

In-Year School Admissions

If you wish to apply for a school place for your child in Year 1 – 6 you will have to apply through the Local Authority. This is called an 'in-year admission'. Please contact Lewisham Council on 0208 314 8282 or e-mail schooladmissions@lewisham.gov.uk

To proceed with an in-year admission an on line 'In-Year Common Application Form', available from the Local Authority, will have to be completed. You will need to provide proof of address and proof of parental responsibility with your application.

Section A

Document	Notes
Council Tax statement or letter	This must be supplied if the applicant is the council taxpayer and must be for the current financial year.
Tenancy agreement or solicitor's letter confirming completion of house purchase.	Must be current and include the pages that show the names of the tenants. If this is a new address, the applicant must supply a letter from solicitor confirming completion date. (If child is named on this it can be used as a proof of address for child if no other child documents are available)
Letter from the National Asylum Support Service (NASS) or UK Border Force (UKBA) confirming you live at the address	Must be current year.

Section B

Document	Notes
TV licence	Must be for current year.
Utility bill	Must not be more than three months old. Mobile phone bills will not be accepted.
Driving licence	Must be current.
NHS registration card	Must show the applicants name and address.

Confirming your child's address

The applicant must provide one of the following documents to confirm the child's name and address.

Document	Notes
Child NHS registration card	Must show the child's name and address.
Medical letter or prescription	Must not be more than 12 months old.
Immigration documents	Must show address.
Letter signed by "No recourse to public fund" team	Must state child and parent's name and address.
Letter signed by social services - If child is a Looked After	Must state the child and carer's name and address.

Confirming your child's date of birth

The applicant must provide one of the following documents to confirm the child's date of birth.

Document	Notes
Passport	Must be current.
EU national identity card	Must be current.
Prescription or medical letter	Must have the child's name and date of birth printed on it.

Further information regarding in-year admissions is available from the Lewisham Council website.

<https://lewisham.gov.uk/myservices/education/schools/school-admission/transferring-your-child-to-a-different-school-during-the-school-year>