listed

List the schools you want to apply for. You can list up to SIX schools.

- Make sure you have read the Admissions Policy for each school you have listed.
- The Admissions Policy is the set of rules which will be used to decide the order in which children will be offered the available places.
- Make sure you list the schools in the order you prefer them. If you qualify for more than one school, you will only be offered the one which is higher on your list.
- Once you have selected your schools you will need to select 'Confirm selection'

Add school

1st Preference	↓
Lambeth Academy Lambeth Academy, Elms Road, London, SW4 9ET	
Edit	Delete

2nd Preference	↑ ↓
Harris Academy Clapham Harris Academy Clapham, Clarence Avenue, London, SW4 8LD	
Edit	Delete

3rd Preference	↑ ↓
Southfields Academy Southfield Academy, 333-337 Merton Road, London, SW18 5JU Sibling: Alexander Test	
Edit	Delete

4th Preference	↑
Ark All Saints Academy ARK All Saints Academy, Wyndham Road, London, SE5 0UB	

Checklist, declaration and submit

By submitting this form I agree to the following:

- I have read the admissions guidance issued by the Local Authority for each school I have selected.
- I wish to apply for a place at each of the schools named above and have listed these in my order of preference.
- I will keep the Local Authority informed of **any** change of circumstances (e.g. change of address) and failure to do so may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority may take steps to verify any information relating to this application.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may make this application invalid or lead to the offer of a place being withdrawn.
- I understand that the Local Authority where I live is under a duty to protect the public funds it administers and may therefore share the information I have provided in this application within the Local Authority and with other bodies administering public funds, for the detection and prevention of fraud.

☒ I have read and accepted the above declaration

☒ I have read and accepted London Borough of Lambeth [terms and conditions](#)

I agree that London Borough of Lambeth will use the information I have provided to process my application for the schools listed. When processing the application the Council may share the information with other third party organisations such as the previous school, schools being applied for and the maintaining authority for those schools as well as any other relevant statutory partners.

Submit application

**Don't forget to click
on the 'Submit
Application' button!**

**You must re-submit
the form if
you make any
changes.**

Confirmation of submission

Your application has now been submitted!

You have been sent a confirmation email for your records. If you haven't received the email please check your junk/spam folder.

Please ensure you read the email carefully for any additional requirements e.g. links to supplementary information forms.

Application reference: 208-2026-09-E-000001

Version: 1

Application date: 07/07/2025 14:12

Closing date: 07/10/2025 17:00

Outcome date: 15/10/2025 15:00

Please click on the **Attach documents** button now if you have documents ready to attach. If not please click the **Home** button now. Alternatively, you can attach them before the closing date from 'Your home page' by selecting 'Attach a document'.

Attach documents

Home

Then upload required
proof of address and
proof of child's date of
birth.

Also upload any
medical/social. LAC
supporting documents
or other
documentation to be
considered.

A frequently asked question...

Do I use a Lambeth CAF for Lambeth schools and a Southwark CAF for Southwark schools and a Wandsworth CAF for Wandsworth schools then?

No. As you live in Lambeth you **only use the Lambeth CAF for any school anywhere** in London that is in the procedure!

What happens after 31 October 2025?

- ❖ The online CAFs will be imported into a secure specialist computer database.
- ❖ Information from the CAF will be sent by secure computer link to the borough maintaining the school (where there are schools from other boroughs listed).
- ❖ Potential offers are then exchanged between boroughs until they are in a position to make the single best offer for children using all available places.
- ❖ Online application outcomes will be available online on the evening of **2nd March 2026**. Paper application outcomes will be sent by letter via first class post or email on 2nd March 2026. The outcome day is the same date for every borough in England.
- ❖ Parent/carers **must** ensure that any change of address is forwarded to Lambeth School Admissions Team ASAP.

Offer procedure

On 2nd March 2026 the highest possible offer that can be made will be made in this case: Woodmansterne school on national offer day

preference	criterion	rank	school	status
1 st	religious	100	Bishop Thomas Grant school	pending (not offered, on waiting list)
2 nd	distance	29	Woodmansterne School	offered
3 rd	distance	130	Elmgreen School	declined
4 th	sibling	70	Chestnut Grove	declined
5 th	distance	150	Harris Academy Croydon	declined

What happens after 2nd March?

- If your child has been offered a place it is advisable that you accept it within two weeks, even if it's not your first preference, or is an allocated offer. This will **not** affect your application to schools that are placed higher on your application.
- Ensure your child's name is on the waiting list for the schools you prefer. Once an offer is made your child's name will be automatically removed from schools placed lower than the offered school on your application.
- You have the right of appeal where you can demonstrate that the admissions criteria has not been implemented correctly.
- You can consider applying for other schools where there are vacancies if your child has not been offered a place or has an allocated offer you do not like.

Points to remember

- ❑ Apply before the deadline of 31 October 2025 **and** send any Supplementary Information Forms directly to the schools by their deadlines (varies depending on each school). Some have on-line forms.
- ❑ CAFs without the required proof of address will not be processed.
- ❑ Admissions authorities will apply their own admissions criteria to all applicants.
- ❑ Where a school has more applicants than places its published admissions criteria will be used to decide the order in which children are to be admitted.
- ❑ Parents/carers of children who cannot be offered a place on 2nd March 2026 can choose to remain on waiting lists at any of their preferred schools.
- ❑ Lambeth School Admissions Team will assist parents/carers in securing a school place for their child later in the year if one is not offered on 2nd March 2026.

Suggested sources of further information

lambeth.gov.uk/admissions

ofsted.gov.uk

School open days

Lambeth School Admissions Team
020 7926 9503

***Apply online
and
apply on time!***

Deadline: 31st October 2025