

How to make an In-Year Application

Transferring your child to a different school during the school year.

Lewisham Childcare Directory

Welcome to Lewisham Childcare Directory

Admissions i
Click here to Apply

Free School Meals i
Click here to Apply

Free childcare for 2 year olds i
Click here to Apply

Free childcare for 3 and 4 year olds (Opens in New Window) i
Click here for eligibility criteria and application process

Childcare Directory
Click here to search for childcare providers

Technical Enquiry Contact e

For Technical Enquiries please email - parentportal@lewisham.gov.uk

For School Admissions queries please email - schooladmissions@lewisham.gov.uk

For 2 Year Old Free Entitlement queries please email - early.entitlements@lewisham.gov.uk

Please click here to complete General Free School Meals query - <https://www.lewisham.gov.uk/psenquiry>

Click here to create an account or to log into an existing one.

Transferring your child to a different school during the school year.

If you are using this online application for the first time you will need to create an account.

Please note that this account is only used for transferring your child to a different school, free childcare and free school meals applications and is not your main Lewisham Council online account.

If you have already created an account for transferring your child to a different school, free childcare and free school meals, please login using your email address and password to view your child/children's details and apply.

If you have any queries, please contact the school admissions team on schooladmissions@lewisham.gov.uk Tel: 0208 314 8282 (Monday - Thursday 10:00am – 12noon & Monday afternoons only 2pm-4pm)

Click here to Create an Account or Login

To view Lewisham Privacy Notice click on below link:

<https://lewisham.gov.uk/about-this-site/privacy/cyp/privacy-notice---early-years-quality-and-sufficiency-service>

Sign In

Sign in or create an account with us.

Enter your username



You must enter a username to continue

Next

Create Account

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *



An email address is required and should be entered in the format "someone@somewhere.xxx".

Confirm Email *

Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

No address to display.

Add Address

Account Security

New Password *

Confirm Password *

Please confirm your password

Start Again

Create



TEST | © 2024 The Access Group | 24.21.5333.27058

You should then receive an email to verify your account. Please check your email inbox, spam and junk boxes.

From: Enrol@Lewisham.gov.uk <Enrol@Lewisham.gov.uk>
Sent:
To:
Subject: Verify your Lewisham Parent Portal account

Please verify your account so that you can use the Parent Portal to apply for free school meals, free childcare or **in-year school admissions**.

Please click the following link or copy/paste to your browser to login to the system.

Do not reply to this email. It has been sent from an unmonitored account.

<https://eyproviders.lewisham.gov.uk/SynergyWeb/login.aspx?U=c4ffd93f-1491-48be-8d78-7adf0c3f8827&ReturnUrl=%2fSynergyWeb%2fParents%2faccount%2fadd.aspx>

Once all the above has been completed.

Sign in with your email address and password

Sign In

Sign in or create an account with us.

Enter your username



You must enter a username to continue

Next

Create Account

Once you have signed it will take you to the Account Management Page, please check the details and save.

Account Management

Account Info

Applications

Documents

Notifications

My Details

[My Children](#)

[Security](#)

My Details

All of your details can be found below.

Personal Details

Update your personal details using the below fields. When you are happy with your changes, click save at the bottom of the page. Your email address can be updated by going to the Security section. Required fields are marked with a *.

Title *	<input type="text" value="Mrs"/>
Forename *	<input type="text" value="Test"/>
Middle Name	<input type="text"/>
Surname *	<input type="text" value="Test"/>
DOB	<input type="text"/>
NI Number	<input type="text" value="National Insurance Number"/>
NASS Number	<input type="text" value="National Asylum Support Service Number"/>
Address	<input type="text" value="Old Town Hall, Catford Road, London, SE6 4RU"/>

Update Address

Daytime Number	<input type="text" value="0208 111 1234"/>
Evening Number	<input type="text" value="0208 111 1234"/>
Mobile Number	<input type="text" value="07956 14 14 14"/>
Email Address	<input type="text" value="cathryn.brown@lewisham.gov.uk"/>

[Save](#)

If you are making an application for the first time

Click on applications

The screenshot shows the 'Account Management' header with four tabs: 'Account Info', 'Applications', 'Documents', and 'Notifications'. The 'Applications' tab is highlighted in blue. Below the header, the page title is 'Applications Home' with the instruction 'Use the menu to select an application to view'. A left-hand menu contains links for 'Applications Home', 'Admissions', 'Childcare', 'Free School', and 'Meals'. The 'Applications Home' link is highlighted in blue.

Then click on Admissions

The screenshot shows the 'Account Management' header with the same four tabs. The 'Applications' tab is still highlighted, but the 'Admissions' link in the left-hand menu is now highlighted in blue. The main content area is titled 'Admissions' and contains the text: 'All of your admissions applications are listed below. You may continue an existing application from where you left off, unsubmit an existing application which hasn't yet been processed by the Local Authority, or respond to completed applications.' Below this text is a blue button labeled 'Start Application' with a plus icon. On the right side, there is a dropdown menu labeled 'Order by' with 'Newest Application' selected.

If you have previously created children, they will show here, you will be available to view your previous applications. if not click the **Start Application button.**

It will bring you back to the applicant's details page, check details press save and then continue.

At any point during the application process you can click on the numbers on the top and it will bring you back to that page.

The screenshot shows a progress bar titled "Apply for a School Place" with five steps: 1 (Applicant Details), 2 (Select Child), 3 (Select Round), 4 (represented by three dots), and 5 (Application Submitted). Step 1 is highlighted with a blue circle and a question mark below it. Below the progress bar, the "Applicant Details" form is visible, with the text "Please verify your details and update if necessary" and "(1 of 8)" in the top right corner.

Select New Child

The screenshot shows the same progress bar as above, but now step 2 ("Select Child") is highlighted with a blue circle and a question mark below it. Step 1 is now a green circle with a checkmark below it. Below the progress bar, the "Select Child" form is visible, with the text "Please select the child you wish to apply for" and "(2 of 8)" in the top right corner. A blue button labeled "New Child" is located at the bottom left of the form.

The screenshot shows the "Create Child" form. It has a title "Create Child" and a sub-header "To create a new child, please complete the following details and then save these details using the buttons at the end of the form." The form contains the following fields:

- Forename * (text input)
- Middle Name (text input)
- Surname * (text input)
- DOB * (text input)
- Gender * (dropdown menu with "Please select an option" selected)

At the bottom, there is a checked checkbox for "Address same as Applicant?", a yellow "Cancel" button, and a blue "Save" button.

Apply for a School Place

1
✓
 Applicant Details

2
?
 Select Child

3
 Select Round

...

8
 Application Submitted

Select Child (2 of 8)

Please select the child you wish to apply for

New Child

	Name	Address	Gender	DOB	
<input type="radio"/>	James Martini Bond	Old Town Hall, Catford Road, London, SE6 4RU	Male	22/12/2017	
<input type="radio"/>	John Brown	Old Town Hall, Catford Road, London, SE6 4RU	Male	01/12/2022	

Please select the child you wish to apply for

Back
Next

Apply for a School Place

1
✓
 Applicant Details

2
✓
 Select Child

3
 Select Round

...

8
 Application Submitted

Select Child (2 of 8)

Please select the child you wish to apply for

New Child

	Name	Address	Gender	DOB	
<input checked="" type="radio"/>	James Martini Bond	Old Town Hall, Catford Road, London, SE6 4RU	Male	22/12/2017	
<input type="radio"/>	John Brown	Old Town Hall, Catford Road, London, SE6 4RU	Male	01/12/2022	

Please select the child you wish to apply for

Back
Next

Apply for a School Place



Select Round

(3 of 8)

Please select a round from the below options

Selected Child:
James Martini Bond

Continue existing application

Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
<i>No rounds available at this time</i>				

Start a new application

This does not apply for parents making an In Year Application. Please see information below.

Round	Deadline	DOB Range (From - To)
<i>No rounds available at this time</i>		

Start a new in-year application

For child looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
Year 11, 2024/25 - Year 11, 2024/25	20/12/2024 00:00	01/09/2008 - 31/08/2009

Back

Next

Then fill out the application details.

You will need to press the search for school button to add your child's current school. This will open another box – please see below

Apply for a School Place

2 ✓ Select Child 3 ✓ Select Round 4 ? Application Details ... 8 Application Submitted

Application Details (4 of 8)

Please review the round details and answer the following questions

Selected Child:
James Martini Bond

Round: Year 11, 2024/25 - Year Deadline for Applications: 11, 2024/25	Date of Birth from: 20/12/2024 00:00	Date of Birth to: 01/09/2008	Date of Birth to: 31/08/2009
--	---	---------------------------------	---------------------------------

What is the child's current school?

Application Reason *

Relationship to Child *

Is the Child living with you due to a court agreement? * Yes No

Apply for a School Place

Search for a School

Local Authority

Gender *

"All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.

School *

Apply for a School Place

Search for a School

Local Authority

Lewisham



Gender *

All Applicable Schools



"All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.

School *

Fore



Cancel

Forest Hill School - Dacres Road - SE23 2XN

Apply for a School Place

Search for a School

Local Authority

Lewisham



Gender *

All Applicable Schools



"All Applicable Schools" finds all mixed-gender schools and all schools which only accept your child's gender.

School *

Forest Hill School



Forest Hill School

Code

2094289

Address

Forest Hill Secondary School,
Dacres Road,
London,
SE23 2XN

Ages

11 - 18

Gender Mix

Boys Only

Supplementary Information Form (SIF) Required

No

Primary Teaching Language

English

Cancel

Confirm Selected

Once you have selected your current school, you can continue with your application.

Application Reason *

Please select an option

Relationship to Child *

Please select an option

Is the Child living with you due to a court agreement? *

Yes No

Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority?

Type to start searching



Does the Child have a current Education, Health & Care Plan? *

Yes No

Is the Child's parent /guardian a Crown Servant? *

Yes No

Is the Child part of a multiple birth? e.g. twin *

Yes No

Alternative Contact Notes

Date of Current / Previous Attendance

New School Request Date

Reason for Changing School

Is the Child a New Arrival to the UK? *

Yes No

Supporting Documents

Add documents which support your application. E.g. Child Date of Birth, Tax form.

Attach documents

No documents have been attached to this application

Please confirm that you wish to proceed without attaching any documents

Back

Save and Continue

You can at this point attach your proofs.

Apply for a School Place

Documents

Select any of your existing documents below that you wish to attach to your application, or upload new documents

Existing Documents

Select any existing documents to add to your application

Filename	File Description	Created Date	Actions
There are no records to show			

Table of your existing documents

New Document

Select files to upload

Test Document.pdf Browse

Enter a description for each of your documents and click Attach Documents to start the upload

File description for Test Document.pdf *

Birth Certificate ✓

Remove

Cancel Attach Documents

Supporting Documents

Add documents which support your application. E.g. Child Date of Birth, Tax form.

Attach documents

Filename	File Description	Created Date	Actions
Test Document.pdf	Birth Certificate	29/10/2024 15:27	Download Delete

Table of your selected documents for this application

Please confirm the attached documents are correct

Back Save and Continue

Apply for a School Place



Fair Access Questions

(5 of 9)

We would like to ensure that children without a school place are found a suitable school as quickly as possible. If there are no vacancies in any schools, we may ask schools to go over their published admission number if any of the categories listed below apply to your child. Please answer the questions below.

Selected Child:

James Martini Bond

Round: Year 11, 2024/25 - Year 11, 2024/25

Deadline for Applications: 20/12/2024 00:00

Date of Birth from: 01/09/2008

Date of Birth to: 31/08/2009

Please answer the following Fair Access Questions below

Does your child have a medical condition or disability *

Yes No

Does your child have special educational needs but not an EHCP *

Yes No

Has your child ever been permanently from excluded from School *

Yes No

Has your child had any fixed term exclusions *

Yes No

Has your child had more than one permanent exclusion *

Yes No

Has your child had more than one fixed term exclusion *

Yes No

Is your child at risk of a permanent exclusion *

Yes No

Is your child being bullied in their current school *

Yes No

Is your child's attendance below 95% *

Yes No

If your child is being bullied has the school been notified *

Yes No

Is your child being electively home educated *

Yes No

Back

Save and Continue

If you know the name of the school you want to apply for, type in the search box.

You can also just press the advanced search button It will open another box and list all relevant schools.

Apply for a School Place

5 ✓ Fair Access Questions 6 ? Select Your Preferences 7 Preference Reasons 8 Submit Application 9 Application Submitted

Select Your Preferences (6 of 9)

Please select or search for schools below and rank them in your desired order

Selected Child: James Martini Bond

Round: Year 11, 2024/25 - Year 11, 2024/25 Deadline for Applications: 20/12/2024 00:00 Date of Birth from: 01/09/2008 Date of Birth to: 31/08/2009

Disable animations

Preference	School	Rank Order
1 *	<input type="text" value="Type to start searching"/> <input type="button" value="Q"/>	<input type="button" value="Advanced Search"/>
2	<input type="text" value="Type to start searching"/> <input type="button" value="Q"/>	<input type="button" value="Advanced Search"/>
3	<input type="text" value="Type to start searching"/> <input type="button" value="Q"/>	<input type="button" value="Advanced Search"/>

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 0 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

Select the schools you want to apply for. Please note you can only apply for a MAXIMUM of Three Schools.

Apply for a School Place

School Search

Searching for your preference 1 school

School Name:

Distance from Child's Address (miles):
Find schools within a number of miles from the child's address. For schools at any distance, clear the field.

Gender Mix: ⌵
All Applicable Schools finds all mixed-gender schools and all schools which only accept your child's gender.

School Phase: ⌵

Primary Teaching Language:

Search Results: 12

Select a school from the results below

« < 1 2 > »

Name	Distance from Child's Address (in miles)	Postcode	Gender Mix	
<input checked="" type="radio"/> Addey & Stanhope School	2.06	SE14 6TJ	M	<input type="button" value="More Details"/>
<input type="radio"/> Bonus Pastor Catholic College	1.53	BR1 5PZ	M	<input type="button" value="More Details"/>
<input type="radio"/> Conisborough College	0.9	SE6 2PS	M	<input type="button" value="More Details"/>
<input type="radio"/> Deptford Green School	2.37	SE14 6AN	M	<input type="button" value="More Details"/>
<input type="radio"/> Forest Hill School	1.46	SE23 2XN	B	<input type="button" value="More Details"/>
<input type="radio"/> Haberdashers' Hatcham College	1.83	SE14 5SF	M	<input type="button" value="More Details"/>
<input type="radio"/> Haberdashers' Knights Academy	2.01	BR1 5EB	M	<input type="button" value="More Details"/>
<input type="radio"/> Prendergast Ladywell School	0.41	SE4 1SA	M	<input type="button" value="More Details"/>
<input type="radio"/> Prendergast Vale School	1.3	SE13 7BN	M	<input type="button" value="More Details"/>
<input type="radio"/> Sedgehill Academy	1.53	SE6 3QW	M	<input type="button" value="More Details"/>

Table of available schools, please click the row to select

« < 1 2 > »

You can use the arrows on the side to change the ranked order of your preferences.

5 ✓ Fair Access Questions

6 ? Select Your Preferences

7 Preference Reasons

8 Submit Application

9 Application Submitted

Select Your Preferences (6 of 9)

Please select or search for schools below and rank them in your desired order

Selected Child:
James Martini Bond

Round: Year 11, 2024/25 - Year 11, 2024/25 Deadline for Applications: 20/12/2024 00:00 Date of Birth from: 01/09/2008 Date of Birth to: 31/08/2009

Disable animations

Preference	School	Rank Order
1 *	Addey & Stanhope School ⓘ	↓ ↑ 🗑️
2	Deptford Green School ⓘ	↑ ↓ 🗑️

3 or

Your preferred schools. You need to select a minimum of one school.

I confirm that I am happy to proceed with 2 of 3 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.



Preference 1 ⤴
Addey & Stanhope School

Preference Reasons
Select Reasons for preference

Notes

Supporting Documents
Add documents which support your reason to apply for Addey & Stanhope School. E.g. Child Date of Birth, Tax form. The documents will be supplied to the school as evidence to support your application

[Attach documents for Addey & Stanhope School](#)

i No documents have been attached to this preference

Please confirm that you wish to proceed without attaching any documents

Preference 2 ^

Deptford Green School

Preference Reasons

Select Reasons for preference

Staff

Notes

Supporting Documents

Add documents which support your reason to apply for Deptford Green School. E.g. Child Date of Birth, Tax form. The documents will be supplied to the school as evidence to support your application

Attach documents for Deptford Green School

i No documents have been attached to this preference

Please confirm that you wish to proceed without attaching any documents

Back

Save and Continue

Apply for a School Place

5
✓
Fair Access Questions

6
✓
Select Your Preferences

7
✓
Preference Reasons

8
?
Submit Application

9
Application Submitted

Submit Application (8 of 9)

This application has NOT yet been submitted.

The submission period for this application ends on **20/12/2024 00:00**.

After this time you will no longer be able to submit this application.

You will then see a full page summary of your application, please check.

Applicant Details 

Applicant Name
C Brown

Address
Old Town Hall, Catford Road, London, SE6 4RU

Evening Number
0208 111 1234

Daytime Number
0208 111 1234

Mobile Number
07956 14 14 14

Email Address
[REDACTED]

Selected Child 

Name
James Martini Bond

DOB
22/12/2008

Gender
Male

Application Details 

Round
Year 11, 2024/25 - Year 11, 2024/25

Application Reference
209-2024-60-E-011586

The address the child will be attending school from
Old Town Hall, Catford Road, London, SE6 4RU

What is the child's current school?
Forest Hill School

Application Reason
I am moving into another part of Lewisham

Relationship to Child
Mother

Is the Child living with you due to a court agreement?
No

Is the Child currently in care, or has the Child previously been in care? If so, by which Local Authority?
Not Looked After

Does the Child have a current Education, Health & Care Plan?
No

Is the Child's parent /guardian a Crown Servant?
No

Is the Child part of a multiple birth? e.g. twin
No

Alternative Contact Notes

Date of Current / Previous Attendance

Not Supplied

New School Request Date

Not Supplied

Reason for Changing School

N/A

Is the Child a New Arrival to the UK?

No

Supporting Documents

Filename	File Description
Test Document.pdf	Birth Certificate

Fair Access Questions

Does your child have a medical condition or disability

No

Does your child have special educational needs but not an EHCP

No

Has your child ever been permanently from excluded from School

No

Has your child had any fixed term exclusions

No

Has your child had more than one permanent exclusion

No

Has your child had more than one fixed term exclusion

No

Is your child at risk of a permanent exclusion

No

Is your child being bullied in their current school

No

Is your child's attendance below 95%

No

Selected Preferences

Preference 1
Addey & Stanhope School

Preference 2
Deptford Green School

Collapse All **Expand All**

Disclaimer

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

I have read the disclaimer *

Back

Submit Application

Apply for a School Place

5 6 7 8 9

Fair Access Questions Select Your Preferences Preference Reasons Submit Application Application Submitted

Application Submitted (9 of 9)

✓ Thank you for applying for Year 11, 2024/25. Your application has been submitted successfully

New Application Finish

When your application has been submitted you can either click finish or start another application for a different child.

You will receive the following confirmation email.

Thank you for submitting your admissions application

Enrol@Lewisham.gov.uk
To: ██████████

Tue 29/10/2024

Start your reply all with: Thank you for your confirmation. I confirm. Thank you! Feedback

Dear Parent / Guardian,

This email confirms that you have submitted your child's online admissions application.

Application Details:

Year 11, 2024/25

- Preference 1: Addey & Stanhope School
- Preference 2: Deptford Green School

You can also view your application by clicking the link below:

<https://eyproviders.lewisham.gov.uk/synergyweb/enquiries/citizen/citizen.aspx/admissions?appid=88ee4240-0704acb-b868-be80acabbcb8>

Your application will then be queued to be downloaded. When your application is downloaded you will receive the following email.

Your application has been received



Enrol@Lewisham.gov.uk
To 



Reply

Reply All

Forward



Tue 29/10/2024 16:10

test

If there are any issues with your application, you will receive an email/phone call from the school admissions team. You **do not need** to contact the school admissions team to confirm receipt.