

# Applying to start secondary school in 2023



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

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

Tel: 020 8314 8282 (lines are open Monday to Thursday, 9am–1pm). Email: [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@lewisham.gov.uk)

**Deadline for online applications 11.59pm 31 October 2022**

This document is designed to help guide parents and carers in the Lewisham borough through the admissions process for transferring to secondary school in September 2023. This information is also available online at [www.lewisham.gov.uk/secondaryadmissions](http://www.lewisham.gov.uk/secondaryadmissions)

If you have any questions about the admissions process, call the Admissions Team on 020 8314 8282 (Monday to Thursday, 9am–1pm) or email [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@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](http://www.lewisham.gov.uk/admissions)

## Applying for a secondary school place

This information is for people who live in the Lewisham borough. 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 2011 and 31 August 2012 are due to start secondary school in September 2023 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 Sunday 31 October 2022. You can download the form on the school's website.

## Children with an education health care plan (EHCP)

If your child has an education health care plan (EHCP), you need to follow a different admissions process. For more information, contact the Children with Complex Needs Team on 0208 314 6303.

## Applying online

You can apply for admission to secondary school at [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

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 2023, 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](http://www.lewisham.gov.uk/secondaryadmissions).

After you submit your application, you will get a reference number that will be similar to this: 209-2023-09-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 2022.

## Useful websites

Read everything you need to know about applying to start secondary school in the Lewisham borough at [www.lewisham.gov.uk/secondaryadmissions](http://www.lewisham.gov.uk/secondaryadmissions).

Find out about secondary schools in the borough and which are closest to you at [www.lewisham.gov.uk/secondaryschools](http://www.lewisham.gov.uk/secondaryschools).

Apply online for secondary school places at [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

## Important dates

Important dates for the admission process for children starting secondary school in September 2023.

### Applications

Schools open for visits (please check with the schools)	September and October 2022
<b>Applications open</b> (apply online at <a href="http://www.eadmissions.org.uk">www.eadmissions.org.uk</a> )	1 September 2022
<b>Closing date for applications</b>	31 October 2022 (we recommend you submit your online application by 21 October 2022)
Closing date for supplementary information forms (if required) – return to the school directly	31 October 2022
Closing date for ‘late for good reason’ applications and those who changed address since 31 October 2022	9 December 2022

### Offers

<p><b>Application results</b></p> <p>If you applied online, you will get an email after 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 2023. First class post does not guarantee next-day delivery.</p>	Wednesday 1 March 2023
<p><b>Deadline for accepting your offer</b></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>	Wednesday 15 March 2023

### Appeals

<p><b>Closing date for lodging an appeal for a community school</b></p> <p>Admissions authorities of other schools may set the same or a later deadline.</p>	Wednesday 29 March 2023
<b>Appeal hearings</b>	June and July 2023
If you submit an appeal after 29 March 2023, it may not be heard until the start of the academic year in September 2023.	

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## Deciding which secondary schools to apply for

When you apply for a secondary school place for your child, you can list up to six schools on the application. These can be inside or outside the borough of Lewisham.

There are 14 secondary schools in the Lewisham borough. It is a good idea to research a range of schools, including ones closest to your home address, as not every child can be offered their first preference school.

We expect most schools in the borough will be oversubscribed, so we strongly recommend you look at your nearest schools, including faith or non-faith schools. When you apply, you should use all six preferences for the best chance of getting a place.

To find out more about secondary schools in the borough, and see which are nearest to your home, visit [www.lewisham.gov.uk/secondarieschools](http://www.lewisham.gov.uk/secondarieschools)

## Visiting schools

At the time of publication we do not know whether schools will be able to run open days and evenings as usual.

Some schools have set provisional dates, which they will publicise on their website. Please do not attend these dates without checking with the school first that they are still going ahead.

We will publicise any open days and other ways to learn about the schools by email. Please sign up to receive emails by visiting [www.lewisham.gov.uk/secondarieschoolsignup](http://www.lewisham.gov.uk/secondarieschoolsignup)

## Admissions criteria

Most secondary schools get more applications than there are places available. If you apply for oversubscribed schools, we use the admissions criteria for the school 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.

## Admissions criteria for community schools

These admissions criteria are used by:

- Conisborough College
- Deptford Green School

- Forest Hill School
- Sydenham School.

## Own Admissions Authority Schools – some of these schools may require a supplementary form, please check their website.

Addey and Stanhope School  
 Bonus Pastor Catholic College  
 Haberdashers Hatcham College  
 Haberdashers Knights Academy  
 Prendergast Ladywell School  
 Prendergast School  
 Prendergast Vale  
 St Matthew Academy  
 Sedgehill Academy  
 Trinity CE of Lewisham 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.

This now includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

## 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.

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.

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### 3. Siblings

#### *11–16 schools*

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
- 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**

If you have recently moved to Lewisham from overseas please see <https://lewisham.gov.uk/myservices/education/schools/school-admission/applications-from-overseas>

#### **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**

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, a list as new applicants are added.

The admissions process continues until the end of the summer term 2023. If you apply for Year 7 after the end of the summer term 2023, your application will be considered as an in-year application.

Waiting lists will be held for the first term of Year 7 only until the end of December 2023. If you wish to remain on the waiting list after this date, you should email the admissions team on [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@lewisham.gov.uk)

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## Applying for early or late admission

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

### Continuing to be educated out of cohort

Due to a change in legislation (for summer born children who started in reception a year later than is usual), parents will now need to apply for a secondary school place **when the child is in year 5** rather than year 6. See guidance below.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)

This means that for a child who has been educated out of their natural year group, you will need to request that your child continues to be educated 'out of cohort'.

The request should include information detailing why a delayed admission is in your child's best interests. We will decide whether or not to agree to your request for delayed admission to Lewisham community schools.

For faith schools, free schools, foundation schools and academies and schools outside the borough, the decision is taken by the governing body for the schools and you must therefore contact them direct.

You must consider the implications of a delayed transfer. Headteachers of secondary schools **are not required** to continue to keep your child out of year group. This means they may later decide to educate your child in the correct year.

To request continuing to be educated out of cohort please use link below to request a delayed start to secondary school and complete the transfer to secondary school in September 2024.

[www.lewisham.gov.uk/myservices/Education/Schools/school-admission/applying-to-start-secondary-school/educated-out-of-cohort-transfer-secondary-school](http://www.lewisham.gov.uk/myservices/Education/Schools/school-admission/applying-to-start-secondary-school/educated-out-of-cohort-transfer-secondary-school)

For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group.

### 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 2012.

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 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 2023. 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 2012).

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 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.

Please use link below to complete the form to request being educated out of cohort for September 2024.

### 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.

If an admission authority school does not agree for your child to be educated outside of their normal national curriculum year group there is no right of appeal.

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## The preference system

When you apply for secondary school places, you can list 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. While the child does not qualify for a place at the first or second preference school they do 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.

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, and 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](http://www.eadmissions.org.uk). You can find a step-by-step guide to making an online application at [www.lewisham.gov.uk/secondaryadmissions](http://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 us 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 2022.**

### **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 your 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 [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@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

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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](http://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 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).

You can get a supplementary information form from the school directly, and you should return it to the school by 31 October 2022.

For September 2023 admission, these schools need a completed supplementary information form:

- Bonus Pastor Catholic College (faith)
- Haberdashers' Hatcham College (music applicants)
- Haberdashers' 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 2022 under the admissions criteria. Application numbers for admission in September 2023 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	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 2020	Successful appeals in the summer of 2020
Conisborough College	180	382	2	N/A	39	Applicants all offered a place	17	N/A	N/A
Deptford Green School	180	475	1	N/A	32	Applicants all offered a place	11	N/A	N/A
Forest Hill School	180	422	N/A	N/A	29	Applicants all offered a place	3	N/A	N/A
Sydenham School	240	712	3	N/A	49	2079.47	5	4	0

For 2022-23 admissions, all distances were measured in metres using a straight line to a point in the school premises as determined by the Ordinance Survey.

For precise home to school measurements for schools in other boroughs please contact the Local Authority for that borough direct.

## Applying for a secondary school place after the closing date, 31 October 2022

### If you miss the closing date

You should call us if you miss the closing date for applying (31 October 2022). You can tell us your reasons and we will discuss how we might be able to help with your application.

### If you move before 9 December 2022

If you submitted your application on time and you move home before 9 December 2022, you should contact us. If you move outside the borough, you need to apply to your new council.

### If you move between 9 December 2022 and 1 March 2023

If you move home after 9 December 2022, your application will still be based on your original home 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 2 March 2022 and the start of term in September 2023

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.

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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 2023, you will get an email after 5pm on 1 March 2023 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 2023. This may take a couple of days to arrive.

### How to accept your place

If you applied online, you need to accept the place online at [www.eadmissions.org](http://www.eadmissions.org).

If parents have received their first preference offer we will assume they are accepting the place. Only those who receive preference offer 2-6 need to log back in to accept the place.

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 15 March 2023.

### Declining a school place

If you made your application on line, please log back into the eadmissions website [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to decline the place offered. If you made a paper application please send an email to [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@lewisham.gov.uk).

### If you have been offered a place at a school you did NOT apply for.

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.

### *Visit the school*

Before you decide if you will accept this offer, you should thoroughly research the school and speak to the headteacher about the education and opportunities available there.

Headteachers will be happy to show you their school (this may be a virtual visit) and assure you that your child can aspire and progress there. If you accept the offer, your child will still stay on any waiting lists for schools where you were not successful.

### 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 2023 and the start of the school term in September 2023, so there is still an opportunity for your child to be offered a higher preference school.

### Waiting lists

Waiting lists will be kept for the first term (autumn) to December 2023. If you wish to remain on the waiting list after this date, you should email the admissions team on [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@lewisham.gov.uk)

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 2023). 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 2023).

### 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/government/collections/statutory-guidance-schools#admissions](http://www.gov.uk/government/collections/statutory-guidance-schools#admissions).

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

Tel: 020 8314 8282 (lines are open Monday to Thursday, 9am–1pm). Email: [secondaryadmissions@lewisham.gov.uk](mailto:secondaryadmissions@lewisham.gov.uk)

**Deadline for online applications 11.59pm 31 October 2022**

## How to appeal a school place

See below for information on how to appeal a school place. To get advice on the appeals process for community schools in the borough, call the independent appeals clerk, on 020 8314 8577 or email [schooladmissionappeals@lewisham.gov.uk](mailto:schooladmissionappeals@lewisham.gov.uk).

## Appeals

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

### How to appeal

#### For community schools only

Conisborough College  
Deptford Green School  
Forest Hill School  
Sydenham School.

You can appeal online at [www.lewisham.gov.uk/appealssecondary](http://www.lewisham.gov.uk/appealssecondary). You will need to log into 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**.

#### For own admissions authority schools

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

Addey and Stanhope School  
Bonus Pastor Catholic College  
Haberdashers Hatcham College  
Haberdashers Knights Academy  
Prendergast Ladywell School  
Prendergast School  
Prendergast Vale  
St Matthew Academy  
Sedgehill Academy  
Trinity CE of Lewisham School

### Before you appeal

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 call ACE Education Advice on 0300 011 5142, Monday to Wednesday, 10am–1pm, or visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk).

## Timetable of appeals

Date	Event
1 March 2023	You get an offer for secondary transfer for September 2023
29 March 2023	Deadline for making an appeal for community schools in the borough
June–July 2023	Appeal hearings for community schools in the borough

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

## 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.

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For more information about the admissions process for children with SEND, visit [www.lewisham.gov.uk/senadmissions](http://www.lewisham.gov.uk/senadmissions), call the Children with Complex Needs Service on 0208 314 6303 or email [sen@lewisham.gov.uk](mailto: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 that 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](http://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](http://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](http://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](http://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

Unit 19, Lewisham Shopping Centre, SE13 7HB

07824 694 876 or 07880 456 769 Monday - Wednesday  
07880 439 879 or 07824 801 542 Thursday - Friday  
Opening hours: Monday to Friday 10am–5pm

## Secondary schools in Lewisham

The figure for places available refers to the total number of children that will be admitted to Year 7.

### 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 2023:** 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

Winlaton Road BR1 5PZ

020 8695 2100

office@bp.lewisham.sch.uk

**Places available September 2023:** 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:**

www.conisboroughcollege.co.uk

Conisborough Crescent SE6 2SE

020 8461 9600

info@cc.lewisham.sch.uk

**Places available September 2023:** 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:** Emma Thurston

www.deptfordgreen.lewisham.sch.uk

Edward Street SE14 6AN

020 8691 3236

info@deptfordgreen.lewisham.sch.uk

**Places available September 2023:** 180

**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 2023:** 180

**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' Hatcham College

**Principal:**

www.haaf.org.uk

Pepys Road SE14 5SF

020 7652 9510

hreception@haaf.org.uk

**Places available September 2023:** 224 (minus students from Year 6 of primary phase)

**Admissions:** Community school boys and girls aged 11–18

**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' Knights Academy

**Principal:** Dr Tesca Bennett

www.haaf.org.uk

Launcelot Road BR1 5EB

020 8461 9240

kreception@haaf.org.uk

**Places available September 2023:** 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

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**Prendergast School****Executive Headteacher:**

Paula Ledger

**Headteacher:** Kelly Lovegrove

www.prendergast-school.com

Adelaide Avenue SE4 1LE

020 8690 3710

admin@prendergast-school.com

**Places available September 2023:**

108/12

**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:** Paula

Ledger

**Headteacher:** Niall Hand

www.prendergast-ladywell.com

Manwood Road SE4 1SA

020 8690 1114

admin@prendergast-ladywell.com

**Places available September 2023:** 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:** Paula

Ledger

**Headteacher:** Duncan Kamyra

www.prendergast-vale.com

Elmira Street SE13 7BN

020 8297 3540

admin@prendergast-vale.com

**Places available September 2023:**

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 Academy****Head of School:** Clare Cassidy

www.sedgehill-lewisham.co.uk

Sedgehill Road SE6 3QW

020 8698 8911

info@sedgehillacademy.org.uk

**Places available September 2023:**

180 (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 2023:**

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 2023:**

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 2023:**

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

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## Useful contacts

### Lewisham School Admissions Team

Tel: 020 8314 8282

Monday to Thursday, 9am–1pm

### 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 to Friday, 9am–4pm

### Children With Complex Needs

Kaleidoscope, Rushey Green,

Catford SE6 4JD

Tel: 020 7138 1100

Monday to Friday, 8.30am–5pm

### Advisory Centre for Education (ACE)

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### Department for Education

[www.gov.uk/education](http://www.gov.uk/education)

### Southwark Diocesan Board of Education (Church of England)

Tel: 020 7234 9200

[www.southwark.anglican.org/education](http://www.southwark.anglican.org/education)

### Education Commission, Catholic Diocese of Southwark

Tel: 01689 829331

[www.educationcommission.org.uk](http://www.educationcommission.org.uk)

### Independent Schools Council Helpline

Tel: 020 7766 7070

### Local Government Ombudsman

Tel: 0300 061 0614

[www.lgo.org.uk](http://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](http://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](http://www.bexley.gov.uk)

### Bromley School Admissions

Tel: 020 8313 4044

[www.bromley.gov.uk](http://www.bromley.gov.uk)

### Croydon School Admissions

Tel: 020 8726 6400

[www.croydon.gov.uk](http://www.croydon.gov.uk)

### Greenwich School Admissions

Tel: 020 8921 8043

[www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk)

### Lambeth School Admissions

Tel: 020 7926 9503

[www.lambeth.gov.uk](http://www.lambeth.gov.uk)

### Southwark School Admissions

Tel: 020 7525 5337

[www.southwark.gov.uk](http://www.southwark.gov.uk)

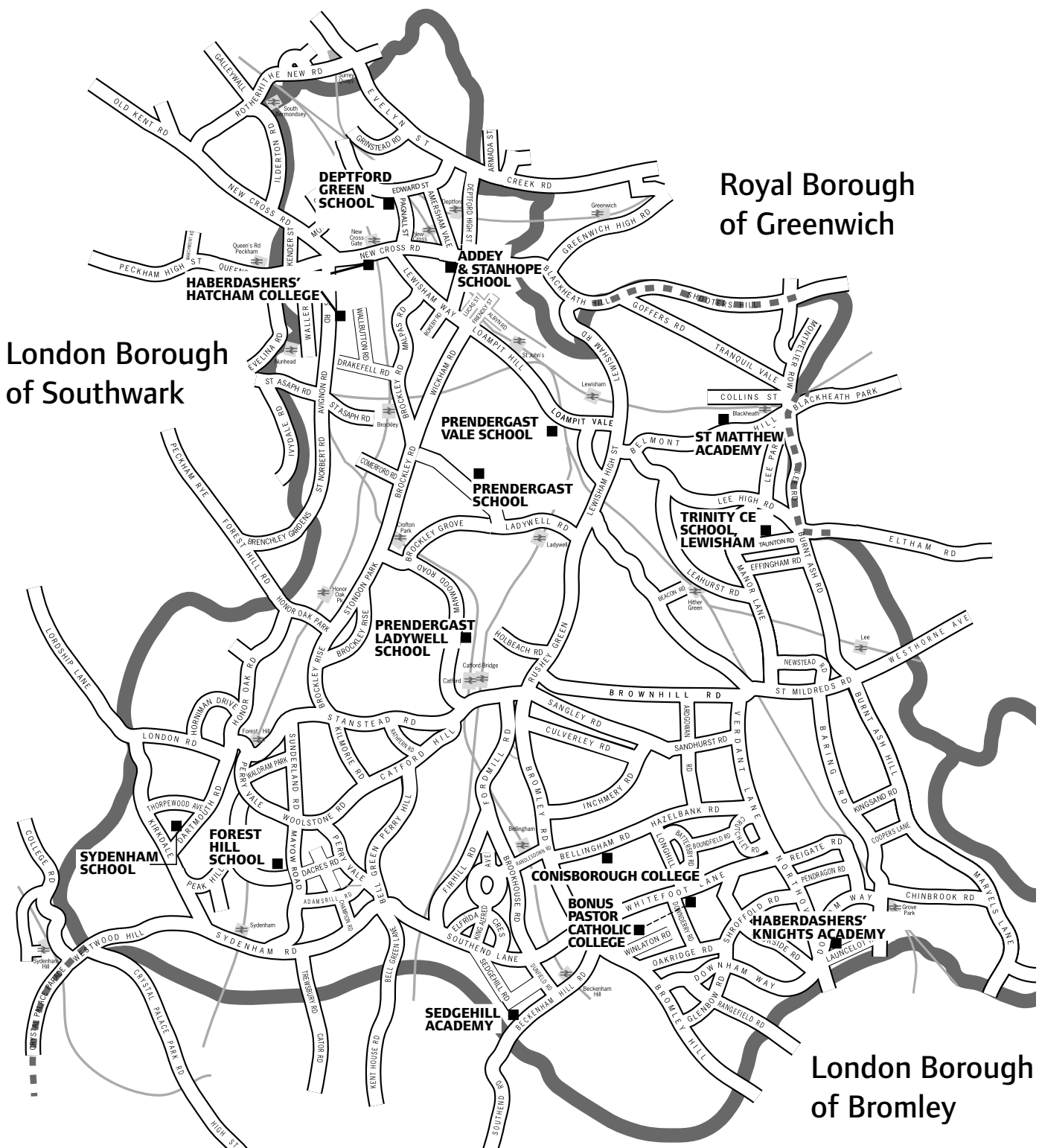
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### Map of secondary schools in Lewisham



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