More top tips for applying for secondary school

Here are some important things to remember when you are completing your application.

Parental responsibility

The person completing the application must be the child's parent (including adoptive parents) or the person with legal parental responsibility. You must provide evidence of this, such as a letter relating to:

- child benefit
- child tax credit
- a child tax fund

The letter should include the parent and child's names. Call us on 020 8314 8282 or email secondaryadmissions@lewisham.gov.uk if you can't provide one of these documents.

Name of school

Make sure you enter the correct school name. Some schools work in federation and have similar names, such as Prendergast Vale School and Prendergast Ladywell School.

Siblings

Enter the details of any of your other children who go to the schools you are applying for. If you do not fill this in, you may not be considered under the sibling criterion.

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Supporting evidence

Sometimes you need to submit more evidence to prove that your child meets the admissions criteria. For example, if you want your child to be considered under

medical or social criteria, you must tick the relevant box and attach supporting evidence when you apply online.

Enter details correctly

It is your responsibility to make sure:

- your application is fully completed
- you have entered all details correctly
- you have ticked relevant boxes.

Every time you fill in the information on a page, click the 'Save and continue' button or the information will not be saved.

Submit your application by 31 October

There's not long left to submit your application. Make sure you have:

- checked the admissions criteria for schools you're interested in to see if your child has a good chance of being offered a place
- checked to see if you need to submit supplementary information forms

CLOSING DATE FOR APPLICATIONS 31 OCTOBER 2020.
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